



Fish Processing Licensing Board Activity Plan 2020 – 2022





Letter from the Chairperson

In compliance with the Government of Newfoundland and Labrador's commitment to transparency and accountability, and on behalf of the Fish Processing Licensing Board, I am pleased to present the Fish Processing Licensing Board Activity Plan for 2020-22.

The Activity Plan spans a three-year period, and has been developed in consideration of the Strategic Directions of Government related to the Department of Fisheries, Forestry and Agriculture (the department formerly known as Fisheries and Land Resources) and covers the planning requirements laid out under the **Transparency and Accountability Act**. The Board will support industry's transition to groundfish and the growth of the aquaculture industry, specifically salmon and mussels.

The Board will fulfill its obligations under the **Transparency and Accountability Act**, as a category three public entity, by preparing three-year activity plans supplemented by annual progress reports.

As Chairperson of the Fish Processing Licensing Board, my signature below is indicative of the Board's accountability for the preparation of the Activity Plan and the achievement of the objective herein.

Reg Anstey
Chairperson, Fish Processing Licensing Board



TABLE OF CONTENTS

1.0 Overview.....	1
1.1 Composition of the Board.....	1
1.2 Secretariat to the Board	2
2.0 Mandate	2
3.0 Values	3
4.0 Vision	3
5.0 Primary Clients.....	3
6.0 Lines of Business	3
7.0 Financial Information.....	4
8.0 Objective.....	4
Appendix A - Powers and Duties of the Board	5
Appendix B - Values and Guiding Principles	6

1.0 Overview

The Fish Processing Licensing Board (Board) is responsible for reviewing and assessing all fish processing licence proposals or requests made to the Provincial Government, in accordance with the Fish Processing Licensing Policy Manual and the **Fish Processing Licensing Board Act** (the Act). Board meetings are held to review applications or to respond to a request from any person seeking information related to an application.

The Board makes recommendations to the Minister of Fisheries, Forestry and Agriculture (the Minister), and the Minister makes the final decision on all licensing matters. The Board's recommendations to the Minister on all fish processing licence proposals or requests are made public, as are the final decisions of the Minister. To ensure equity and impartiality, all Board members are appointed by the Lieutenant-Governor in Council.

In 2019, there were 90 processing licences issued in the province, consisting of 69 primary processing, 13 in-province retail, five aquaculture, and three secondary processing.



Cod fillets on the processing line.

1.1 Composition of the Board

The composition of the Board is specified in Section 5 of the **Fish Processing Licensing Board Act** as follows:

- (1) The Board shall consist of five members to be appointed by the Lieutenant-Governor in Council, who shall serve at pleasure.
- (2) The membership of the Board shall include:
 - a. One member who shall be designated by the Lieutenant-Governor in Council as the Chairperson of the Board; and
 - b. One member who shall be elected Vice Chairperson of the Board by an internal vote of the Board.

As of December 31, 2019, the Board was comprised of:

Mr. Reginald Anstey, Chairperson
Mr. Taylor Colbourne, Vice Chairperson
Mr. George Reid, Member
Mr. Jerome Ward, Member

1.2 Secretariat to the Board

The Department of Fisheries, Forestry and Agriculture, Licensing, Inspection and Quality Assurance Division serves as the Secretariat to the Board. The duties and responsibilities of the Secretariat include, but are not limited to, all administrative functions, the review of all applications, and the provision of background and other relevant information to the Board for use in its deliberations. All proposals and requests submitted to the Board are also copied to the Minister. The department's Fish Processing Licensing Policy Manual guides the Board in making recommendations.

The Director of the Licensing, Inspection and Quality Assurance Division acts as Recording Secretary for the Board. The Recording Secretary is responsible for preparing and distributing the minutes of all meetings, as well as compiling a record of the Board's recommendations. The record of recommendations is signed by the Chairperson or Vice Chairperson of the Board, and then submitted to the Minister for review and rendering of a final decision on the licensing application.

The Fish Processing Licensing Board can be contacted at the following address:

Fish Processing Licensing Board Secretariat

c/o Director of Licensing, Inspection and Quality Assurance
Department of Fisheries, Forestry and Agriculture
Government of Newfoundland and Labrador
30 Strawberry Marsh Road
P.O. Box 8700 St. John's, NL A1B 4J6
E-Mail: fplbsecretariat@gov.nl.ca

2.0 Mandate

The mandate of the Fish Processing Licensing Board is to make public recommendations on all fish processing licence proposals or requests made to the Provincial Government. Only the routine renewal of fish processing licences is exempt from this process. In keeping with its mandate, the Board's main objectives are to assess and make recommendations to the Minister of Fisheries, Forestry and Agriculture regarding:

- Licensing applications, including applications for new licences, change of operator, and the consolidation and transfer of fish processing licences;
- Applications for the addition of new species to existing fish processing licences and, where appropriate, recommendations regarding licences on a regional basis;
- Corporate concentration, merger, and acquisition issues in the context of fish processing licensing matters; and,
- Appeals to reinstate licences cancelled as a result of not meeting the activity requirements as outlined in the Fish Processing Licensing Policy Manual.

The Board is also subject to other objectives which the Minister may determine. For other related powers and duties of the Board, refer to Appendix A.

3.0 Values

The Fish Processing Licensing Board practices the relevant values and guiding principles of the Department of Fisheries, Forestry and Agriculture as outlined in Appendix B.

4.0 Vision

The Fish Processing Licensing Board supports the vision of the Department of Fisheries, Forestry and Agriculture by: its assessment of processing licence applications. The Board provides an equitable and impartial assessment of processing licence applications submitted to the department.

5.0 Primary Clients

In delivering its mandate, the Board identifies individuals or groups whose needs have an influence on the Board's business. The Board identifies the following as primary clients:

- The Minister of Fisheries , Forestry and Agriculture;
- Fish processors;
- Fish buyers; and
- The people of Newfoundland and Labrador.

6.0 Lines of Business

The Fish Processing Licensing Board reviews all requests for new fish processing licences, transfers of licences, change of operator, and the addition of species to existing licences. The Department of Fisheries, Forestry and Agriculture provides licensing policies and procedures to the Board to guide this process. The Board makes recommendations to the Minister and the Minister makes the final decision on all licensing matters.

For additional information regarding the licensing policies and procedures, please visit the Department of Fisheries, Forestry and Agriculture website: <https://www.gov.nl.ca/ffa/>

See also the following link to the Fish Processing Licensing Policy Manual:
<https://www.gov.nl.ca/ffa/files/licensing-pdf-fplp-manual-04-16.pdf>

7.0 Financial Information

The Fish Processing Licensing Board is funded annually by the Department of Fisheries, Forestry and Agriculture. This funding is used to cover travel costs, remuneration of Board members (according to Treasury Board guidelines), as well as any other miscellaneous costs associated with meetings. Costs related to the Board are normally offset through revenues associated with application fees.

8.0 Objective

Given the mandate of the Fish Processing Licensing Board, the Board's primary focus is to provide the Minister with objective recommendations on processing licensing applications. As the focus of the Board will remain the same for the entire plan, the Board will report on the same objective and indicators in all three years.

ISSUE: Fish Processing Licences

OBJECTIVE: By December 31, 2020, the Fish Processing Licensing Board will have made recommendations to the Minister of Fisheries, Forestry and Agriculture on matters pertaining to fish processing licences.

INDICATORS: Assessed applications and made recommendations, as required for:

- New licences;
- Change of Operator of an existing licence;
- Addition of new species to an existing licence;
- Transfers; and,
- Appeals.

Appendix A: Powers and Duties of the Board

Fish Processing Licensing Board Act

Powers and Duties of the Board

9. (1) The Board shall:

- (a) consider an application for a fish processing licence which has been properly made to it, including an application for a new licence, a consolidated licence or a transfer of licence;
- (b) consider an application made to it under this Act which it is authorized to consider;
- (c) consider a matter referred to it by the minister, where that matter is of one of general application which does not refer specifically to a particular fish processing licence;
- (d) consider an application related to corporate concentration, merger and acquisition issues in the context of fish processing licensing matters; and
- (e) after considering a matter referred to in paragraphs (a) to (d), make a recommendation, including its reasons for that recommendation, to the minister with respect to a course of action on that matter.

(2) The board may

- (a) request that the minister provide professional or technical assistance or advice required by it to make its recommendations to the minister; and
- (b) generally, do those other things that are necessary to fulfil its mandate and make the required recommendations to the minister regarding an application under this Act.

Appendix B: Values and Guiding Principles

Collaboration and Teamwork

In delivering the department's programs and services, each individual does so through consultation, partnership, and teamwork with clients, industry stakeholders, and co-workers.

Communication

Each individual shares information, while respecting confidentiality requirements, with co-workers and industry stakeholders and on a timely basis.

Service to the Public

Each individual demonstrates respect for the public they serve through the following actions: timely and courteous responses to public enquiries; efficient and cost-effective delivery of programs and services; and identification of cost-saving measures wherever possible.

Respect

Each individual treats clients and co-workers in a courteous and considerate manner. They listen to and consider differing views and opinions and operate within the principles of a respectful workplace. Respect is demonstrated through the efficient and timely response to requests and questions.

Confidentiality

Each individual ensures information provided to the department on a confidential basis is respected and protected from disclosure.

Recognition

Each individual recognizes, appreciates, and celebrates co-worker accomplishments which contribute to the department's goals and objectives.

Sustainable Development

Each individual works toward the sustainable development of the province's renewable fisheries and aquaculture resources.

