

# How to use these Templates

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There are 8 tabs within this workbook, containing PARP templates for the following PARP reporting areas:

Tab	PARP Reporting [Area]	Tables
1	Performance Targets	1.1
2	Governance	2.1 - 2.5
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## Notes:

- \* Regulated marketing boards are to complete the tables contained in tabs 1 through 4.
- \* Supply managed boards are to complete the tables contained in tabs 1 through 7
  
- \* Some templates have examples included. Please delete examples prior to filling in your sector information or statistics.
- \* These templates have been designed with totals rows that will add up your totals for you.
- \* For boards with different types of production, please replace [Type 1], [Type 2], etc. with the production types used in your industry.
- \* It may be necessary to add or delete rows in the Production Type reporting templates.

**For further information or examples of how to fill out the tables, refer to the PARP Templates and Reporting Guide document BCFIRB has provided.**

- \* If you are having an issue with a certain template, please be in touch with BCFIRB as early as possible, so that we can work towards a solution.

# Section 1: Sector Performance Targets

## Table 1.1

### 1.1 Sector Performance Targets Template

\***All commodity boards and commissions** are to identify between 3-5 board targets/goals that you think best demonstrate the strategic priorities and future direction of your sector.

\*Some or all targets/goals may already be part of your strategic plan.

\*Include an update on the targets set in the previous reporting period, **unless those targets were marked as complete in the previous report.**

\*Target status: Completed; In Progress; To be started

\*Use hyperlinks to provide supporting references where appropriate

\*If a Performance Target was marked as anything other than "Complete" in the previous report, please repeat it here.

\*Please include concrete goals.

\*All Performance Targets should have goals that are concrete and can be clearly evaluated as achieved/not achieved.

For further information or examples of how to fill out the tables, refer to the PARP Templates and Reporting Guide document (pg 4-5) BCFIRB has provided

Target	Target description	Target status	Timeline
<i>Education - producers attend 12 education sessions</i>	<i>Building industry capacity and sustainably; and increasing technical expertise, and innovation by sending directors to North American pork conferences and education sessions.</i>	<i>This is an annual target, so it will always be In progress - 16 education sessions were attended.</i>	<i>The 2024 target of 12 sessions was reached. Directors and Chairs attended a wide variety of sessions.</i>
<i>Pig Safe Pig Care compliance - 100% of producers validated under Pig Safe Pig Care</i>	<i>BC pork producers are dedicated to the highest quality standards. Through the Pig Safe Pig Care program, licensed producers demonstrate their compliance with national standards for food safety and animal care.</i>	<i>In progress - one producer was not validated in 2024.</i>	<i>One farm was not validated under Pig Safe Pig Care. He has been validated for 2025.</i>

# Section 2: Governance

## Tables 2.1 - 2.5

\*Effective, strategic and accountable delivery of legislated regulatory responsibilities by boards requires good governance and sound decision-making.

\*All commodity boards are to complete tables 2.1, 2.2, 2.3, 2.4, and 2.5.

\*Fill in the Comments/Examples column with a brief description and/or web link and/or evidence/examples.

\*Status reporting: In place; In place & under review ; In progress; To be started.

For further examples of how to fill out the tables, refer to the [PARP Templates and Reporting Guide](#) document BCFIRB has provided

**Table 2.1 General Governance Tools and Related Regulatory Requirements**

	Indicator	In place/ In progress/ To be started	Comments/Examples
<b>Planning and reporting</b>	Strategic Plan	Completed	Completed in 2021, starting to work on the next one
	Annual Report	Completed	
	Annual General Meeting	Completed	Held virtually
	Copies of all minutes, orders, reports, rules & regulations forwarded to BCFIRB as they are made	Completed	Submitted after every meeting.
<b>Rules</b>	Consolidated Orders up to date & published	Completed	Revised April 2019
	BCFIRB approved election rules	Completed	Revised in 2022.
<b>Board and staff</b>	Current member job descriptions	Completed	Included in the director binder
	Member orientation (e.g., mandate, role, responsibilities, regulatory framework, governance)	Completed	Director binder reviewed with new directors and Chairs
	Member training (e.g., role of officers, ethics, conflict of interest, fiduciary duties, decision-making practices)	Completed	Director encouraged to attend COGA sessions and similar.
	Staff orientation and training plans	Completed	Participates in training sessions
	Member and staff succession plan as applicable	In progress	
	Member performance evaluations (annual)	Completed	Survey completed by COGA
<b>Accountability</b>	Staff performance evaluations (annual)	Completed	Survey completed by COGA
	Member code of conduct signed	Completed	
<b>Transparency</b>	Member conflict of interest signed and updated annually	Completed	
	Governance and operational policies and controls up to date and public	Completed	

**Table 2.2 Financial Accountability and Related Regulatory Requirements**

	<b>Indicator</b>	<b>In place/ In progress/ To be started</b>	<b>Comments/Examples</b>
<b>Financial statements</b>	Auditor appointed in accord with Scheme requirements (if applicable)	In place	
	Audited financial statements (annual)	In place	
	Financial statements presented in annual report and at annual general meetings	In place	
<b>Member expenses</b>	Up to date approved member remuneration and expense policy consistent with legislation (where applicable)	In place	In-person meetings were replaced by Zoom calls, so the conference call rate was revised to take into account the longer Zoom calls.
<b>Controls</b>	Accounting practices are in accord with legislation and published standards	In place	Financial practices are in accordance with Canadian generally accepted auditing principles.
	Internal financial controls are in place, and reviewed by auditors	In place	Complete financial records are submitted to the auditor annually.
	Senior staff engaged with budget development & approval	In place	The GM works with the Chair and board to develop the draft budget.
<b>Accountability</b>	Operational, program and other expenditures using levies collected under the <i>NPMA</i> are in accord with purposes of the Scheme.	In place	
	Financial accountability processes and policies in place with producer associations and other organizations that receive funding from boards to carry out delegated responsibilities under the <i>NPMA</i> .	In place	The Commission and the Association hold joint board of director meetings, so all fiscal decisions are open and transparent. Board approval is secured before funds are spent. Financials are circulated and reviewed by the board of directors quarterly.

**Table 2.3 Communication and Consultation**

	<b>Indicator</b>	<b>In place/ In progress/ To be started</b>	<b>Comments/Examples</b>
<b>Communication</b>	Active industry communication plan or strategy	In place	Weekly producer pork bulletins and e-mails as required.
	Crisis management communication plan or strategy	In place	Completed a BC market interruption strategy for African swine fever. BC Pork also works with the BC Ministry of Agriculture and Food, CFIA and the Canadian Pork Council to develop crisis management and communications plans.
<b>Consultation</b>	Consultation, as appropriate and meaningful, with stakeholders (e.g., producers, supply chain, BCFIRB, Ministry of Agriculture, national agencies) to address sound marketing policy and public interest questions.	In place	
	Stakeholder feed back actioned where appropriate (e.g., policy or program development)	In place	

<b>Evaluation</b>	Avenue for regular stakeholder feedback on board operations, processes, policies and communications.	In place	E-mails are sent to all licenced producers advising them of any changes and providing opportunities for feedback and questions. The Chair reports on board operations at the AGM.
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**Table 2.4 Decision Making**

	<b>Indicator</b>	<b>In place/ In progress/ To be started</b>	<b>Comments/Examples</b>
<b>Requirements</b>	Quorum confirmed prior to decision making	In place	Quorum is achieved at meetings; if it is not; the meeting is for information and no decisions are made.
	Conflict of interest disclosure and recusals recorded	In place	Guidelines are included in the director binders.
<b>Process</b>	Processes are fair, inclusive, transparent, effective and strategic based on the matter to be decided.	In place	Board meeting material is sent to directors a week before each meeting. Robert's Rules and SAFETI are used in all meetings.
<b>Outcome</b>	Full rationale published for major decisions (e.g., including demonstrated application of consultation, market and other necessary information to reach sound marketing policy outcomes; demonstrated use of SAFETI in process & outcome)	In place	The Commission employs SAFETI and Robert's Rules of Order for board meetings, AGMs and decision making in general.
	Prompt timing, delivery and publishing of decisions	In place	Decisions made at meetings are circulated to members and FIRB once the board of directors has approved them.

**Table 2.5 Decision Assessment**

Assessment of focus of appeals and supervisory reviews. Assessment of what triggered appeal(s) and/or reviews. Lessons learned (process and sound marketing policy outcomes).

<b>Decision Assessment</b>
NA

**Table 2.6: Compliance and Enforcement Process for Mandatory Biosecurity Program(s)\***

	Indicator	Details
<b>Mandatory Biosecurity Program(s)</b>  *Note: "Biosecurity Program" includes food safety, animal welfare, and disease-prevention measures	<b>Mandatory biosecurity program(s) for the commodity</b>	Canadian Pork Council's Pig Safe Pig Care program for all hog farms shipping hogs to federal plants. As part of the BC Brand, the BC Pork Producers Association requires all farms to be validated annually regardless as to whether they ship to provincial or federal plants.
	<b>Number of farms audited</b> (per program, if applicable)	Pig Safe Pig Care - 8 farms validated or 90%. Nine Farms required validation.
	<b>Type of audit(s) conducted per program</b> (i.e. on-farm, paper, or other)	Because of biosecurity concerns such as African Swine Fever, in-barn (full validation) inspections occur every three years. The other two years, paperwork is validated on site (partial validation).
	<b>Type of auditor for each program, if applicable</b> (i.e. commodity board staff, third party, or other)	Third party vet trained by the Canadian Pork Council
	<b>Total Number of biosecurity program infractions</b> (ie. non-compliant with program standards - all program areas)	Two minors
	<b>Top 3 infractions from audits (non-compliant with program standards - all program areas/each program)</b>	
		1st missing paper work
		2nd
	3rd	
<b>Compliance and Enforcement Process</b>	<b>Number of infractions that were resolved at each graduated stage:</b>	
	Informal education & CARs	2
	1 <sup>st</sup> Warning Letter	
	Subsequent Warning Letter(s) (if applicable)	
	Sector-specific Penalties and/or AMPs	
	License/Quota suspension	
	License/Quota cancellation	
<b>Transparency &amp; Accountability</b>	<b>Were any changes made to the biosecurity program or C&amp;E process?</b>	No changes made by the BCHMC.
	<b>If YES, describe the updates or changes and provide supporting documents</b>	

# Section 3: Sector Summary Part 1

## Tables 3.1 - 3.7

### Sector Basics

\* **All commodity boards** are to complete the tables in Section 3, providing the following definitions and statistics.

\* *Examples are included in italics with a "\*" next to them. Please delete when filling in your own stats and information.*

**For further information or examples of how to fill out the tables, refer to the PARP Templates and Reporting Guide document BCFIRB has provided**

#### **Table 3.1 Reporting Time Period**

Define the start and end date of the period being reported on their PARP report.

Reporting Period	
Start date of reporting period	<i>January 1, 2024</i>
End date of reporting period	<i>December 31, 2024</i>

#### **Table 3.2 Production Measurements Defined**

Define the units of measurements used in the sector to measure production volume, and quota if applicable.

Production Measurement Definitions	
Quota Unit	<i>There is no quota in the pork sector</i>
Production Unit	<i>number of sows</i>

#### **Table 3.3 Regulated and Supply Managed Products Defined**

\*~~E~~or all commodity boards: Define the regulated product(s)

\*~~E~~or regulated boards: Identify production volume (and crop type and/or other factor if applicable) where a licence is required (e.g. cranberries - > 2 acres)

\*~~E~~or supply managed boards: Identify production volume for personal exemption; small lot permit or small lot type program; and, volume where quota required.

Regulated Definition
<i>Producers must ship at least 300 market hogs for processing annually to be eligible to be licensed.</i>

**Table 3.4 Production Type Definitions**

Define the major production types within the sector, and provide a brief explanation for each.

Production Type Definitions	
Production Type	Explanation
Farrow to finish	Farms that have sows and raise piglets to market hog size (hot dressed carcass weight between 74 and 115 kg).
Finisher - note that farms that are strictly finishers and buy weaned piglets from other producers are not included in any production/sector overview analysis that is based on sow numbers because they don't have any sows. (Tables 3.11, 3.12, 3.13). For table 3.9, they are counted as small; less than 300 hogs.	Farms that buy weaned piglets and raise them to market hog size. They do not have any sows on the farm.
Round Hogs	Farms that have sows and raise piglets for round hogs (barbeque hogs – hot dressed carcass weight between 25 and 74 kg).
Direct Farm Marketing	Farms that have sows or buy weaners and sell their hogs directly to the retail trade or consumers as opposed to selling to a processor who then sells the pork to their customers.
Mixed	Farms that have sows and sell both market hogs and round hogs

**Table 3.5 Producer Size Definitions**

Create producer size categories based on production volume or quota units that are relevant to the sector

Please ensure there are no overlaps or gaps between size categories

Producer Size Definitions	
Small Producer	less than 299 sows
Medium Producer	between 300 and 999 sows
Large Producer	over 1,000 sows

**Table 3.6 Small Lot Type Programs**

Program Name:	Program Description/Explanation
To qualify as a commercial licensed producer under the BC Hog Marketing Scheme; producers must sell at least 300 or more hogs annually for processing. Therefore, small lot producers fall outside of the mandate and control of the BC Hog Marketing Commission.	

\*Use this table to report permit or small lot type program such as Producer-Vendor, Cottage Industry Program, Direct Vendor Grower or Small Lot Innovative Self Marketer or similar permit programs.

Small Producers per Region	
	The BC Ministry of Agriculture estimates that there could be up to 1,800 small lot or backyard hog producers scattered throughout the province.
	-
	-
	-

\*Report the number of producers participating in small lot type programs per region, at the end of the reporting period.

**Table 3.7 Estimated Farm Cash Receipts**

Report the total farm cash receipts of all production in B.C. in the reporting period.

Total Farm Cash Receipts
\$15.8 million

## Section 3: Sector Summary Part 2

### Tables 3.8 - 3.19

#### Total Producer Numbers

\* All commodity boards are to use these tables to report the number of producers in B.C. at the **end** of the reporting period.

\* Statistics are to be broken down by total number of producers in each category in each region.

\* Total producer numbers are to be the same across tables 3.8, 3.9, and 3.10.

For further information or examples of how to fill out the tables, refer to the [PARP Templates and Reporting Guide](#) document BCFIRB has provided

**Table 3.8 Total Producers by Producer Type and Region**

Producer type	Lower Mainland	Vancouver Island	Interior	North	Total Producers
Established Producers	5	2	1	1	9
New Producers	-	-	-	-	-
<b>Total Producers</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>9</b>

**Table 3.9 Total Producers by Producer Size and Region**

Producer Size	Lower Mainland	Vancouver Island	Interior	North	Total Producers
Small Producers	3	2	1	1	7
Medium Producers	1	-	-	-	1
Large Producers	1	-	-	-	1
<b>Total Producers</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>9</b>

**Table 3.10 Total Producers by Production Type and Region**

Production Type	Lower Mainland	Vancouver Island	Interior	North	Total Producers
Farrow to finish	1	-	-	1	2
Finisher	2	-	-	-	2
Direct Farm Marketing*	-	2	1	-	3
Mixed**	2	-	-	-	2
<b>Total Producers</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>9</b>

\*The Interior Direct Farm Marketer is a Finisher and the two Vancouver Island Direct Farm Marketers are Farrow to Finish producers.

**\*\*Market Hogs and Round Hogs**

## Total Production Volume

\* All commodity boards are to use these tables to report the amount of the commodity produced in B.C. over the full reporting period.

\* Statistics are to be broken down by the total volume of the commodity that was produced, in each category in each region.

\* Total production volume is to be the same across tables 3.11, 3.12, and 3.13.

\* Supply managed boards are to report production volume per the table below:

**Table 3.11 Total Production (# of sows) by Producer Type and Region**

Producer type	Lower Mainland	Vancouver Island	Interior	North	Total Production
Established Producers	1,680	122	-	230	2,032
New Producers	-	-	-	-	-
<b>Total Production (Unit*)</b>	<b>1,680</b>	<b>122</b>	<b>-</b>	<b>230</b>	<b>2,032</b>

\*e.g. Kg

**Table 3.12 Total Production (# of sows) by Producer Size and Region**

Producer Size	Lower Mainland	Vancouver Island	Interior	North	Total Production
Small Producers	-	122	-	230	352
Medium Producers	420	-	-	-	420
Large Producers	1,260	-	-	-	1,260
<b>Total Production (Unit*)</b>	<b>1,680</b>	<b>122</b>	<b>-</b>	<b>230</b>	<b>2,032</b>

\*e.g. Kg

**Table 3.13 Total Production (# of sows) by Production Type and Region**

Production Type	Lower Mainland	Vancouver Island	Interior	North	Total Production
Farrow to finish	420	122	-	230	772
Finisher*	-	-	-	-	-
Direct Farm Marketing**	-	-	-	-	-
Mixed***	1,260	-	-	-	1,260
<b>Total Production (Unit*)</b>	<b>1,680</b>	<b>122</b>	<b>-</b>	<b>230</b>	<b>2,032</b>

\*Finishers do not have Sows

\*\*The Interior Direct Farm Marketer is a Finisher and the two Vancouver Island Direct Farm Marketers are Farrow to Finish producers.

\*\*\*Market Hogs and Round Hogs

**Table 3.14A Federal Quota Utilization**

\*For Supply Managed Boards: please report the percentage of national allocated quota produced in the reporting period. Please report so that if over 100% this indicates the province is over produced and if under 100% this indicates the province is under produced.

Federal Quota Utilization
NA

**Table 3.14B Provincial Quota Utilization**

\*Only the BC Broiler Hatching Egg Commission, the BC Chicken Marketing Board, and BC Turkey Marketing Board are to report on the average provincial quota utilization allotted to producers across the reporting period. This represents the percentage of provincial quota utilized in order to meet national commitments.

<b>Provincial Quota Utilization</b>
<i>NA</i>

**Table 3.15 New Entrances to all Sectors in the Current Reporting Period**

\*All commodities: Report all entrances to your sector in the current reporting period as defined in Table 3.1 on page 10 of the Guide.

\*For supply managed sectors: Report the number of new entries through new entrant programs separately from other methods of entry (e.g., quota purchase, inheritance).

\*Statistics are broken down by the total number of producers, means of entry and total volume of quota received, per region.

	Lower Mainland		Vancouver Island		Interior		North		Total	
	# of Producers	Total Quota	# of Producers	Total Quota	# of Producers	Total Quota	# of Producers	Total Quota	# of Producers	Total Quota
New entrances via New Entrant Program	NA	-	-	NA	NA	-	-	-	-	-
Other Entrance Means	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-	-	-	-

**Table 3.16 All Regulated Sector Exits in the Current Reporting Period**

\* Use this table to report on the number of producer exits in the sector in the reporting period.

\* Statistics are broken down by the total number of producers per region.

	Lower Mainland	Vancouver Island	Interior	North	Total
Licensed Producer < 5 years	-	-	-	-	-
Licensed Producer 5-10 years	-	-	-	-	-
Licensed Producer 10 years+	-	-	-	1	1
<b>Total</b>	-	-	-	1	1

**Table 3.17 All Producers Exiting the Supply Managed Sector**

\* Use this table to report on the number of producer exits in the sector by region in the current reporting period.

\* Statistics are broken down by the total number of producers and total volume of quota they previously held, per region.

	Lower Mainland		Vancouver Island		Interior		North		Total	
	# of Producers	Total Quota	# of Producers	Total Quota	# of Producers	Total Quota	# of Producers	Total Quota	# of Producers	Total Quota
New Entrant < 5 years	-	-	-	-	-	-	-	-	-	-
New Entrant 5- 10 years	-	-	-	-	-	-	-	-	-	-
Other < 5 years	-	-	-	-	-	-	-	-	-	-
Other 5- 10 years	-	-	-	-	-	-	-	-	-	-
Any producer 10 years +	-	-	-	-	-	-	1	-	1	-
<b>Total</b>	-	-	-	-	-	-	1	-	1	-

## Processing

\*Use these tables to report on federal and provincial processors within the commodity sector.

\*All commodity boards are to provide regional counts of processors, broken down by Federal or Provincial licences.

\*If applicable, provide the number and regional distribution of hatcheries and/or grading stations.

\*If the total number of provincial and federal licences is more than the total number of physical processing plants in BC (E.G., if some plants have both a federal and provincial licence) please note this with an asterisk below Table 3.18.

**Table 3.18 Total Number of Processors by Type**

Processor Type	Lower Mainland	Vancouver Island	Interior	North	Total
<i>Federal</i>	1	-	-	-	1
<i>Provincial</i>	2	6	14	2	24
<b>Total</b>	<b>3</b>	<b>6</b>	<b>14</b>	<b>2</b>	<b>25</b>

## Designated Agencies

\*If applicable report the number of agencies by region.

**3.19 Total Number of Designated Agencies by Region in B.C.**

Lower Mainland	Vancouver Island	Interior	North	Total
NA	-	-	-	-

**Table 3.20 Total Production Reported by Processor by Type**

Processor Size	Total	Reporting Period:	2024
<i>Market Hogs</i>	76,442	Jan 1 to Dec 31	
<i>Round Hogs</i>	27,836		
<i>Sows</i>	1,411		
<b>Total</b>	<b>105,689</b>		

*Production was down 0.84% compared to 2023.*