



Farm Products Council
of Canada

Conseil des produits agricoles
du Canada

**Farm Products Council of Canada
2013-2014
Annual Report to Parliament on the
*Access to Information Act***

Canada^{ca}

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Annual Report to Parliament on the
*Access to Information Act***

APRIL 1, 2013 - MARCH 31, 2014

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I. Introduction

Purpose of the *Access to Information Act*

The *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) was proclaimed on July 1, 1983.

The *Access to Information Act (ATIA)* gives Canadian citizens and individuals present in Canada a broad right of access to information contained in government records subject to certain specific and limited exceptions.

Under Section 72 (1) of the (*ATIA*), the head of every government institution is required to prepare an annual report to Parliament on the administration of the respective Acts within the institution during each fiscal year.

In accordance with Treasury Board, this report highlights changes and new developments and excludes repetition of information previously reported.

FPCC's Mandate The Farm Products Council of Canada (FPCC), was established in 1972 under the *Farm Products Agencies Act* (the Act) as a unique public interest oversight body which reports to Parliament through the Minister of Agriculture and Agri-Food Canada (The Minister).

The FPCC; headed by a Chairperson (Deputy Head) appointed by the Governor-in-Council, is composed of up to seven Members of which at least half must be primary producers at the time of their appointment.

This Act provides for the creation of National Marketing Agencies and Promotion Research Agencies. There are currently four Marketing Agencies: Canadian Hatching Egg Producers, Chicken Farmers of Canada, Egg Farmers of Canada and Turkey Farmers of Canada. There is also one Promotion Research Agency, Canada Beef. The FPCC supervises and works with these agencies to ensure that the supply management system for poultry and eggs and the promotion research activities for beef cattle work in the balanced interest of all stakeholders, from producers to consumers, and can evolve to respond to current and future challenges.

The FPCC also provides advice and recommendations to the Minister, collaborates with provincial supervisory boards and actively works with the Department and Agriculture and Agri-Food Portfolio Organizations.

Tabling

The annual reports are tabled in Parliament in accordance with section 72 of the *Access to Information Act*.

II. FPCC Structure

Administration & Functional Information

The Chief Financial Officer has delegated authority to oversee the administration of the *Access to information Act* within the Farm Products Council of Canada and to ensure compliance with the legislation. FPCC has currently one in house ATIP Coordinator, however relies on Agriculture & Agri-Food Canada whom acts as a service provider to the organization.

III. Delegation Order

Access to Information Designation Order

Section 73 of the *Access to Information Act* provides for the Minister, as head of Agriculture & Agri-Food Canada, to delegate the powers, duties and functions designated by the acts.

Delegation of Authority Instrument for the Administration of the *Access to Information Act*

A copy of the approved Agriculture & Agri-Food Canada Delegation of Authority can be found in Appendix A.

IV. The *Access to Information Act* Report

Statistical Data – *Access to Information Act*

FPCC received 7 formal requests during the 2013-2014 reporting period, 2 of which were carried over to the next reporting period.

Completed Requests

FPCC closed 3 requests and 2 were abandoned by the requester during the 2013-2014 reporting period.

ACCESS TO INFORMATION DESIGNATION ORDER

(Farm Products Council of Canada)

The Minister of Agriculture and Agri-Food, pursuant to section 73 of the *Access to Information Act*, hereby designates the persons of the Department holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and perform the duties and functions of the Minister as the head of a government institution under the sections of the Act set out in the schedule opposite each position. This Designation Order supersedes all previous Designation Orders.

JUN 16 2011

Date



Minister of Agriculture and Agri-Food

Schedule A

Delegation of Authority Instrument for the Administration of the *Access to Information Act*

Section of the <i>Access to Information Act</i>	Powers, Duties or Functions	Assistant Deputy Minister	Coordinator, <i>Access to Information Act</i>	Manager, <i>Access to Information Act</i>
4(2.1)	Responsibility of head of institution	-	X	X
7(a)	Notice when access requested	-	X	X
7(b)	Giving access to the record	-	X	X
8(1)	Transfer of request to another government institution	-	X	X
9	Extension of time limits	-	X	X
11(2)(3) (4)(5)(6)	Additional Fees	-	X	X
12(2)(b)	Language of Access	X	X	-
12(3)(b)	Access in an alternative format	-	X	-
13	Exemption - Information obtained in confidence	-	X	-
14	Exemption - Federal-provincial affairs	-	X	-
15	Exemption - International affairs and defence	-	X	-
16	Law enforcement and investigations	-	X	-
16.5	<i>Public Servants Disclosure Protection Act</i>	-	X	-
17	Safety of individuals	-	X	-
18	Economic interests of Canada	-	X	-
18.1	Economic interest of certain government institutions	-	X	-
19	Personal information	-	X	-
20	Third party information	X	X	X
21	Operations of Government	-	X	-
22	Testing procedures, tests and audits	-	X	-
22.1	Internal Audits	-	X	-
23	Solicitor-client privilege	-	X	-
24	Statutory prohibitions	-	X	-
25	Severability	-	X	-
26	Refusal of access where information to be published	-	X	-
27(1), (4)	Third party notification	-	X	-
28(1)(b), (2), (4)	Third party notification	-	X	-
29(1)	Notice of decision to disclose	-	X	-
33	Notice to Information Commissioner of notices to third parties	-	X	X

Section of the <i>Access to Information Act</i>	Powers, Duties or Functions	Assistant Deputy Minister	Coordinator, <i>Access to Information Act</i>	Manager, <i>Access to Information Act</i>
35(2)(b)	Right to make representations	X	X	-
37(1)(b)	Notice of actions to implement recommendations of Commissioner	-	X	-
37(4)	Access to be given to complainant	-	X	-
43(1)	Notice to third party of application to Federal Court for review	-	X	X
44(2)	Notice to requester of application for review by third party	-	X	X
52(2), 52(3)	Special rules for hearings	-	X	-
71(1)	Facilities for inspection of manuals	-	X	-
72	Annual report to Parliament	X	X	X
6(1)	Transfer of request	-	X	-
7(2)	Search and preparation fees	-	X	-
7(3)	Production and programming fees	-	X	-
8	Method of access	-	X	-
8.1	Limitations in respect of format	-	X	-



Statistical Report on the *Access to Information Act*

Name of institution: Farm Products Council of Canada

Reporting period: April 1, 2013 to March 31, 2014

Part 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	7
Outstanding from previous reporting period	0
Total	7
Closed during reporting period	5
Carried over to next reporting period	2

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	1
Organization	1
Public	5
Decline to Identify	0
Total	7

1.3 Informal requests

Completion Time							Total
1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
0	0	0	0	0	0	0	0

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	1	0	0	0	0	0	0	1
Disclosed in part	0	0	0	1	0	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	4	0	0	1	0	0	0	5

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
		16(2)(a)	0				
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	1
14	0						
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1)	0						
15(1) – I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) – Def.*	0	16.2(1)	0	19(1)	1	22.1(1)	0
15(1) – S.A.*	0	16.3	0	20(1)(a)	0	23	1
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	1	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	0		
16(1)(b)	0	17	0	20(1)(d)	0		
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
		69(1)(a)	0		
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	1	0	0
Disclosed in part	0	1	0
Total	1	1	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	3	3	1
Disclosed in part	700	657	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1000 Pages Processed		1001–5000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	1	3	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	657	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	3	3	1	657	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	1	0	0	0	1

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where an Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	1	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	1	0	1	0

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	1	0	0	0
31 to 60 days	0	0	1	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	1	0	1	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	4	\$ 20	0	\$ 0
Search	0	\$ 0	0	\$ 0
Production	0	\$ 0	0	\$ 0
Programming	0	\$ 0	0	\$ 0
Preparation	0	\$ 0	0	\$ 0
Alternative format	0	\$ 0	0	\$ 0
Reproduction	0	\$ 0	0	\$ 0
Total	4	\$ 20	0	\$ 0

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	3	3	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	3	9	0	0
Closed during the reporting period	3	9	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	3	0	0	0	0	0	0	3
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	3	0	0	0	0	0	0	3

5.3 Recommendations and completion time for consultations received from other organizations

Recommendations	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 31	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$ 2000
Overtime		\$ 0
Goods and services		\$ 0
• Professional services contracts	\$ 0	
• Other	\$ 0	
Total		\$ 2000

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.00
Part-time and casual employees	3.75
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.00

Note: Enter values to two decimal places.

Completion Times and Extensions

FPCC had no delays in time and execution for the 2013-2014 reporting period.

Application of exemptions and exclusions

For the 2013-2014 reporting period FPCC has one exemption under section 19(1), one exemption under 20(1) (b), 3 exemptions under section 21(1) (a), (b) and (c) and one exemption under 23. FPCC had no exclusions during the 2013-2014 reporting period.

Trends

FPCC has no trends to report during the reporting period 2013-2014.

Consultations from Other Government Institutions (OGI)

FPCC received (3) consultation requests from Other Government Institutions which were all closed during the reporting period 2013-2014. The total number of pages reviewed and approved for release was 9.

Appeals to the Federal Court

FPCC received no appeals during the 2013-2014 reporting period.

Statistical Reports on the Access to Information Act – Appendix B

V. Training and Education

One orientation and awareness session was undertaken for 2013-2014 reporting period.

Reading Room

A reading room makes available to the public, the current version of Info Source, as well departmental publications and manuals. The room is located at 960 Carling Avenue Building 59, Ottawa (Ontario).

VI. New Institution Policy and Procedures implemented on the administration of the *Access to Information Act*

FPCC did not implement any new policies and procedures on the administration of the *Access to Information Act* for the 2013-2014 reporting period.

VII. Summary of Key Issues

FPCC received one complaint concerning the *Access to Information* during the 2013-2014 reporting period. An investigation is currently underway by the Office of the Information Commissioner Canada.

VIII. Time Monitoring

No monitoring was conducted during the 2013-2014 reporting period.