



# Fish Processing Licensing Board Activity Plan for 2017-2019







## 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 2017-19.

The Activity Plan spans a three-year period, and has been developed in consideration of the Department of Fisheries and Land Resources' Strategic Direction 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.

Ted Lewis  
Chairperson, Fish Processing Licensing Board



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## 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 and Land Resources (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.



Cod filets on the processing line.

In 2016, there were 95 processing licences issued in the province, consisting of 73 primary processing, 13 in-province retail, six aquaculture, and three secondary processing.

### 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, 2016, the Board was comprised of:

Name	Title	Region	Appointment Date	Expiry Date
Lewis, Mr. Ted	Chairperson	Northern	11/19/2013	11/18/2017
Brown, Mr. Clarence	Vice Chairperson	Western	3/2/2012	3/1/2016
Colbourne, Mr. Taylor	Member	Western	7/9/2015	7/8/2019
Parsons, Ms. Violet	Member	Eastern	3/2/2012	3/1/2016
Winsor, Mr. Samuel	Member	Western	11/19/2013	11/18/2017

Biographies of members are included in Appendix C. Mr. Brown and Ms. Parsons have applied for reappointment to the Board in 2017 as Vice-Chairperson and Member respectively.

## 1.2 Secretariat to the Board

The Department of Fisheries and Land Resources, Licensing 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 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 and Quality Assurance  
 Department of Fisheries and Land Resources  
 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](mailto: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 and Land Resources 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.



*Transferring Sea Cucumber.*

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 and Land Resources as outlined in Appendix B.

## 4.0 Vision

The Fish Processing Licensing Board supports the vision of the Department of Fisheries and Land Resources 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 and Land Resources;
- 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 and Land Resources 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 and Land Resources website: <http://www.fishaq.gov.nl.ca>

See also the following link to the Fish Processing Licensing Policy Manual:  
[http://www.fishaq.gov.nl.ca/licensing/Licensing\\_Policy\\_Manual\\_2010.pdf](http://www.fishaq.gov.nl.ca/licensing/Licensing_Policy_Manual_2010.pdf)

## 7.0 Financial Information

The Fish Processing Licensing Board is funded annually by the Department of Fisheries and Land Resources. 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. Expenses incurred by the Board included remuneration costs of \$11,825.00 and travel expenses of \$6767.92. Revenues collected for application fees totaled \$19,500.00.



## 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, 2017, the Fish Processing Licensing Board will have made recommendations to the Minister of Fisheries and Land Resources on matters pertaining to fish processing licences.



*DFA fish inspector examining crab.*

**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.

# Appendix C: Biographies of Members

## **Ted Lewis (Chairperson)**

Mr. Ted Lewis has his roots in the small Northern Peninsula community of Conche. Mr. Lewis built his career around a solid foundation of education, employment, self-employment, volunteer and family experience that provides him with a broad perspective on life, community, and business. His working career has led him to maintain positions with Fisheries and Oceans Canada, Environment Canada, the former provincial Department of Forestry and Agriculture, and Northchip Limited. In the mid-1990s, he started his own business, which he is still actively involved in. As a volunteer, Mr. Lewis served as President of the Newfoundland and Labrador Lumber Producers Association, President of the Northern Peninsula Business Network, Chair of the Northern Peninsula Forestry Association, and a member of both the regional council and provincial council of the Rural Secretariat. He is a volunteer on various other local and provincial committees and organizations. Mr. Lewis is married to Linda and they have two daughters.

Ted was first appointed to the Fish Processing Licensing Board in 2009, and was reappointed in 2013 for another four-year term.

## **Clarence Brown (Vice Chairperson)**

After nearly 15 years as a classroom science teacher, Mr. Clarence Brown joined the former Baie Verte/Central/Connaigre School Board, where he served as a program specialist until he retired. During his career in education, Clarence also served as President of the Newfoundland and Labrador Teachers' Association (NLTA) Science and Mathematics Council, Chairperson of the Central Newfoundland Science Fairs Council, and President of his local NLTA Branch. Upon retirement, Clarence spent seven years as a member of school boards in central Newfoundland and Labrador, the most recent being the Nova Central School Board. In line with his lifelong ambition to serve the people of the province, Clarence continues to volunteer on various committees. He currently resides in Baie Verte.

Clarence was appointed to the Fish Processing Licensing Board in 2012 for a four-year term. Mr. Brown has applied for reappointment to the Board in 2017 and serves as Vice-Chairperson.

## **Samuel Winsor**

Mr. Samuel Winsor, who was born and raised in Wesleyville, completed his Education Degree at Memorial University and returned to the region to teach in Musgrave Harbour and Carmanville. Samuel has been involved in various boards and committees, including serving as the Chairperson of the Fisheries Appeal Board for the Northern Cod Adjustment and Rehabilitation Program. From 1989 to 1993, Mr. Winsor served as a Member of the House of Assembly for the Fogo Island District. Following his term in office, he returned to his teaching career. Samuel served as the Mayor of Carmanville from 2009 to 2013 and currently sits as a councillor in the same community.

Samuel was appointed to the Board in 2013 for a four-year term.

### **Violet Parsons**

Ms. Violet Parsons, a long-time resident of Bloomfield, was active in the family business and also served as the administrator of the Greenwood Personal Care Home for seven years. Motivated by her passion to help others, Violet has for many years been an active volunteer with a variety of organizations, including the Lion’s Club, the Port Blandford-Winterbrook Development Association, and the Joint Search and Rescue Committee. Violet has spent 32 years as a school trustee, 14 years as the Chairperson of Vista School District, 4 years as the Chairperson of Newfoundland and Labrador School Boards Association, and 3 years as Director at the Canadian School Boards Association.

Violet was appointed to the Fish Processing Licensing Board in 2012 for a four-year term. Ms. Parsons has applied for re-appointment to the Board in 2017.



*Processing cod fillets.*

### **Taylor Colbourne**

Mr. Colbourne grew up in Corner Brook. He graduated from Memorial University of Newfoundland in 1972 with a Bachelor of Commerce and a Bachelor of Education. Since university he immediately started working with the Western School District as a Teacher, Vice-Principal and later a Principal until his retirement in 2002. A distinguishing part of Mr. Colbourne’s life is his extensive volunteering experience which relates to his life-long dedication to organized sports in the city of Corner Brook. Following his retirement, he was the Chairperson of the Employment Insurance Board of Referees for the Newfoundland and Labrador Regional Division from September 2004 to September 2007.

Mr. Colbourne was appointed to the Board in 2015 for a four-year term.

Newfoundland  
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Fisheries and Land Resources



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