



Government of Newfoundland and Labrador
Department of Fisheries, Forestry and Agriculture
Office of the Minister

COR/2023/00783-02

MAR 28 2023

Ms. Sandra Barnes
Clerk of the House of Assembly
House of Assembly
P.O. Box 8700
St. John's, NL A1B 4J6

Dear Ms. Barnes:

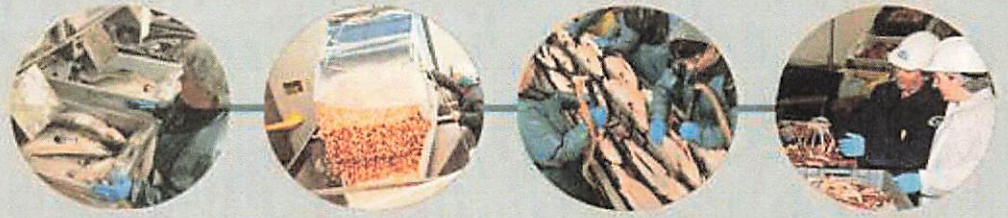
In accordance with section 16 of the **Transparency and Accountability Act**, I wish to issue a statement concerning the 2023-2025 Activity Plan for the Fish Processing Licensing Board.

The Activity Plan was not tabled by the legislated date. I am pleased now to present the plan.

Sincerely,

A handwritten signature in blue ink, appearing to read "Derrick Bragg".

HON. DERRICK BRAGG, MHA
Minister of Fisheries, Forestry and Agriculture
District of Fogo Island – Cape Freels



Fish Processing Licensing Board Activity Plan 2023–2025



Handwritten signature



Message from the Vice-Chairperson

On behalf of the Fish Processing Licensing Board (the Board) and in compliance with the Government of Newfoundland and Labrador's commitment to transparency and accountability, I am pleased to present the Board's Activity Plan for 2023-2025.

This three-year Activity Plan has been developed in consideration of the strategic directions of Government related to the Department of Fisheries, Forestry and Agriculture (FFA) and covers the planning requirements laid out under the **Transparency and Accountability Act**.

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

As Vice-Chairperson, my signature below is indicative of the Board's accountability for the preparation of this plan and the achievement of the objective herein.

Taylor S. Colbourne

Taylor Colbourne

Vice-Chairperson

Fish Processing Licensing Board



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1.0 Overview

The 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 (the Minister) of the Department of Fisheries, Forestry and Agriculture (FFA) 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.



Cod fillets on the processing line.

In 2022, a total of 89 processing licences were issued in Newfoundland and Labrador, consisting of 67 primary processing, 13 in-province retail, five aquaculture and four secondary processing.

1.1 Composition of the Board

The composition of the Board is specified in section 5 of the Act as follows:

- (1) The Board shall consist of five members 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.

The Board is comprised of the following members:

Vacant, Chairperson¹
Taylor Colbourne, Vice-Chairperson
Michelle Eagles, Member
George Reid, Member
Jerome Ward, Member

¹ Position is currently being filled in coordination with the Public Service Commission.

1.2 Financial Information

The Board is funded annually by FFA. 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. Where possible, the Board operates on a cost-recovery basis through application fees.

1.3 Secretariat to the Board

FFA's 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 of FFA. Additionally, FFA'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 Board is to make public recommendations on all fish processing licence proposals or requests made to the Provincial Government. Only routine renewals of fish processing licences are exempt from this process. In keeping with its mandate, the Board's main objectives are to assess and make recommendations to the Minister of FFA 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 of FFA may determine. For other related powers and duties of the Board, please refer to Appendix A.

3.0 Vision

The vision of the Board is to provide an equitable and impartial assessment of fish processing licence applications submitted to FFA. Through this work, the Board supports the vision of FFA.

4.0 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 FFA;
- Fish processors;
- Fish buyers; and
- The people of Newfoundland and Labrador.

5.0 Lines of Business

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

For additional information regarding the licensing policies and procedures, please visit FFA's 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>

6.0 Objective

Given its mandate, 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 duration of the plan, the Board will report on the same objective and indicators in

each of the three years.

ISSUE: Fish Processing Licences

OBJECTIVE: By December 31, 2023, the Fish Processing Licensing Board will have made recommendations to the Minister of Fisheries, Forestry and Agriculture on matters pertaining to fish processing licences.

INDICATOR:

- 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

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.

