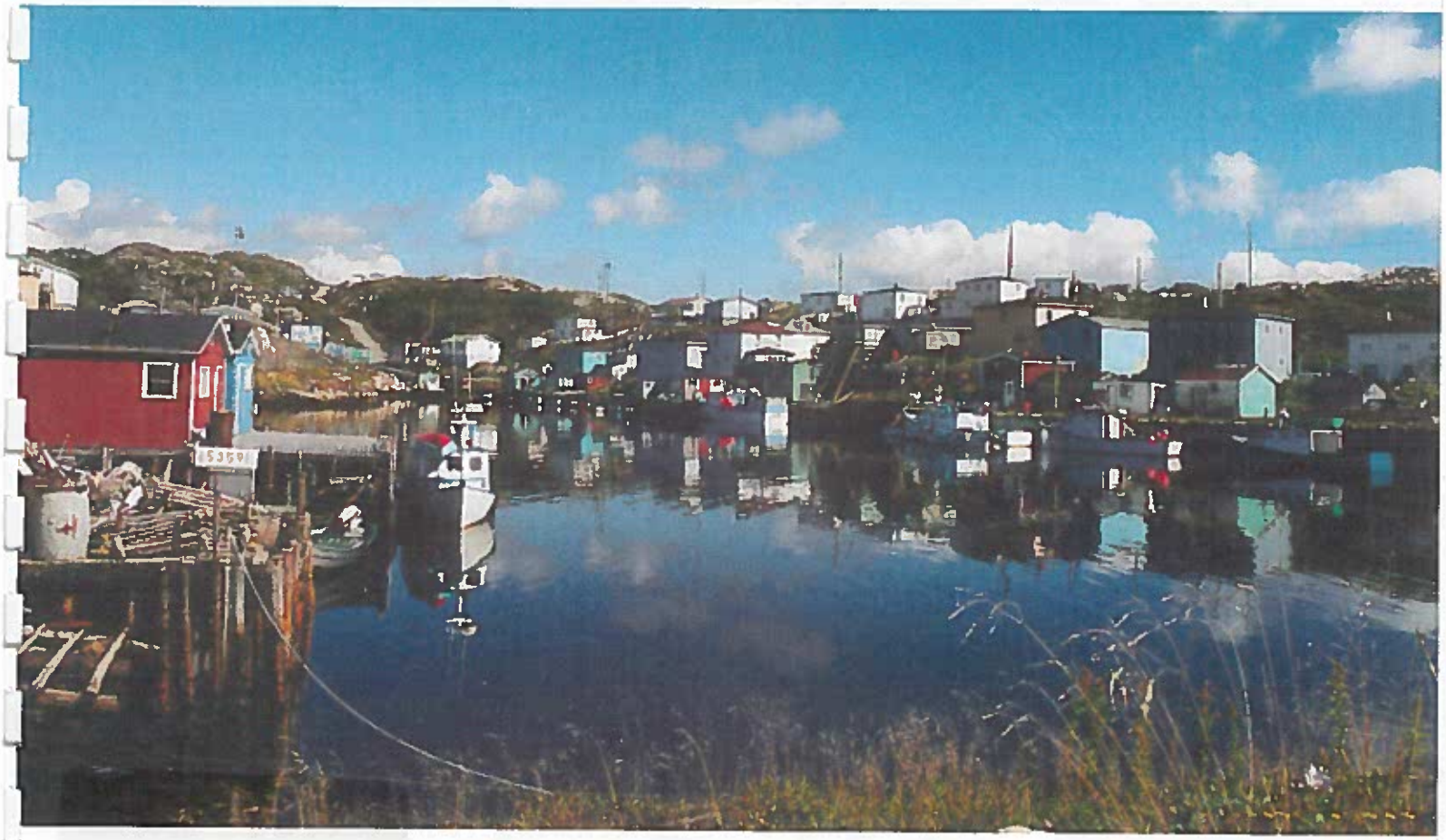
Fish Processing Licensing Board
Activity Plan 2008 - 2010



Newfoundland
Labrador

Letter from the Chairperson

In accordance with Government's commitment to transparency and accountability, I am pleased to submit the 2008-2010 Activity Plan for the Fish Processing Licencing Board to the House of Assembly.

This 3-year Plan has been developed in consideration of the Strategic Directions of the Minister of Fisheries and Aquaculture, (see Appendix C - Strategics Directions of Government) and covers the planning requirements under the Transparency and Accountability Act.

As chairperson of the Fish Processing Licencing Board, my signature below, is indicative of the Board's accountablility for the preparation of the Plan and the achievement of the objectives therein.

Richard Cashin

Richard Cashin

Chairperson

Fish Processing and Licencing Board

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1.0 Overview

The Fish Processing Licencing Board reviews and assesses all fish processing licence proposals or requests made to the provincial government. Applicants for a fish processing licence must advertise their intention in a generally-circulated and a regional newspaper. This allows interested members of the public to provide comments to the Board in respect to the applications.

The Board's recommendations to the Minister of Fisheries and Aquaculture on all licencing proposals, or requests made to Government regarding fish processing licences, are made public as are the final decisions of the Minister. There is no formal appeal process.

In 2007, one hundred and forty-three fish processing facilities (113 primary, 10 secondary, 5 aquaculture and 15 retail) operated in our Province. In 2007, the Board received 29 requests and appeals from primary and secondary processors, mostly regarding the addition of species to a licence. There were also requests for licence transfers. The Board is required to meet a minimum of six times annually.

To ensure equity and impartiality, the Board members are appointed by the Lieutenant-Governor in Council.

1.1 The composition of the Board is as follows:

(1) The Board shall consist of 5 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 internal vote of the Board.

At December 31, 2007 the Board was comprised of:

Richard Cashin (Chairperson)

Richard Cashin is a founding member and former President of the Fish, Food and Allied Workers (FFAW) union. He was Chairman of the Task Force on Atlantic Fisheries and has served as Chairman of the Fishing Industry Renewal Board. From 1993 to 2003, he was a member of the Canadian Transportation Agency. Mr. Cashin has also practiced law and has been involved in community activism. He served as a Member of Parliament (St. John's West) from 1962 to 1968.

Bernard Bromley (Vice-Chair)

For 23 years Bern Bromley was the owner, publisher, and editor of The Northern Pen. Previously he was a reporter and managing editor with Robinson-Blackmore in Grand Falls. Mr. Bromley is a past Mayor of St. Anthony (1989-1993) and a past President of the St. Anthony and Area Chamber of Commerce. He has served as

the Chair of the St. Anthony and Area Food Sharing Association and as the Vice-Chair of St. Anthony Basin Resources (SABRI). He has also acted as a member of the Marine Institute's Advisory Board.

David Bonnell - member

David Bonnell is the Head of the School of Fisheries of the Marine Institute and is author of Quality Assurance in Seafood Processing (1994). He is a board member with the Canadian Centre for Fisheries Innovation (CCFI) and the Professional Fish Harvesters Certification Board (PFHCB). He is also Executive Director with the Seafood Management Education Association. Mr. Bonnell has managed projects for many local fishing industry organizations and has held quality assurance positions with two Atlantic seafood processing companies.

Ida Powell - member

Ida Powell is the Mayor of Charlottetown, Labrador. She was born into a fishing family and raised in a fishing outport. Ms. Powell has been involved in grassroots community activism, such as fundraising for the local fire brigade, involvement with developing literacy, and volunteering with the Annual Shrimp Festival. She also spearheaded a team that encouraged private funds to develop a modern shrimp processing facility in Charlottetown.

Vacant Member - to be appointed

1.2 Secretariat to the Board

The Licensing and Quality Assurance Division of the Department of Fisheries

and Aquaculture acts as Secretariat to the Board. The Secretariat performs all administrative functions associated with the Board. It reviews any applications and provides the necessary background and relevant information to the Board. All proposals and requests are submitted to the Board and copied to the Minister. The recommendations of the Board are based on policy guidelines, criteria and directions provided to the Board by the Minister of Fisheries and Aquaculture.

The Director of the Licensing and Quality Assurance Division acts as Recording Secretary for the Board. The Secretary is responsible for keeping minutes on all meetings and decisions of the Board. The Secretary prepares a record of the Board recommendations to be submitted to the Minister of Fisheries and Aquaculture. The record of recommendations is signed by the Chair or the Vice-Chair of the Board. The Minister receives and reviews the recommendations and renders final licencing decisions.

The Fish Processing Licencing Board may be contacted at the following address:

Fish Processing Licensing Board Secretariat c/o Ian Burford
Director, Licensing and Quality Assurance
Department of Fisheries and Aquaculture
30 Strawberry Marsh Road
P.O. Box 8700
St. John's, NL A1B 4J6

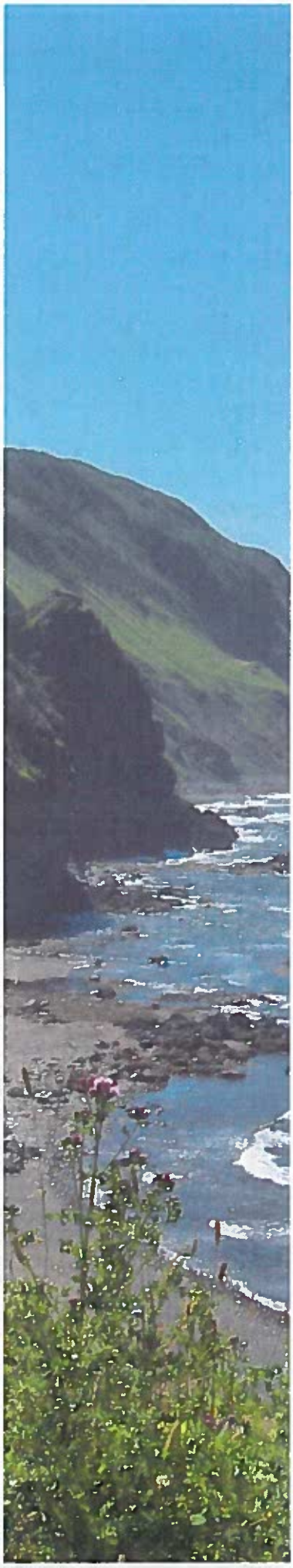
2.0 Mandate

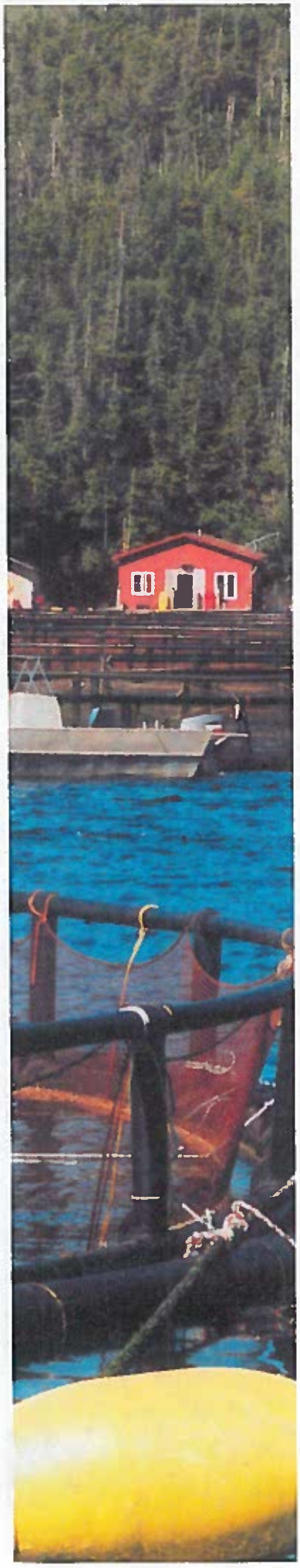
The mandate of the Fish Processing Licencing Board is to make public recommendations on all fish processing licence proposals or requests made to the provincial government. Only the routine renewal of fish processing licences is exempt from this process.

In this regard, the Board's main objectives are to assess and make recommendations to the Minister of Fisheries and Aquaculture regarding:

- licensing applications, including applications for new licences, and the consolidation and transfer of fish processing licences;
- applications for the addition of new species to existing fish processing licences, and where appropriate, make recommendations regarding licences on a regional basis; and
- corporate concentration, merger and acquisition issues in the context of fish processing licensing matters.

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





3.0 Values

The Fish Processing Licencing Board practices the core values and guiding principles followed by the Department of Fisheries and Aquaculture as set out in the Department's Strategic Plan 2006-08 (refer to Appendix B).

4.0 Vision

In its assessment of applications, the Board supports the Department's vision, "The vision of the Department of Fisheries and Aquaculture is sustainable fishing and aquaculture industries that are achieving their optimum contribution of the Province of Newfoundland and Labrador." The Board acomplishes this by providing an equitable and impartial assessment of processing applications submitted to the Department.

5.0 Primary Clients

The Minister of Fisheries and Aquaculture is a primary client as it is the Minister to whom the Board provides its recommendations. Other primary clients of the Fish Processing Licencing Board include fish processors, buyers, and the general public within the Province of Newfoundland and Labrador.

6.0 Lines of Business

The Fish Processing Licencing Board reviews all requests for new fish processing licences, transfers of licences and change of operator. The Department of Fisheries and Aquaculture provides licencing policies and procedures to the Board to guide this process. For additional information regarding the licencing policies and procedures please visit the Department of Fisheries and Aquaculture website, www.fishaq.gov.nl.ca/processing/manual/FullManual.pdf.

The Board makes recommendations to the Minister and the Minister makes the final decision on all licencing matters.

7.0 Financial Information

The Department of Fisheries and Aquaculture provides the Board with annual funding which 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 will operate on a cost-recovery basis through application fees.

8.0 Mission

The Fish Processing Licensing Board adopts the Department of Fisheries and Aquaculture's Mission, which is as follows:

> *By 2011, the Department of Fisheries and Aquaculture will have supported the strengthening of the processing sector and expansion of the aquaculture industry to create economic opportunities for the province.*

The Fish Processing Licensing Board will contribute to the achievement of this Mission by making objective recommendations to the Minister regarding licence applications.

Footnote - The above Mission statement is not provided in its entirety, please visit www.gov.nl.ca/fishaq for the complete Mission.

9.0 Objectives

Given the mandate of the Fish Processing Licensing Board, it's primary focus is to make objective recommendations to the Minister on processing licences. As such the following objective applies to the 2008, 2009 and 2010 fiscal years and will be reported on in the relevant annual reports.

Issue 1: Fish processing licences.

Objective: The Fish Processing Licencing Board will have made recommendations to the Minister of Fisheries and Aquaculture on matters pertaining to fish processing licencing.

Measure: Recommendations made to the Minister of Fisheries and Aquaculture on matters pertaining to fish processing licences.

Indicators:

- Assessed applications for new licences as required and made recommendations.
- Assessed applications for licence transfer or consolidation as required and made recommendations.
- Assessed applications for addition of new species as required and made recommendations.

Appendix A: Powers and duties of the Board

Fish Processing Licencing 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; 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;

c) consider an application related to corporate concentration, merger and acquisition issues in the context of fish processing licensing matters; and

d) after considering a matter referred to in paragraphs (a) to (c), 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

Values and Guiding Principles

The character of the Department of Fisheries and Aquaculture is promoted and explained through its core values and guiding principles. In essence, they identify how the Department will work with its clients, and how the Department's staff will work with each other.

While all the values and principles promoted by the Department are important, the following are most applicable to the strategic directions identified in the Department's 2006-2008 Strategic Plan. Examples of behaviors and actions the Department will expect its staff to demonstrate as it delivers its mandate and responsibilities are also included.

Collaboration and Teamwork

The Department's programs and services are best delivered through consultation, partnership and teamwork with its clients, industry stakeholders, and co-workers.

Staff of the Department will be expected to seek the input of industry stakeholders and other government departments, and their co-workers as they develop and implement policies, programs and activities related to the Department's strategic directions.

Accountability and Responsibility

The Department delivers its mandate and responsibilities in a conscientious manner and staff are accountable and responsible for the decisions they make.

Staff will be expected to participate in government's work planning initiatives and be accountable for the responsibilities identified in their position descriptions.

Communication

The Department promotes and shares information on its activities, and operates under the spirit and intent of openness and transparency both within the organization and with its clients.

Staff will be expected to share information, respecting confidentiality requirements, with co-workers and industry stakeholders on a timely basis. The Department will improve the Department's website and intranet site to make them more comprehensive and timely.

Service to the Public

The Department of Fisheries and Aquaculture and its employees value the delivery of high quality and cost-effective programs and services for the people of Newfoundland and Labrador.

Staff will be expected to demonstrate their 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.

Other values and principles of importance to the Department of Fisheries and Aquaculture are:

Respect

The Department of Fisheries and Aquaculture personnel treat 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

The Department of Fisheries and Aquaculture ensures that information provided to the Department on a confidential basis is respected and protected from disclosure.

Employee Professional Development

The Department of Fisheries and Aquaculture values its employees. It encourages and supports all employees to improve their job skills. Employees identify opportunities to enhance their professional development.

Recognition

The Department recognizes, appreciates and celebrates individual and team accomplishments which contribute to the Department's goals and objectives.

Sustainable Development

The Department believes in the sustainable development of the Province's renewable fisheries and aquaculture resources. Decisions on policies, programs and services balance the needs of those who currently depend on these resources with the needs of future generations for a healthy and productive environment.

Appendix C: Strategic Directions of Government

Applicable Strategic Directions of the Department of Fisheries and Aquaculture for the period 2008-11

Components of Strategic Direction	Applicable to Other Entities Reporting to the Minister	This Direction is addressed:		
		in the department's strategic plan	in the department's operational plan	in the branch/ divisional work plans of the department
1. Fisheries Sector Efficiency	✓	✓		