

**Agricultural Policy Framework  
Canadian Food Safety and Quality Program  
Food Safety Initiative**

**WORK PLAN (2005-2008)  
November 2005**

**Aussi disponible en français**

**A Partnership Between:**

*B.C. Ministry of Agriculture and Lands  
Agriculture and Agri-Food Canada*

**Canada**



## WORK PLAN (2005-2008)

### A. Project Overview

Agriculture and Agri-Food Canada (AAFC) and the Provinces/Territories have developed and are jointly funding (60:40) the Agriculture Policy Framework (APF). The Canadian Food Safety and Quality Program - Food Safety Initiative (CFSQP-FSI) was developed as one component of the APF agreement. The Food Safety Initiative (FSI) is intended to increase awareness, knowledge, and support for the implementation of food safety management systems in eligible non-federally registered processing plants. (Note: Federally registered processing plants, fish/seafood processing plants, restaurants, and retail food service establishments are not eligible for funding under this program.) Two distinct elements under the FSI include:

**Implementation** - Funding for non-federally registered food processing plants to move forward and have Good Manufacturing Practices (GMP) or put Hazard Analysis Critical Control Point (HACCP) food safety systems in place. The ultimate recipients of federal funds are individual food processing plants.

**Outreach** - Funding for activities directed at the processing industry that advance food safety awareness, knowledge development and implementation of food process control systems. This element also includes pilots, generic model development and related administration.

In British Columbia, the Ministry of Health is responsible for regulations pertaining to food safety and regional Health Authorities/B.C. Centre for Disease Control (BCCDC) are responsible for administering the regulations. As such, the Ministry of Agriculture and Lands (MAL) met with provincial and regional health representatives to introduce the CFSQP-FSI Program and develop a proposal for delivery of the program in British Columbia. The five Health Authorities and the BCCDC supported participation in the CFSQP-FSI Program. Representatives from Food Protection Services (FPS, BCCDC), Fraser Health Authority (FHA), Interior Health Authority (IHA), Northern Health Authority (NHA), Vancouver Coastal Health Authority (VCHA), Vancouver Island Health Authority (VIHA), and MAL convened the B.C. Food Safety Initiative (BCFSI) Working Group to develop the proposal for implementing and administering the framework for British Columbia's participation in the CFSQP-FSI Program.

Initially, the BCFSI Working Group proposes to direct 2.64 million dollars to the FSI's Outreach element, as the first step in the promotion and implementation of food safety systems. This element was deemed to provide the most cost-effective utilization of resources to advance GMP and HACCP food safety systems for all processing sectors in all regions of the province. Pending early, positive outcomes from this Outreach element, the province is proposing to allocate additional funds to the Implementation element.

The BCFSI Working Group has developed an extensive, multi-level Outreach program (described in section B) that is targeted at eligible processors in all parts of the province. It is expected that information and training material/activities from projects 1 and 2 of the

Outreach element will reach 100 percent of eligible processors and that the one-on-one consultation and counseling from project 3 will be delivered to approximately 55% of processors.

The proposed Outreach activities will benefit industry by enhancing awareness and knowledge, and creating informational tools and resources that support processors in the development and implementation of food safety programs. Moreover, the program will ultimately strengthen industry:government partnerships and lay the foundation for future participation in the Implementation element.

## **B. Outreach Activities**

The Outreach program will consist of the following three projects between 2005 and March 31, 2008. The proposed timelines for these projects and the allocation of funds by jurisdiction is shown in Table 1. Should circumstances change, this allocation may have to be revised and an amended work plan and budget will be developed and subsequently approved by MAL.

### **Year 1 (2005/2006):**

#### **Project 1 (\$107,000)**

**Identify Target Groups** - Identify all non-federally registered food manufacturing facilities in British Columbia in order to ensure that all eligible processing plants have an opportunity to participate in the program, and to enable prioritization based upon risk.

**Develop Introductory Information Package** - Produce a high quality project introduction package for industry that describes the project's objectives and the benefits of GMP and/or HACCP systems for non-registered processors. This information package will be developed centrally (likely by one of the Health Authorities employing new or incremental staff) for distribution and use throughout the province/industries. It will be developed in electronic and print form and will comprise of newly generated material, as well as existing materials available from other regulatory and extension agencies.

**Develop Training Package** – Work with the CFIA, other provincial regulatory and extension agencies and industry to develop a high quality educational course and training manual that can be tailored to different processing sectors. This course and training material will be developed centrally (likely by one of the Health Authorities employing new or incremental staff) in association with the industry for the use and application by all regional Health Authorities within the province. This training package will be available electronically and in print form and will comprise of new information, as well as the existing materials available from other regulatory and extension agencies.

## Year 2 (2006/07):

### Project 2 (\$289,374)

**Outreach Process** – Contact eligible food processors, provide them with an introductory/information packages to promote the concept of GMP and/or HACCP development and arrange for attendance at training seminars. Processors may be contacted by mail, e-mail or telephone. The Health Authorities and the BCCDC will carry out these activities within their respective regions/jurisdictions. They will involve the appropriate industry organizations in this Outreach process. Funding for this project was pro-rated by the estimated number of processors within each region/jurisdiction.

**Training Seminars** – Put on one day training/education seminars on the development of GMP and/or HACCP. Seminars may be tailored for each processor group and will be conducted throughout the province. The Health Authorities and/or the BCCDC will lead and coordinate the training in their respective jurisdictions. They will involve the appropriate industry organizations in this process. Funding for this project was pro-rated by the estimated number of processors within each region/jurisdiction, adjusting for regional travel requirements.

## Year 2 & 3 (2006/07 and 2007/08):

### Project 3 (\$2,006,026)

**Consultation and Counseling to Processors** – Provide on-site extension services to processors to assist with their GMP and/or HACCP program development. Ideally, this component will be delivered to processors that have either attended the training seminar and/or are ready to proceed with program development, and those processors that have been identified as to be manufacturing higher risk products. Approximately eleven (11) full-time equivalents (FTEs) will be hired to carry out this advisory service to industry on behalf of their respective Health Authority. It is estimated that up to 1300 processors (out of an estimated total of 2350) will receive consultation and counseling with their GMP and/or HACCP programs. The regional allocation is shown in Table 1. Funding for this project was pro-rated by the estimated number of processors within each region/jurisdiction, adjusting for regional travel requirements.

Note: The BCCDC provides province-wide services to provincial abattoirs licensed under the Meat Inspection Regulations and to provincial dairy processing plants licensed under the *Milk Industry Act*; therefore, it will direct project 3 activities at these sectors. The Health Authorities provide services to all other non-federally registered processing plants in their respective regions and these other plants will be the focus of their project 3 activities.

The BCCDC's project 3 activities will be directed at the meat slaughter facilities in 2005/06 as these facilities are required by regulations to have food safety programs in place by September 1, 2006. In 2006/07 the BCCDC will target its project 3 activities at dairy processing plants as pending regulations will require similar food safety programs.

### **C. Governance, Reporting and Communication of Program**

MAL representing British Columbia will enter into a collateral agreement with AAFC (Canada) regarding the implementation of the FSI Program in British Columbia. MAL, in turn will enter into an agreement with the BCCDC who will act as the delivery agent for the FSI Outreach element in British Columbia. The BCCDC will hold and disperse FSI monies; and enter into agreements with each of the five Health Authorities (FHA, IHA, NHA, VCHA, and VIHA) and FPS (BCCDC) to execute the program. Funds will be allocated to each of the Health Authorities and to the BCCDC as indicated in Table 1. Any changes to these allocations will be referred to MAL for decision.

As the delivery agent, BCCDC will be responsible for the financial and performance reporting on the program. Program reports will be prepared and forwarded to MAL for submission to AAFC.

A FSI Advisory Committee will be formed to facilitate communication and coordination between industry and government with respect to the delivery of this program and other associated programs. The committee will include representation from: Directors of Health Protection for each of the five Health Authorities and BCCDC (6), MAL (1), AAFC (1), Canadian Food Inspection Agency (CFIA) (1), the B.C. Food Processors Association (BCFPA) (1) and the Small Scale Food Processor Association (SSFPA) (1). The BCFPA and SSFPA will represent the non-federally registered processing industry. MAL will chair this Committee.

The B.C. Food Safety and Quality Working Group and the Canada/B.C. Agriculture Policy Framework Implementation Agreement Management Committee will be kept apprised of progress on the FSI Program in British Columbia via regular reporting by the MAL and AAFC, representatives who participate in all three committees/working groups.

### **D. Performance Indicators**

The following is a list of indicators that are consistent with the framework document and will be used to measure and report on the success of the aforementioned three projects:

- Number of Outreach projects undertaken
- Amount of dollars committed/spent per project
- Creation of accurate processor list showing process types and risk classifications for prioritization
- Number of introductory information packages produced
- Number of processors contacted and provided information resources
- Number of training manuals/packages produced
- Number of training workshops delivered

- Number of processors attending training workshops
- Number of processors provided with one-on-one consultation - time spent
- Number of processors developing and implementing GMP and/or HACCP

**Table 1: Proposed Activities and Cost for Funding Periods 2005/06 Through 2007/08.**

	2005/06	2006/07	2007/08	TOTAL
<b>Project 1: (\$107,000)</b>				
• Identify Target Groups	\$5,000			
• Develop Introductory Package	\$15,000			
• Develop Training Package	\$87,000			
Subtotal	<b>\$107,000</b>			<b>\$107,000</b>
<b>Project 2: (\$289,374)</b>				
• Outreach Process <sup>a</sup>		BCCDC \$4,608		
		FHA \$23,040		
		IHA \$24,422		
		NHA \$5,299		
		VCHA \$34,560		
		VIHA \$16,128		
		Subtotal \$108,058		
• Training Seminars <sup>b</sup>		BCCDC \$15,000		
		FHA \$33,000		
		IHA \$38,796		
		NHA \$19,400		
		VCHA \$49,500		
		VIHA \$25,620		
		Subtotal \$181,316		
		<b>Total \$289,374</b>		<b>\$289,374</b>
<b>Project 3: (\$2,006,026)</b>				
• One-on-One Consultation and Counseling with Processors <sup>b</sup>	BCCDC \$93,600	BCCDC \$93,600	BCCDC \$0	
		FHA \$176,889	FHA \$176,889	
		IHA \$225,003	IHA \$225,003	
		NHA \$93,600	NHA \$93,600	
		VCHA \$265,334	VCHA \$265,334	
		VIHA \$148,587	VIHA \$148,587	
Subtotal	<b>\$93,600</b>	<b>Subtotal \$1,003,013</b>	<b>Subtotal \$909,413</b>	<b>\$2,006,026</b>
Administration Fees – Delivery Agent (BCCDC) <sup>c</sup>	\$26,400	\$26,400	\$26,400	\$79,200
Administration Fees – Recipients (5 Health Authorities and BCCDC) <sup>c</sup>	\$66,000	\$33,000	\$33,000	\$132,000
Administration Fees – AAFC <sup>c</sup>	\$26,400	\$0	\$0	\$26,400
Subtotal	<b>\$118,800</b>	<b>\$59,400</b>	<b>\$59,400</b>	<b>\$237,600</b>
<b>TOTAL</b>	<b>\$319,400</b>	<b>\$1,351,787</b>	<b>\$968,813</b>	<b>\$2,640,000</b>

<sup>a</sup>Pro-rated by number of processors per region/jurisdiction.

<sup>b</sup>Pro-rated by number of processors per region/jurisdiction and weighted for regional travel costs.

<sup>c</sup>Delivery Agent administration fee of 3 percent (3%) to be charged in 3 equal portions. Recipient's administration fees of 5 percent (5%) over the 3 years. Federal administration fee of 1 percent (1%) to be charged at end for 2005/06 fiscal.