



Canadian Fertilizer  
Products Forum

Forum Canadien sur  
les produits fertilisants



WORKING GROUP REPORT ON

# COMMUNICATIONS



*Prepared for the*  
Canadian Fertilizer  
Products Forum





## THE CANADIAN FERTILIZER PRODUCTS FORUM

The Canadian Fertilizer Products Forum (CFPF) was launched in the fall of 2006 to provide a forum for stakeholder input into the regulatory process for fertilizers and supplements. The CFPF brings together producer groups, industry representatives, non-governmental organizations and regulatory officials from across the country to provide recommendations to improve the regulatory system.

The CFPF recognizes that fertilizers and supplements are the most important crop input. Agricultural producers in Canada spend about \$3 billion on fertilizers and supplements per year, more than on pesticides, seeds, fuel, or any other crop inputs.

## ACKNOWLEDGEMENTS

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Agriculture and Agri-Food Canada (AAFC) is pleased to participate in this project. AAFC is committed to working with industry partners to increase public awareness of the importance of the agriculture and agri-food industry to Canada. Opinions expressed in this document are those of the Canadian Fertilizer Products Forum and not necessarily those of AAFC.





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## HIGHLIGHTS

The Communications and Operating Working Group (COEWG) is a permanent working group of the Canadian Fertilizer Products Forum (CFPF). Its purpose is to deal with all the issues relating to the smooth and efficient operation, innovative and supportive environment and ongoing communications of the fertilizer and supplements sector. These issues have been identified as being of concern to members of the fertilizer and supplements industry, its stakeholders and/or the Canadian Food Inspection Agency (CFIA). The issues are referred to COEWG by the CFPF Executive or raised by COEWG itself.

The COEWG also represents the sector in discussions on issues relating to this area, proposals put forward by regulating or government bodies, and provides input and advice to government and acts as the industry sounding board for the CFIA. The COEWG reports to the CFPF membership through the CFPF Executive Committee.

COEWG held meetings six times by teleconference and one additional time to discuss the CFPF Strategic Plan. There was one face-to-face meeting at the November 2006 CFPF Forum and many emails to the group vetting communications products.

Outreach to the public was the responsibility of the COEWG. The COEWG was established to achieve a number of objectives including:

- ☀ To communicate effectively regarding the role of the CFPF and the benefits and safety of fertilizers and supplement products
- ☀ To provide strategic direction to the communications activities of the CFPF
- ☀ Review communications products produced for the CFPF to ensure consistency with the CFPF's key messages, prior to final approval by the Executive Committee
- ☀ Support the internal communication needs of the CFPF members, especially participants in other working groups

COEWG had successful outreach with the public, media, farm groups, government agencies, NGOs and industry not directly related to fertilizer and supplement products. The WG was instrumental in sharing extensive information about the CFPF through press releases and the CFPF web site, which was spearheaded by the COEWG and formally launched in May 2007. To prepare for outreach with the public, the COWEG collaborated with the CFPF Executive to develop a set of key messages that would be the focal point for proactive communications throughout the life of the CFPF.



Externally focused communication activities that were undertaken by the CFPPF and the COEWG included:

1. A comprehensive media contact list was developed in October 2007
2. A press release and backgrounder on the CFPPF Ipsos Reid survey was issued in October 2007. In addition, information on the Ipsos Reid survey and the CFPPF was covered in the farm media articles including: *Western Producer*, *Grainews*, *Fertilizer Week America*, *Barley Country* and *Beef Magazine*.
3. A full-page story on the CFPPF was included in the fall 2006 issue of the *CAAR Communicator*, the trade publication for Canadian agri-retailers. Four additional stories were also run over the project duration.
4. The COEWG was instrumental in developing the logo and brand identity for the CFPPF.
5. Industry fact sheets were developed including: *Introduction to the CFPPF*, *Feeding Your Soil*, and *The Importance of Fertilizers and Supplements*. Copies of the fact sheets were distributed to provincial and federal Ministries of Agriculture across Canada. In addition, the fact sheets are posted on the CFPPF web site as resource materials.
6. The results of the CFPPF Ipsos Reid survey were distributed to farm groups across Canada in October 2007, including the Canadian Federation of Agriculture, Christian Farmers Federation of Ontario, Alberta Pulse Growers, Manitoba Pulse Growers, Saskatchewan Pulse Growers, Alberta Barley Growers and the Grain Growers of Canada. Highlights of the survey were also sent to the networks of the Association of American Plant Food Control Officials, the Canadian Fertilizer Institute, The Fertilizer Institute in the United States and the Canadian Food Inspection Agency.
7. The COEWG ensured a comprehensive member data base was maintained throughout the CFPPF. That data base exists as the main mechanism for outreach to the entire CFPPF membership.
8. A CFPPF banner stand was developed to raise visibility of the CFPPF at conferences.
9. A Question & Answer document was produced to explain how to register a product with the CFIA in April 2008.
10. Three communications publications were produced based on the research reports on industry standards, emerging markets, and marketplace monitoring. The reports will be sent to provincial and federal ministries of agriculture.
11. There are two communications currently underway for distribution in fall 2008.
  - a. A letter to the provincial and federal Ministers of Agriculture summarizing the achievements of the CFPPF
  - b. A news release summarizing the achievements of the CFPPF



COWEG was successful in supporting internal communication for the CFPPF. Their work in establishing common operating and reporting procedures made the work of the CFPPF more fluid and effective. Internally focused communication activities that were undertaken by the CFPPF included:

1. The Working Group established a means to regularly communicate with CFPPF members. Regular Member Updates and news bulletins were distributed by e-mail to the entire CFPPF membership. These updates included highlights of Executive Committee and working group activities, notices of upcoming events and meetings, and highlights of commissioned reports. In addition, special “Save the Date” and “National Forum Notices” were e-mailed to all CFPPF members advising them of national CFPPF events.
2. Early on in the CFPPF, the COEWG developed a “Calendar of Events”, which outlined all planned WG and Executive meetings. The calendar was updated regularly to ensure there were no conflicting meetings as well as to keep members advised of upcoming meetings through the Member Updates.
3. COEWG established a formal process for communication across the entire CFPPF, including templates for meeting agendas and minutes.
4. Individuals were encouraged to participate in the activities of the CFPPF Working Group. Contact information for each Working Group Secretariat was provided via Member Updates and the web site.
5. A fertilizer and supplement industry *Situational Analysis* was contracted and used as resource information for members. The document is posted on the CFPPF web site.
6. The CFPPF established a clear point of contact with the CFPPF:

CFPPF Office  
Canadian Fertilizer Products Forum  
c/o Canadian Fertilizer Institute  
350 Sparks Street, Suite 802  
Ottawa, ON K1R 7S8  
E-mail: [info@cfpf-fcpf.ca](mailto:info@cfpf-fcpf.ca)



## DESCRIPTION OF CONSULTATION PROCESS

### Face-to-Face Meetings

During the November Forum Working Group members met face-to-face to identify issues, develop and execute a work plan. The work plan was developed by ensuring a common definition of the COEWG scope of practice and brainstorming on a range of communications issues facing the organization. Once members were satisfied that all the issues were identified they were recorded so that there was a common understanding of the scope and elements of each issue.

The face-to-face meeting was held on November 28, 2007.

### Teleconference Meetings

Meetings of the Working Group were the drivers to move the work plan forward. During these meetings actions were decided and responsibilities allocated.

Meetings followed a standard agenda:

- ☀ Call to order and roll call
- ☀ Consent Agenda (items that require little or no discussion)
- ☀ Review of previous meeting minutes
- ☀ Status review of work plan items and required follow-up actions
- ☀ Calendar of meetings and events (all working groups and COEWG)
- ☀ Other Business
- ☀ Items of interest to members for Member Updates
- ☀ Next meeting

COEWG made a commitment to work by consensus as much as possible and this goal was met to develop options and recommendations.

Teleconference meetings were held:

- ☀ November 10, 2006
- ☀ November 28, 2006
- ☀ January 15, 2007
- ☀ February 19, 2007
- ☀ March 19, 2007
- ☀ April 26, 2007 (special meeting to work on CFPF Strategic Plan)

### Electronic communication and discussion

Due to the tight timelines and extensive review requirements of much of the communications products completed by COEWG, the group regularly used email approvals and communication to make recommendations and move projects ahead.



## ISSUES CONSIDERED BY WG

The COEWG focused their work on the communications activities of the CFPF, and developed and/or reviewed communications products developed by contractors. The following items were discussed and reviewed:

- ☀ Role and Mandate of COEWG
- ☀ Key messages
- ☀ CFPF brand and logo
- ☀ External website content and development, and identification of materials for posting to site
- ☀ Strategic Plan
- ☀ Definition of audiences and audience needs
- ☀ Identification of tools and vehicles for communication
- ☀ Development of an internal website for CFPF members
- ☀ Member Updates
- ☀ Calendar of Events
- ☀ Contact information distinct from CFI to ensure transparency and accountability
- ☀ Identification of CFPF Spokesperson(s)
- ☀ Creation of format for minutes / member updates to ensure clarity, consistency
- ☀ Development of procedure for getting input and sharing information – between Executive Committee, Working Groups, Members
- ☀ Development of a schedule/calendar of events and meetings
- ☀ Direction into development of strategic plan
- ☀ Publications (news releases, backgrounder, Q&A etc.)
- ☀ Media list and media outreach
- ☀ Electronic and printed publications related to research and working group reports
- ☀ Contract of a writer to develop several communications products:
  - Introduction to CFPF
  - Benefits of fertilizers and supplements
  - Feeding your soil
- ☀ Contract of a web designer & developer
- ☀ CFPF Sustainability Plan
- ☀ Strategy of communications with elected officials, farm groups, other related organizations and all levels of government about CFPF



## RECOMMENDATIONS/OPTIONS MADE BY WG: AREAS OF CONSENSUS AND RESULTS ACHIEVED

Due to the nature of COEWG's work, an overwhelming majority of the issues considered by COEWG were approved and moved forward. The items completed are noted below.

- ☀ Role and Mandate of COEWG
- ☀ Key messages
- ☀ CFPF brand and logo
- ☀ Website
- ☀ Strategic Plan
- ☀ Member Updates
- ☀ Calendar of Events
- ☀ Contact information distinct from CFI to ensure transparency and accountability
- ☀ Identification of CFPF Spokesperson(s)
- ☀ Creation of format for minutes / member updates to ensure clarity, consistency
- ☀ Development of procedure for getting input and sharing information – between Executive Committee, Working Groups, Members
- ☀ Publications (news releases, backgrounder, Q&A etc.)
- ☀ Media list and media outreach



## CONCLUSION / PATH FORWARD

Ongoing work includes:

- ☀ Ongoing sustainability of the organization – what happens at the end of the government contribution agreement? How is momentum maintained?
- ☀ How to further engage CFPF members in the Working Groups?
- ☀ Do we need to further consider the development and implementation of an internal website for CFPF members and working groups to discuss issues and recommendations?
- ☀ How to further raise awareness of the fertilizer and supplements sector?



## APPENDIX A – WORK GROUP MEMBERS

Susan	Antler	Composting Council of Canada
Michael	Banks	Compost Council of Canada
Kate	Billingsley	CFIA
Maite	Chantepi	Compost Council of Canada
Tom	Hennessey	Miller Paving Limited
Janice	Janiec	CH2M Hill
Arlene	Kappheim	Spectrum Brands
Tom	Miller	Miller Waste
Darcy	Pawlik	Ag-West Bio Inc.
Susan	Sykes	Canadian Fertilizer Institute
Carla	Ventin	CFPF

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## APPENDIX B – CFPF LOGO

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## APPENDIX C – KEY MESSAGES



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The most important crop input consists of fertilizers and supplements. Agricultural producers in Canada spend \$2.6 billion on fertilizers and supplements per year, more than on pesticides, seeds, fuel or other crop inputs.

In addition to agricultural and horticultural use, fertilizers and supplements are used in urban areas by homeowners, landscapers, nursery growers, lawn care operators, municipal parks, schools, golf courses, and others, to support healthy lawns and gardens.

Fertilizers and supplements are used by agricultural producers to support sustainable production required for healthy crop growth.

Canada is an international leader in providing agricultural producers around the world with the crop nutrients that they require.

Fertilizers and supplements play a huge role in helping feed the world. Thanks to modern products, world food production has more than doubled since 1960.

The prosperity of the agriculture and agri-food industry depends on a modern regulatory system that ensures timely access to safe and effective fertilizer and supplement products.

The current regulatory system provides a strong foundation for the fertilizer and supplement industries founded on a science-based approach and support for the principles of efficacy and safety for all products regulated under the Fertilizers Act.

Given recent scientific and technological developments and the emergence of new products, the existing regulatory framework can be modernized to better meet the needs of agricultural producers, industry, and other stakeholders.

The Canadian Fertilizer Products Forum (CFPF) is a stakeholder-led initiative launched in November 2006 to: provide consensus-based advice to government on matters relating to fertilizer and supplement policy and regulation; enhance the reputation of the industry and confidence in its products via communications and outreach to stakeholders; and plan for the future by conducting research on emerging market opportunities and needs of producers.



## APPENDIX D – WEBSITE

CFPP - Home - Windows Internet Explorer

http://cfpf-fcpf.ca/default.asp

Canadian Fertilizer Products Forum | Forum canadien sur les produits fertilisants

Français

What's New?

**Save The Date**  
June 3, 2008  
[MORE](#)

**2007 CFPP Conference**  
January 21, 2008  
For a report on the 2007 CFPP conference held November 26 and 27 in Ottawa click here.  
[MORE](#)

About Us | Members | News and Events | Project Activities | Working Groups | Resources | Stewardship

SEARCH

Welcome to the CFPP website!

The Canadian Fertilizer Products Forum (CFPP) is a stakeholder-led initiative launched in November 2006 to improve the regulatory system for fertilizers and supplements building a national consensus with all stakeholders.

The CFPP recognizes that fertilizers and supplements are the most important crop input. The prosperity of the agriculture and agri-food industry depends on a modern regulatory system that ensures timely access to safe and effective products.

Recent Documents

[Click here](#) to learn How to Register a Product

[Click here](#) to read the Bio-soils interim report

[Click here](#) to read the Marketplace Monitoring and Labelling interim report

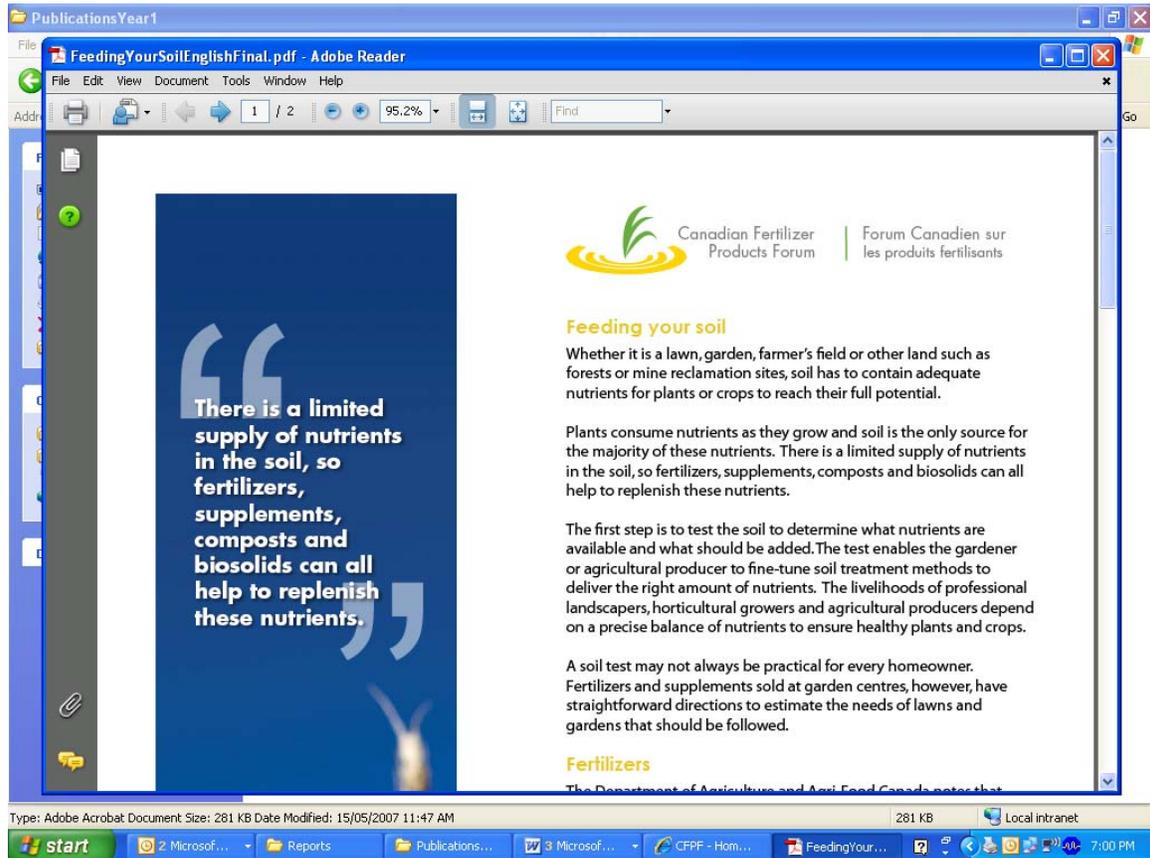
[Click here](#) to read the Efficacy Task

Our Members | Project Activities

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## APPENDIX E – INTRODUCTORY PUBLICATIONS





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**“**  
**Approximately 40% of the increase in crop production in Canada over the past 40 years can be attributed to improved use of fertilizers and supplements.**  
**”**

 Canadian Fertilizer Products Forum | Forum Canadien sur les produits fertilisants

### Importance of Fertilizers and Supplements

The agriculture and food industry is one of the most important and innovative sectors of the Canadian economy. From primary production on farms across the country to food processing and manufacturing, it accounts for one in eight jobs in Canada and eight percent of the economy. These numbers are likely to increase as more agricultural producers diversify into producing feedstock for emerging biofuels and bioproducts companies.

The food processing and manufacturing industry employs about 350,000 Canadians, representing the single largest component of Canada's manufacturing sector. The industry produces more than \$80 billion worth of products annually and buys about half of the food grown in Canada.

A recent report from the Department of Agriculture and Agri-Food Canada noted that agriculture has led the Canadian economy in productivity growth. The real value of production has tripled over the last 45 years. "Through the adoption of new technologies, superior products and novel methods of production, agricultural productivity growth has outstripped even that of the manufacturing and business sectors over this period."

Helping propel the increased output from our farms is the ready  
**Fertilizers**  
The Department of Agriculture and Agri-Food Canada notes that

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**“ Agricultural producers in Canada spend \$2.6 billion on fertilizers and supplements per year. ”**

The Canadian Fertilizer Products Forum (CFPF) is a stakeholder-led initiative launched in November 2006 to: provide consensus-based advice to government on matters relating to fertilizer and supplement policy and regulation; enhance the reputation of the industry and confidence in its products via communications and outreach to stakeholders; and plan for the future by conducting research on emerging market opportunities and needs of producers.

The CFPF recognizes that fertilizers and supplements are the most important crop input. Agricultural producers in Canada spend \$2.6 billion on fertilizers and supplements per year, more than on pesticides, seeds, fuel, or any other crop inputs.

**Mission**  
The mission of the CFPF is to:

1) Recommend improvements to the regulatory system and policies

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# APPENDIX F – MEDIA LIST

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External Data

Canadian Fertilizer Products Forum Forum canadien sur les produits fertilisants

**CFPF MEDIA LIST**

4	First Name	Surname	Title	Company	E-mail	Phone	Phone E Fax
6	Francis	Anderson			fanderson@wwdc.com		
7	Allison	Finnamore			finnamor@nbnet.nb.ca	+1 506-328-4200	
8	Henry	Heald			hfheald@magma.ca		
9	Angela	Lovell	Freelancer		jalovell@mts.net	+1 204 729 8805	
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17	Ian	Hitchen	Reporter	Brandon Sun	ihitchen@brandonsun.com	1 204-571-7444	
18	Matt	Goerzen	Reporter	Brandon Sun	mgoerzen@brandonsun.com	1 204-571-7445	
19	Carla	Harms		Bridge News	carla.harms@bridge.com	+1 204-940-3720	+1 204-940-3725
20			News Desk	Calgary Herald	submit@theherald.canwest.com		
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22	Andrew	Nikiforuk	Contributor	Canadian Business		+1 403-270-2995	
23				Canadian Farm Manager	council@cfbmc.com	+1 613-237-9060	+1 613-237-9330
24			News Desk	Canadian Press	info@Marketwire.com / info@cp.org		
25	Ian	Hanomansing	National News Reporter	CBC Radio Canada	ihanomansing@vancouver.cbc.ca	+1 604-662-6836	+1 604-662-6896
26	Andrew	Nichols	Host	CBC Radio Manitoba	radionoon@winnipeg.cbc.ca	+1 204-788-3218	
27	Anita	Sharma		CBC Winnipeg	anita_sharma@cbc.ca		

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## APPENDIX G – NEWS RELEASE





## APPENDIX H – BACKGROUND





## APPENDIX I – QUESTION & ANSWER DOCUMENT



### ***How to register a product?***

The Canadian Food Inspection Agency (CFIA) is responsible for the regulation of all fertilizers and supplements imported and/or sold in Canada. Under the *Fertilizers Act* and *Regulations*, some fertilizers and most supplements must be registered prior to importation and sale. Registration is handled by CFIA's Fertilizer Section and Fertilizer Safety Office. This article will walk you through the basics of getting a fertilizer or supplement registered.

#### **Q: What products have to be registered?**

**A:** All fertilizers blended with a pesticide (other than customer formula), most supplements, low analysis farm fertilizers (mixed farm fertilizers with less than 24% combined NPK, mixed organic farm fertilizers with less than 18% combined NPK), and all fertilizers containing only micronutrients, or micronutrients with Ca, Mg and/or S.

Even if your product doesn't have to be registered, CFIA notes it is still subject to regulation and must meet all the prescribed standards. Companies that manufacture and/or import these products may request a voluntary pre-market assessment to verify that their products meet the requirements.

#### **Q: How is a fertilizer or supplement registered?**

**A:** A fertilizer or supplement is registered through a pre-market assessment process conducted by CFIA. Obtain and fill-out a registration application form, which can be downloaded at <http://www.inspection.gc.ca/english/for/pdf/c3778e.pdf> and filled out electronically, printed, and submitted.

Printed copies are available from:

Fertilizer Section, CFIA  
59 Camelot Drive  
Ottawa, ON K1A 0Y9  
fax: 613-228-4552  
e-mail: [fertilizer@inspection.gc.ca](mailto:fertilizer@inspection.gc.ca)



For all new registration submissions the following information must be submitted:

- ☀ a completed copy of the Fertilizer and Supplement Registration Application
- ☀ three copies of the proposed product label
- ☀ designation of signing authority as outlined in Trade Memorandum T-4-95 entitled Signing Authority for new product registrations
- ☀ a Canadian agent if the manufacturer is a non resident business
- ☀ the complete method of manufacture
- ☀ a complete list of ingredients used in the manufacturing of the final product; and
- ☀ the appropriate registration fee

CFIA may require or request additional safety information/data, efficacy data, methods of analysis for actives, results of analysis depending on the product and its intended use(s).

**Q: Can I seek help during registration?**

**A:** If you have any questions before or during the process, contact CFIA's Client Services Administrator at 613-221-7519 or [fertilizer@inspection.gc.ca](mailto:fertilizer@inspection.gc.ca). The administrator can answer general questions related to submission processing, submission requirements, fees, or location of a submission. For technical questions or specific questions related to the results of a review of a submission, the administrator can refer you to the appropriate evaluator.

There's also no cost inquiry system where the applicant submits the product label, method of manufacture and ingredients to the Fertilizer Section requesting to know what the requirements of the product are under the Act. The Fertilizer Section will review the inquiry and respond within 45 days, outlining whether the product requires registration, and if it does, what information must be submitted. This review is not equivalent to a full product review or registration, as the safety, efficacy and proper labeling of the product are not assessed.

**Q: If registration is required, what does a pre-market assessment involve and how is it conducted?**

**A:** It's a detailed, science-based evaluation of the information outlined above to ensure adherence to the Fertilizers Act and Regulations and associated policies. It's conducted by a team of highly qualified and trained Evaluators organized into four groups within the Fertilizer Section and Fertilizer Safety Office. These groups are:



- ☀ **The Program Design and Delivery Unit** controls all submissions through their various review stages as well as conducts the general label review, completes submission reviews for products not requiring specific efficacy and/or safety information/data and completes re-registration and minor amendment reviews.
- ☀ **The Efficacy Data Assessment and Policy Unit** is responsible for reviewing efficacy data submissions.
- ☀ **The Biological Evaluation and Policy Unit** conducts safety assessments of biological products.
- ☀ **The Chemical Evaluation and Policy Unit** is responsible for conducting safety assessments of chemical products/ingredients.

**Q: Can you tell me more about the safety assessment?**

**A:** Safety evaluators examine the active components as well as all the formulants, carriers, additives, potential contaminants and by-products that might be released into the environment as a result of product's application to soil. In addition to evaluating the impact of the product as a nutrient or plant growth supplement, CFIA considers unintended and potentially adverse effects. This includes bystander and worker exposure (e.g. retailer, farmer, home owner), safety of food crops grown on land that has been treated with the product, impacts on animals and plants other than the target crop species, and ecosystem effects including impact on soil, biodiversity, leaching to waterways, etc.

**Q: Can you tell me more about the efficacy assessment?**

**A:** Efficacy assessments of fertilizer and supplement products can range from simple calculations, ensuring that the product delivers a sufficient amount of nutrients to satisfy plant needs, to highly complex statistical analysis of performance data generated from field or greenhouse trials. In all instances, the efficacy claims that appear on a product label must be supported by scientifically valid information and the product benefits must be substantiated in a clear and definite way. A variety of factors are considered by CFIA evaluators when evaluating product performance including product application rates, nutritional requirements of the target crop, usage pattern, frequency of application, current agricultural practices, appropriate statistical methods, research trial designs, and Canadian climate and soil conditions.

**Q: How are labels verified?**

**A:** All products submitted to the CFIA for registration or approval undergo a thorough label verification to ensure that displayed information is in compliance with the standards prescribed by the *Fertilizers Act and Regulations*. Evaluators verify that requisite information such as guaranteed analysis, directions for use, company/manufacturer contact information, appropriate units of measurement, and mandatory cautionary statements appear correctly and are clearly legible on the label. The label review process also verifies that labels only convey true and accurate information. The CFIA requires that any misleading or inappropriate statements be removed from the label, to protect the consumer from fraudulent claims.



**Q: What fertilizer-pesticides blends have to be registered?**

**A:** All pre-packaged and bulk fertilizer-pesticide products, except those blended as part of a custom order that will not be offered for re-sale. All pesticides used in a fertilizer-pesticide blend must be registered under the *Pest Control Products Act* for control of those pests for which the fertilizer-pesticide product is recommended.

**Q: What are the unique aspects of a fertilizer-pesticide registration?**

**A:** Applicants registering fertilizer-pesticide products must ensure that all pesticides used in the fertilizer-pesticide blend are registered under the *Pest Control Products Act* for control of those pests for which the fertilizer-pesticide product is recommended, and listed in the Compendium of Fertilizer-Use Pesticides (available from the Client Services Administrator).

**Q: What supplements don't have to be registered?**

**A:** Those intended to correct soil acidity or alkalinity, seed to which a registered inoculant is adhered to (although the actual inoculant requires registration), potting soils containing registered supplements and fibrous organic matter that is represented for use only in improving the physical condition of soil don't have to be registered although they are regulated under the Fertilizers Act. As well, products listed in Schedule II of the Fertilizers Act, including compost, perlite, vermiculite, humus and peat moss are exempt from registration.

**Q: What are the unique additional aspects of a supplement registration?**

**A:** Applicants registering supplement products must submit:

- ☀ statistically significant efficacy data that supports the claims being made regarding the benefits of the product. The data must be from scientifically acceptable field trials where the product was used in accordance with the directions on the label. Although studies from other countries may be used to support efficacy, at least part of the data must have been derived from Canadian field trials. It should be noted that the efficacy requirements for micronutrients are currently undergoing revision, and it is anticipated that new policy will be introduced in the near future.
- ☀ if acceptable Canadian efficacy data has not been generated, a research authorization must be obtained prior to the initiation of trials in Canada. For more details, see T-4-103.
- ☀ data/information demonstrating the safety of the product based on the recommended use pattern.
- ☀ an acceptable method of analysis to identify and quantify the active ingredients.

**Q: What are the unique additional aspects of a micronutrient registration?**

**A:** Applicants registering micronutrient products must submit:



- ☀ statistically significant efficacy data that supports the claims being made regarding the benefits of the product if the product contains micronutrients in the oxide form or micronutrients that are chelated with a chelate other than EDTA. The data must be from scientifically acceptable field trials where the product was used in accordance with the directions on the label. Although studies from other countries may be used to support efficacy, at least part of the data must have been derived from Canadian field trials. It should be noted that the efficacy requirements for micronutrients are currently undergoing revision, and it is anticipated that new policy will be introduced in the near future.
- ☀ analysis of the end-product demonstrating (i) the amount of all guaranteed nutrients, and (ii) the concentration of the following elements: arsenic, cadmium, chromium, cobalt, copper, lead, mercury, molybdenum, nickel, selenium and zinc. Given the well-documented variability in nutrient and heavy metal concentrations of several micronutrient fertilizers, these analyses are required to be provided to the Agency at six-month intervals throughout the time that the registration is active for the product.

**Q: Is there other general registration information to be aware of?**

**A:** The *Fertilizers Regulations*, as well as associated policy documents, stipulate criteria required for the labeling of all fertilizers. These documents should be consulted for further guidance on product labeling.

As well, manufacturers and distributors should follow the rules of the Workplace Hazardous Materials Information System (WHMIS), which involve safety labels.

As well, four sets of analyses are required at re-registration for all micronutrient products. They must be representative samples collected over a period of two months at intervals of approximately two weeks apart. Each sample analyzed may be a composite sample representative of product generated over the two week interval. Other sample procedures must be approved by the Plant Production Division. This request should be based on information pertaining to source materials, manufacturing processes, usage of industrial by-products, historical analyses of the product, etc.

**Q: Where can I find more detailed information on the registration requirements for my product?**

**A:** Additional information can be found in the "Plants" section of the CFIA web site: [www.inspection.gc.ca](http://www.inspection.gc.ca) <<http://www.inspection.gc.ca>> . Of specific interest are the following trade memoranda T-4-107 for supplements, T-4-111 for micronutrients and T-4-102 for fertilizer-pesticides. Additionally, the Fertilizer Section and Fertilizer Safety Office are working on a comprehensive guide for all products regulated under the *Fertilizers Act*, which will be divided into sections by product type. Each section will be released for consultation as it is completed, and will contain all the information necessary for your product to comply with the *Fertilizers Act and Regulations* and associated policies and to obtain registration if required.



**Q: What fees are charged for registration submissions or registration related submissions?**

**A:** They range from a low of \$50+ tax for a minor amendment to an existing registration to \$500+ tax for a safety data review. There's a maximum charge of \$1,000+ tax for individual submissions, which only comes into play for new registrations requiring efficacy and safety data reviews. For more details, see:

■ [http://www.inspection.gc.ca/english/reg/cfiaacia/feesfrais/part\\_5e.shtml](http://www.inspection.gc.ca/english/reg/cfiaacia/feesfrais/part_5e.shtml)

■ or the second page of the Fertilizer or Supplement Registration Application form.

**Q: How long is a registration good for, and what is required for re-registration?**

**A:** All products are registered for up to two years although CFIA is in the process of changing that to three years. To obtain re-registration, the registrant must submit three copies of the current label and two copies of the completed registration application prior to the expiry of the current registration period. In addition any requested information/changes from previous registration approval must be submitted/made. Product re-registrations are required in order to ensure continued compliance with CFIA's rules and to approve any registrant/manufacture initiated changes to the product and/or its labeling (prior to initiation). Registrants are notified by letter from the Client Services Administrator about any impending expiries of registered products in their name.

**Q: What steps have to be followed in making an amendment to a registration?**

**A:** Any amendment to a registration must be approved in advance of its implementation. There are four changes to a registration that are considered minor amendments: 1) the name or address of the registrant or manufacturer; 2) the colour or format of the label; 3) the product or brand name; and 4) the declaration of net contents). All other changes are considered major amendments. All amendments can be made at the time of re-registration or at anytime during the registration period with payment of appropriate fees. Major ones made at the time of re-registration will be charged the major amendment fee.



## APPENDIX J – CAAR COMMUNICATOR ARTICLES

### December 2007 Issue

Sharing Common Ground

#### Farmers confident in fertilizer regulatory system

Canadian Fertilizer  
Products Forum



Forum canadien sur  
les produits fertilisants

**A**gricultural producers give a good rating to the regulatory system that ensures commercial fertilizers and supplements used in food production are safe and effective.

Three-quarters of farmers canvassed in a national survey conducted last spring by Ipsos Reid for the Canadian Fertilizer Products Forum (CFPF) have confidence in the system that regulates fertilizers and supplements. The approval rating was highest in Ontario at 86 per cent while on the Prairies it ranged from 80 per cent in Manitoba to 70 per cent in Alberta and 69 per cent in Saskatchewan. The Canadian Food Inspection Agency's role in developing and implementing standards for the quality and safety of fertilizers and supplements sold in Canada is not known to most farmers.

The survey of 400 farmers on a wide variety of soil treatment issues found that the vast majority are satisfied with the physical quality of the available fertilizers and supplements and 90 per cent approve of the blended products provided by manufacturers and retailers. About 20 per cent, however, have complained about or returned a product for being lumpy or dusty.

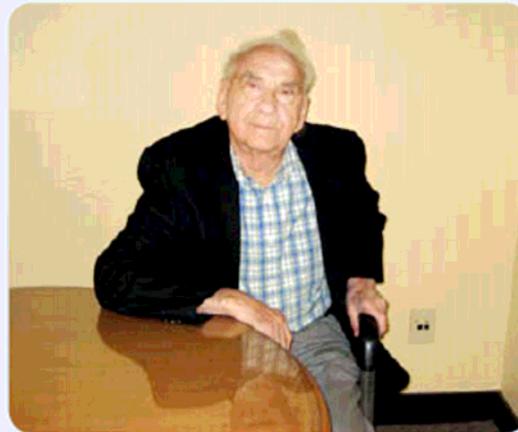
The survey also noted about 20 per cent of farmers mainly in the West, are aware of fertilizers or supplements that are available in other countries but that have not been approved for use in Canada. Farmers said they would like to have more choice, for example, in nitrogen and phosphate products.

Farmers said they pay close attention to the cost of fertilizers and supplements when choosing their products and also base their purchases on perceived benefit and availability. The survey also found that farmers are looking to incorporate more manure and compost on their land, when it is available, to reduce their purchased nutrient requirements. About half the respondents cited price as the main reason for using fewer products.

Among other findings in the survey, only two per cent of those polled said they had not used any fertilizers or supplements in last three years. It also found that farmers make annual use of the traditional products containing nitrogen, phosphorus and potassium but are less familiar with newer products such as wetting agents and biosolids.

A full copy of the Ipsos Reid survey is available on the CFPF website ([www.cfpf-fcpf.ca](http://www.cfpf-fcpf.ca)). ♦

#### Interview with Harold Blenkhorn



**H**arold Blenkhorn is a spry 84-year-old retired fertilizer company specialist who has voluntarily participated in the development of Canadian organic food standards for the Canadian Fertilizer Institute. He insists that scientific realities – not unproven beliefs – should be the predominant factor in the growing of food.

Blenkhorn was presented with CFI's Award of Merit in 2004 as "a long serving member of our industry as part of the Nutrite, Nitrochem, Hydro Agri and now Yara group." The award noted that his work with the Canadian General Standards Board (CGSB) on organic food production was a thankless task.

"Harold wades through literally stacks of paper to decipher bureaucratize to try to ensure that at least some scientific principles are respected throughout their process."

Thanks to work by Blenkhorn and Tom Bruulsema of the International Plant Nutrition Institute, the CGSB has included potassium chloride on the Permitted Substances List for organic production. Its use was rejected in previous Standards.

Blenkhorn said he has unearthed many definitions of organic production and foods during the process but finds that upon examination, they have little meaning. Very often these definitions reveal profound ignorance about plant science. To say his investigations have left him somewhat skeptical of the claims made by the organic industry would be an understatement.

He explained his views in the following interview:

##### Q. How did you get involved?

**A.** I worked for many years as manager of technical services for a fertilizer company and served in effect as chief agronomist.



## July 2007 Issue

Sharing Common Ground

# Improving fertilizer regulatory process a team effort

Canadian Fertilizer  
Products Forum

Forum canadien sur  
les produits fertilisants

**A**gri-retailers and their customers stand to gain faster access to a wider variety of fertilizer products under a modernized fertilizer regulatory system, while remaining confident that the products are safe and effective.

The Canadian Food Inspection Agency (CFIA), the government regulator of fertilizers and supplements, is working to improve the regulatory system and has asked for help from the fertilizer industry. A series of discussions between government and industry led to the establishment of the Canadian Fertilizer Products Forum (CFPF) in November 2006.

The CFPF is an industry-led group that was formed to provide advice to government on matters relating to fertilizer and supplement policy and regulation. The CFPF aims to enhance the reputation of the industry and confidence in its products and to plan for the future by conducting research on market opportunities and long-term needs of agricultural producers.

The CFPF provides value to agri-retailers by helping to improve access to new products, promote the safety and efficacy of the fertilizers and supplements that are sold and provide insight into the future needs of customers and emerging market opportunities.

The CFPF is conducting research on emerging market opportunities and new products, as well as an opinion survey with producers concerning their current and future fertilizer needs. This information will be available to agri-retailers to help them prepare for long-term market trends and changing needs and attitudes of their customers.

"Improvements to the regulatory system will allow products to be available on the market sooner, and agri-retailers will benefit by being able to provide a variety of new and innovative fertilizers and supplements to customers," explained Al Raine, chair of CFI's Products Committee that provides policy input into the CFPF. "The work of the CFPF is important because it will help make Canada's regulatory system more streamlined, while continuing to uphold the principles of safety and efficacy for all products."

Agricultural producers will also benefit from a greater selection of innovative products on the market that suit their specific crop needs.

"Producers in Canada already spend \$2.6 billion on fertilizers and supplements per year. They require access to the best variety of products available in a timely fashion in order to succeed," said Wendy Omvlee, a representative from the Canadian Federation of Agriculture and member of the CFPF Executive. "The CFPF will help make the regulatory system work better for producers across the country."

Membership in the CFPF is open and includes representation from any group, organization or individual that has a stake in the fertilizer and supplement sector. Current members include farm groups, industry that makes and sells fertilizers and supplements, and consumer and environmental groups. For more information on the CFPF, please refer to our website at [www.cfpf-fcpf.ca](http://www.cfpf-fcpf.ca). ♦

50 CAAR COMMUNICATOR



## September 2007 Issue

### Sharing Common Ground

## Bulletin: New labelling requirements for packaged fertilizer

**O**n July 12, 2007, enhanced animal health safeguards came into effect to help eliminate bovine spongiform encephalopathy (BSE), or mad cow disease, in Canada. Certain cattle tissues capable of transmitting BSE, known as specified risk material (SRM), are banned from all animal feeds, pet foods and fertilizers. Under these regulations, the Canadian Food Inspection Agency is administering new requirements for manufacturers and retailers of fertilizers and supplements.

SRM are defined as:

- the skull, brain, trigeminal ganglia (nerves attached to the brain), eyes, tonsils, spinal cord and dorsal root ganglia (nerves attached to

the spinal cord) of cattle aged 30 months or older; and

- the distal ileum (portion of the small intestine) of cattle of all ages.
- SRM in any form cannot be used in fertilizers or supplements.

Every package of fertilizer or supplement must have a lot number printed on the label. This is a new requirement for fertilizers, but was already required for supplements. Customer-formula fertilizers (most bulk farm fertilizers) are exempt from this requirement.

CFI and the retail associations are working with CFIA to ensure that all

agricultural bulk fertilizers, including fertilizers delivered in large bulk bags or totes, are exempt. Pre-packaged fertilizers will not have this exemption, just as they are not exempted from GST taxes.

Fertilizers and supplements containing certain animal proteins known as prohibited material (described in the *Health of Animals Act*) must be appropriately labelled, recorded and controlled.

Prohibited material includes products derived from most mammalian proteins, including meat and bone meal.

For details on this regulation, visit the Canadian Food Inspection Agency website at [www.inspection.gc.ca](http://www.inspection.gc.ca). ♦



## Save the Date for November 2007 CFPF Conference

**T**he next Canadian Fertilizer Products Forum (CFPF) conference will be held in Ottawa on November 26 and 27, 2007.

The CFPF is a stakeholder-led initiative launched in November 2006 to provide consensus-based advice to government on matters relating to fertilizer, and supplement policy and regulation. Another purpose is to enhance the reputation of the industry and confidence in its products; and plan for the future by conducting research on market opportunities and long-term needs of agricultural producers.

The CFPF provides value to agri-retailers by helping to improve access to new products, promote the safety and efficacy of the fertilizers and supplements that are sold and provide insight into the future needs of customers and emerging market opportunities.

Interesting and insightful speakers, opportunities to network and a forum for discussion on how to improve regulations for fertilizers and supplements are planned for the 2007 conference.

CFPF members will present consensus-based recommendations on a variety of regulatory and policy issues they have developed over the past year. Research reports on emerging market opportunities, marketplace monitoring and product registration will also be presented for review and discussion.

This event is open to all stakeholders who are interested in improving the regulatory system for fertilizers and supplements.

We encourage your participation. For more information, please refer to the CFPF website at [www.cfpf-fcpf.ca](http://www.cfpf-fcpf.ca). ♦





## February 2008 Issue

### Sharing Common Ground

returns compared to an existing product. Numbers showing differences and improvements in the new product can influence consumers to purchase it. It is important that these promotional claims are accurate. Far too often just the yield averages are shown with no indication as to the actual statistical differences. Potential customers have a responsibility to ask how the study or studies were conducted and products compared.

Differences in average yields should be accompanied by some indication as to its statistical validity. For example, it could be stated that new fertilizer product "A" had an average wheat yield of 62.4 bushels per acre and commonly used product "B" yielded an average of 50.7 bushels per acre in a series of field experiments. If there is no mention as to how the yields were compared, one should be wary as to the reported improvement of product A over product B. If, however, there is mention that the confidence in the average yield difference is 95 per cent certain, this means that if repeated 100 more times, 95 out of the 100 times would probably indicate that product A will result in yields greater than product B.

Field trials can range from a very simple whole field demonstration, to simple split field comparisons, then to randomized and replicated experiments. Whole field demonstrations are used for proven technologies or products that have been tested in rigorous scientific studies. There is no need to further prove if the new product works well, and the demonstration is used to just make potential customers aware that the new product is available.

Split field designs are useful for demonstrating a new product right beside another well-known or commonly used product. This is much like the whole field demonstration and is used when there has been previous research that has conclusively shown a benefit to using the new product.

If local numbers are wanted for further comparison, multiple samples should be gathered and measured separately from each product-treated area and some basic statistics such as a t-Test should be used. At least 10 separate samples from each area are required. This was previously quite labour intensive but with the advent of yield monitors on harvesting equipment that tag a global positioning system (GPS), samples from each area can be gathered easily and a statistical comparison conducted. It is



A field research trial comparing new nitrogen fertilizer forms for use in winter wheat production, Beiseker, Alta., 2007

important that the yield monitor and attached GPS system is functioning correctly and is appropriately calibrated.

The bottom line is that if a new product is promoted as performing better than existing products there should be research results and accompanying statistical analysis available to substantiate the claims. If no such data is available there needs to be more research done.

## Retailer News from the CFPF Conference

Canadian Fertilizer  
Products ForumForum canadien sur  
les produits fertilisants

**F**ertilizer officials, agri-retailers, manufacturers and representatives from the Canadian Food Inspection Agency (CFIA) met in Ottawa to finalize recommendations that will improve timely access to fertilizer products for farmers.

The conference was hosted by the Canadian Fertilizer Products Forum (CFPF) on Nov. 26 and 27, 2007. The CFPF provides value to agri-retailers by helping to improve access to new products, promote the safety and efficacy of the fertilizers and supplements that are sold and provide insight into the future needs of customers and emerging market opportunities.

The following reports were presented at the CFPF conference:

### Marketplace Monitoring and Labelling Working Group Report

#### Enforcement

Members of the CFPF reported that there are recurring problems with unregistered, improperly labelled, or illegally repackaged fertilizer and supplements being sold, particularly in the lawn and garden market. This could result in potentially dangerous situations for consumers and the environment, plus an uneven playing field for companies that invest in complying with CFIA standards. The Working Group recommended that the CFIA post a list of registered products on its website so retailers can verify legitimate products.

#### Canadian Fertilizer Quality Assurance Program (CFQAP)

The CFIA and a significant number of industry representatives acknowledge that the current Canadian Fertilizer Quality Assurance Program (CFQAP) is not achieving its goals in terms of cost-effectiveness, compliance or sampling accuracy. There is general agreement that the CFQAP needs to be revamped or replaced. CFPF members made recommendations at the conference on a new testing protocol, sampling training and calculation of tolerances.



## Sharing Common Ground

### George Morris Centre Research Report

The George Morris Centre presented its research findings on emerging markets and trends for the Canadian fertilizer and supplement industries. The purpose of this report was to identify and assess emerging domestic and international markets and opportunities for the Canadian fertilizer industry. As part of its research, the George Morris Centre interviewed a variety of industry experts.



### Ipsos Reid Farmer Survey

Ipsos Reid presented its report based on a telephone survey representatives conducted with 400 producers across Canada on behalf of the CFPF to gain a better understanding of Canadian farmers' familiarity, usage and attitudes toward fertilizer and supplement products. According to some of the findings, farmers are generally happy with the quality of the fertilizer products they receive and plan to increase their use of compost and potash.

Please visit the CFPF website (<http://cfpf-fcpf.ca>) for full copies of these and other CFPF reports.

## Interview with Anthony Parker

**A**nthony Parker, acting national manager of the Fertilizer Section of the Canadian Food Inspection Agency (CFIA), calls himself a career aggie. He grew up on a beef and sheep farm east of Ottawa and completed undergraduate degrees in political and environmental science at Carleton University. During his student days, he worked for Agriculture Canada's Animal Research Branch and joined the Centre after graduation and moved in 1997 to the research branch at the Eastern Cereal and Oilseed Research Centre working on corn breeding. At the same time, he worked on his master of science in agriculture (plant breeding and phytopathology). He joined CFIA's Fertilizer Section in late 2005 as an efficacy evaluator, and the next year



he became the acting chief of the Efficacy Data and Policy Unit. This past March, he moved to become national manager of the Fertilizer Section on an acting basis.

#### Q. *What is the focus of CFIA's fertilizer activities?*

A. The CFIA administers the *Fertilizers Act* and *Regulations* which requires that all fertilizers and supplements are safe for humans, plants and the environment, effective when used according to directions, and display proper label information. Most people know about the traditional agricultural NPK fertilizers that we regulate, but few realize there is a wide range of products such as compost, legume inoculants, wetting agents and liming materials that also fall under our Act. Right now we have about 25 staff across the country, including inspectors, to regulate an industry that generates over \$2.7 billion of sales in Canada.

#### Q. *What are your biggest challenges?*

A. One is certainly regulating the range of products covered under our legislation. We need the analytical methods and resources to adequately monitor these products in the market, both now, and in the future. It will become increasingly difficult for us to keep abreast of new agricultural technologies. Recently we are paying more attention to compost and bio-solid products because the number of these products will grow.

#### Q. *What's the future for the Canadian Fertilizer Quality Assurance Program (CFQAP)?*

A. The CFQAP is a voluntary sampling and analysis program to verify NPK guarantees in bulk blend fertilizers. In the past few years there's been a gradual drop off of participation in this program, especially in Western Canada while there is still some desire for the program in Central and Eastern Canada. The Canadian Association of Agri-Retailers, the Canadian Fertilizer Institute and other interested stakeholders are in the process of drafting recommendations to revive and improve the program. The CFIA is very encouraged by industry leadership in fixing the CFQAP problems.

#### Q. *Is there an implication for CFIA if the CFQAP was abandoned?*

A. We would have to assume a significantly larger role in monitoring. Instead of the 1,200 to 1,400 samples we do annually for bulk blends, we would be looking at (handling) at least 3,000 samples. It would mean a lot more resource pressure on us.

#### Q. *What was your reaction to the Ipsos Reid survey on farmer attitudes to fertilizer regulation?*

A. I was pleased with the results; it shows public confidence in the system and CFIA's role in regulating the sector. However, there is always room for improvement. We noted that farmers were aware of products being used elsewhere that are not available in Canada. We are aware that some companies actually avoid the Canadian market altogether due to the lengthy registration process. This is certainly not the level of service we want to deliver. We are committed to getting the resources needed to do our job well. ♦



## APPENDIX K – MEMBER UPDATE



In less than 20 days, members of the Canadian Fertilizer Products Forum will come together in Ottawa. If you haven't sent in your registration form, now is the time! The registration form is attached.

The Ottawa Forum will take place on **November 26 & 27, 2007 at the Lord Elgin Hotel**. Take a sneak peak at the agenda for some of the planned activities. For more details go to the CFPPF website – [www.cfpf-fcpf.ca](http://www.cfpf-fcpf.ca).

### CANADIAN FERTILIZER PRODUCTS FORUM CONFERENCE AGENDA

Lord Elgin Hotel, Ottawa, ON

November 26, 2007 – Day 1 CFPPF FORUM

Time	Session
7:30 - 8:00	Breakfast/Coffee
8:00 - 12:00	<p><b>Work Group Meetings (<i>Open to all CFPPF attendees</i>)</b></p> <ul style="list-style-type: none"> <li>• Biosolid Products Working Group</li> <li>• Efficacy Task Force (plus: new product discussion)</li> <li>• Communications &amp; Operating Efficiency Working Group</li> <li>• Marketplace Monitoring &amp; Labelling Working Group</li> <li>• Regulatory Efficiency Working Group</li> </ul>
12:00 - 1:00	Lunch Break
1:00 - 1:15	<p><b>Welcome, Opening Remarks</b></p> <p>Peter McCann, Interim Chair, CFPPF</p>



<p>1:15 - 1:40</p>	<p><b>Keynote Speaker – Marilyn Braun, Canadian Federation of Independent Business</b></p> <p><i>The Next Generation of Ag Policy</i></p>
<p>1:40 - 1:50</p>	<p><b>Agenda and Program Review</b></p>
<p>1:50 - 3:30</p>	<p><b>CFPF Working Group Reports:</b> Work accomplished to date, review of recommendations, question and answer sessions.</p> <p><b>Reporting:</b></p> <ul style="list-style-type: none"> <li>• Efficacy Workgroup</li> <li>• Regulatory Efficiency Working Group</li> <li>• Biosolid Products Working Group</li> <li>• Marketplace Monitoring &amp; Labelling Working Group</li> <li>• Communications &amp; Operating Efficiency Working Group</li> <li>• Other reports from member groups <i>(please request if you wish to make one)</i></li> </ul>
<p>3:30 - 3:45</p>	<p>Break</p>
<p>3:45 - 4:45</p>	<p><b>Canadian Food Inspection Agency Update:</b></p> <ul style="list-style-type: none"> <li>• Strategic Action Plan status</li> <li>• Accomplishments to date</li> <li>• Reaction to CFPF input to-date</li> </ul>
<p>4:45 - 6:00</p>	<p><b>CFPF Reception with Welcoming Remarks from Carol Swan, CFIA President</b></p>
<p>6:00 - 7:00</p>	<p><b>Additional Working Group Meetings if needed</b></p>



November 27, 2007 – Day 2 CFPF FORUM

Time	Session
7:30 - 8:30	Breakfast/Coffee
8:30 - 10:45	<p><b>Feedback on Working Group Reports</b></p> <ul style="list-style-type: none"> <li>• Biosolid Products Working Group</li> <li>• Efficacy Task Force</li> <li>• Communications &amp; Operating Efficiency Working Group</li> <li>• Marketplace Monitoring &amp; Labelling Working Group</li> <li>• Regulatory Efficiency Working Group</li> <li>• Canadian Food Inspection Agency</li> </ul>
10:45 - 11:00	Break
11:00 - 12:30	<p><b>Presentation Results</b></p> <ul style="list-style-type: none"> <li>• Industry Standards Report – Sally Rutherford: <i>Industry Standards on Fertilizer Quality – Examples from other countries and sectors</i></li> <li>• IPSOS-Reid Report – Kent Goldie: <i>Attitudes and usage of Fertilizer &amp; Supplements</i></li> <li>• George Morris Centre Report – Beth Sparling: <i>Emerging markets and trends for the Canadian Fertilizer &amp; Supplement Industries</i></li> <li>• Peter McCann, CFPF Interim Chair - CFPF Strategic Plan: <i>Possible Paths Forward</i></li> </ul>
12:30 - 1:30	Lunch Break – working lunch
1:30 - 2:15	<p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>• Review of feedback from Forum on recommendations;</li> <li>• Conclusions for final report</li> </ul>



2:15 - 2:30	Break
2:30 - 3:45	<p><b>Consultative Groups Panel Discussion:</b></p> <ul style="list-style-type: none"> <li>• Dale Adolphe, Canadian Seed Growers Association, National Forum on Seed</li> <li>• Patrice LeBlanc, Department of Fisheries and Oceans</li> <li>• Clyde Graham, CFPF</li> <li>• Helen Hayes, Canadian Food Inspection Agency</li> </ul> <p><b>Group Discussion – Future of CFPF</b></p>
3:45 - 4:00	<b>AGM</b>
4:00 - 4:30	<p><b>Closing Remarks and Wrap-up:</b></p> <ul style="list-style-type: none"> <li>• Final remarks</li> <li>• Review of accomplishments</li> <li>• Next steps</li> <li>• Forum evaluation</li> </ul>



**Registration Form  
CFPF Ottawa Conference  
November 26-27, 2007**

**Please fill out the below information for our records.**

1. Name of Participant(s):

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2. Organization:

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3. Address:

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4. Do you speak: English  French  Do you require translation: Yes  No

5. Can we put your name on the delegates list? Yes  No

6. Do you have any special dietary needs?

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*(Please specify)*

7. How do you wish to pay the \$100 registration fee? Cheque  VISA  MC

*(Cost is \$100 plus GST per participant: GST #86387 6264RT)*

\* **Cheques** payable to:

Issues & Insights  
250, 33 – 24 Avenue SW  
Calgary, Alberta T2S 3E6

\* If you wish to pay with **VISA or MasterCard**, please fill out information below:

Credit Card #: \_\_\_\_\_

Expiry date: \_\_\_\_\_

**Accommodations:**

Hotel rooms are available at \$143/night until October 26.

Please call the Lord Elgin hotel at 1-800-267-4298 and request the room block for CFPF.

*Please e-mail or fax this form to:*

**E-mail: Michelle.Stapleton@issuesinsights.com**

**Fax: (403) 410-7601**



## APPENDIX L – CALENDAR OF EVENTS



### CFPF Calendar of Events

October 2006 – February 2008

Updated May 2, 2008

Date	Type of Meeting	Conf Call	Face to Face
October 30 2006, 12pm EST	MMLWG	✓	
November 1 2006, 1pm EST	Executive Committee	✓	
November 7 2006, 12pm EST	REWG	✓	
November 10 2006, 12pm EST	COEWG	✓	
November 17 2006, 12pm EST	Executive Committee	✓	
November 23 2006, 12pm EST	Executive Committee	✓	
November 28 2006, 3:30-5:30EST	REWG		✓
November 28 2006, 3:30-5:30EST	COEWG		✓
November 28 2006, 3:30-5:30EST	New Products WG		✓
November 28 2006, 3:30-5:30EST	Biosolids WG		✓
November 28 2006, 6-7pm EST	CFQAP		✓
November 29 2006, 7-8:15am EST	Labelling Subgroup		✓
November 29 2006, 8:30-10:30am EST	REWG		✓
November 29 2006, 8:30-10:30am EST	MMLWG		✓
November 29 2006, 8:30-10:30am EST	Biosolids WG		✓
November 29 2006, 2-4pm EST	Executive Committee	✓	✓
January 8 2007, 3pm EST	Executive Committee	✓	
January 15 2007, 10am EST	COEWG	✓	
January 17 2007, 10am EST	REWG	✓	
January 19 2007, 11am EST	CFQAP Subgroup	✓	
January 31 2007	CFIA Consultation – Calgary		✓
February 1 2007, 11am EST	MMLWG – Labelling Subgroup	✓	
February 5 2007, 2pm EST	Executive Committee	✓	
February 6 2007	CFIA Consultation – Vancouver		✓
February 8 2007, 11am EST	Efficacy Task Force	✓	
February 12 2007, 11am EST	MMLWG – Labeling Subgroup	✓	



February 16 2007, 10am EST	CFQAP Subgroup	✓	
February 13 2007	CFIA Consultation – Moncton		✓
February 15 2007, 11am EST	MMLWG	✓	
February 19 2007 1pm EST	COEWG	✓	
February 21 2007, 10am EST	REWG	✓	
February 26 2007, 11am EST	MMLWG – Labelling Subgroup	✓	
February 28 2007	CFIA Consultation – Guelph		✓
March 6 2007	CFIA Consultation - Montreal		✓
March 6, 2007, 10am EST	Biosolids WG	✓	
March 9 2007, 11am EST	MMLWG	✓	
March 14 2007, 11am EST	Labelling Subgroup	✓	
March 15 2007, 11am EST	Efficacy Task Force	✓	
March 19 2007, 10am EST	COEWG	✓	
March 21 2007, 10am EST	REWG (cancelled)	✗	
March 27 2007 (9:30-2:00pm)	Executive Committee		✓
March 28 2007 (a.m.)	MMLWG and Labelling Subgroup		✓
March 28 2007 (p.m. only)	CFIA Consultation, Ottawa		✓
March 29 2007	CFIA Consultation, Ottawa		✓
April 5 2007, 11am EST	Biosolids WG	✓	
April 16 2007, 10am EST	COEWG	✗	
April 18 2007, 10am EST	REWG	✓	
April 19 2007, 10am EST	Labelling Subgroup	✗	
April 24 2007	Efficacy Task Force	✓	
April 26 2007, 11am-12:30pm	Combined CFPF Strategic Plan and COEWG Meeting	✓	
May 14 2007, 3pm EST	Executive Committee	✓	
May 2 2007, 10am EST	Labelling Subgroup	✓	
May 3 2007, 11am EST	Biosolids WG	✓	
May 16 2007, 10am EST	REWG	✓	
May 17 2007, 10am EST	Efficacy Task Force	✓	
May 28 2007, 10am EST	COEWG	✗	
June 4 2007, 3pm EST	Executive Committee	✓	
June 7 2007, 11am EST	Biosolids WG	✓	
June 15 2007, 11am EST	CFQAP Subgroup	✗	
June 18 2007, 10am EST	COEWG	✓	
June 20 2007, 10am EST	REWG	✓	
June 21 2007, 10am EDT	Labeling Subgroup	✓	
June 27 2007, 2pm EDT	CFQAP Subgroup	✓	
June 27 2007, 10am EDT	Efficacy Task Force	✓	
June 28 2007, 10am EST	MMLWG	✓	
July 5 2007, 11am EST	Biosolids WG	✓	
July 16 2007, 10am EST	COEWG	✗	
July 18 2007, 10am EST	REWG	✗	
July 23 2007, 3pm EST	Executive Committee	✓	
July 25 2007, 10am EST	Efficacy Task Force	✓	
August 2 2007, 11am EST	Biosolids WG	✓	
August 15 2007, 10am EST	REWG	✓	
August 20 2007, 10am EST	COEWG		
August 22 2007, 10am EDT	Labelling Subgroup	✓	
August 30 2007, 10am EST	MMLWG	✓	
September 5, 2007, 10am EST	Labelling Subgroup	✓	
September 6 2007, 2 pm EST	CFQAP	✓	
September 6 2007, 11am EST	Biosolids WG	✓	
September 7 2007, 10am EST	Efficacy Task Force	✓	
September 10 2007, 10am EST	REWG	✓	



	Special T4-103 meeting		
September 17 2007, 10am EST	COEWG	✓	
September 17 2007, 3pm EST	Executive Committee	✓	
September 19 2007, 10am EST	REWG	✓	
September 27, 2007 11am EDT	BPWG	✓	
September 28, 2007, 10 am EDT	MMLWG	✓	
October 4 2007, 11am EST	Biosolids WG	✓	
October 11, 2007, 2pm EDT	CFQAP	✓	
October 15 2007, 10am EST	COEWG	✓	
October 15 2007, 3pm EST	Executive	✓	
October 17 2007, 10am EST	REWG	✓	
October 23, 2007, 1-2pm EST	BPWG Definitions Subgroup <i>Note: this is a meeting held by members without secretariat support</i>	✓	
October 23, 2007, 2:30-3:30pm EST	BPWG Waste vs Product Subgroup <i>Note: this is a meeting held by members without secretariat support</i>	✓	
October 23, 2007, 4:00-5:00pm EST	BPWG Cross Canada Regulations Subgroup <i>Note: this is a meeting held by members without secretariat support</i>	✓	
November 1 2007, 11am EST	Biosolids WG	✓	
November 19 2007, 10am EST	COEWG	✓	
November 19, 2007, 3pm	Executive Committee	✓	
November 21 2007, 10am EST	REWG	✓	
November 26 and 27, 2007	CFPF Conference, Ottawa, Ontario		✓
November 28 2007, 9am	Executive Committee	✓	
December 6 2007, 11am EST	Biosolids WG	✓	
December 17 2007, 10am EST	COEWG	✓	
December 19 2007, 10am EST	REWG	✓	
January 23, 2008, 2:00 pm EST	BPWG Subgroup <i>Note: this is a meeting held by members without secretariat support</i>	✓	
February 5, 2008, 2 pm	REWG	✓	
February 11 2008, 2 pm EST	Executive Committee	✓	
February 14, 11am EST	BPWG	✓	

Note: colour coding indicates the following:

Blue = working group or subgroup

Green = executive committee

Black = CFIA sponsored activity