



2014

Annual Performance Report

for

**The Professional Fish Harvesters
Certification Board**

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1.0 Message from the Chairperson

On behalf of the Board of Directors of the Professional Fish Harvesters Certification Board (PFHCB), I am pleased to present the PFHCB's Annual Performance Report for 2014. The Board of Directors of the PFHCB remains committed to fulfilling the PFHCB's obligations as a category three public entity under the provincial *Transparency and Accountability Act*. We are accountable for the preparation of this report, for the results reported herein, and for ensuring that the information presented is a thorough and accurate representation of the PFHCB's operations and activities in this 2014 reporting period.

Again in 2014, as it has since 1997, the PFHCB continued to serve the professional fish harvesters of Newfoundland and Labrador, through the implementation of Canada's first professional certification program for commercial fish harvesters. In 2014, the PFHCB was successful in fulfilling its primary mandate and objectives as outlined in the *Professional Fish Harvesters Act* (the Act), and had another successful year in carrying out a variety of related activities and initiatives.

The Professional Fish Harvesters Certification Board operates on a regular calendar year, thus this report presents the work of the PFHCB from January 1, 2014 to December 31, 2014, and includes the achievements and outcomes of the PFHCB's stated objectives. The Board of Directors and staff of the PFHCB take great pride in the PFHCB's accomplishments, and on their behalf I pledge our dedication to the fish harvesters of Newfoundland and Labrador and our continued commitment to meeting the PFHCB's goals and objectives.

Finally, as Chairperson of the PFHCB, I accept responsibility for ensuring that the PFHCB continues to meet its planning and reporting obligations under the *Transparency and Accountability Act*.

Sincerely,



William Broderick
Chairperson, PFHCB

2.0 Overview

The Professional Fish Harvesters Certification Board became operational in 1997 following proclamation of the *Professional Fish Harvesters Act* by the Newfoundland and Labrador House of Assembly. This legislation, the first of its kind in Canada, recognizes fish harvesting as a professional occupation. The PFHCB is mandated to register and certify commercial fish harvesters in Newfoundland and Labrador (NL).

In addition to this primary mandate, the PFHCB is engaged in a wide variety of strategic activities aimed at enhancing the profession of commercial fish harvesting, as outlined in this report.

2.1 Board of Directors, Sub-Committees and Staff

The Professional Fish Harvesters Certification Board operates under the direction of a 15 member Board of Directors, in accordance with the *Professional Fish Harvesters Act*. Members of the PFHCB are appointed by the Minister of Fisheries and Aquaculture upon recommendation from the respective organizations identified in Section 5 of the Act. In 2014, members were:

Mr. Carey Bonnell
Mr. William Broderick (Chairperson)
Mr. Perry Collins
Mr. Paul Dinn
Mr. George Feltham (Secretary)
Dr. Scott MacKinnon
Mr. Mike Noonan

Mr. Kevin Normore
Ms. Kimberley Penney
Mr. Brooks Pilgrim
Ms. Mildred Skinner
Mr. Dwight Spence
Mr. Keith Sullivan (Vice-Chairperson)
Mr. Craig Taylor

The PFHCB has three sub-committees that convene, as required, to address specific PFHCB business and issues. They are an Executive Committee, an Education Committee, and a Public Relations Committee.

The PFHCB currently has a full-time office staff of three persons, consisting of an Executive Director, Coordinator of Registration and Certification, and a Coordinator of Finance and Administration. In addition to permanent staff members, the PFHCB draws upon a large group of trained fish harvester instructors, assessors, and facilitators to assist in the delivery of its programs and initiatives.

2.2 Vision

The PFHCB vision is a viable Newfoundland and Labrador commercial fishery, sustained by independent professional fish harvesters committed to demonstrating appropriate knowledge, skills and commitment to safely and successfully meet the human resources needs of their industry, from which they can maintain their livelihood with respect and dignity.

2.3 Mission

While the PFHCB's primary objectives are related to the annual registration and certification of Newfoundland and Labrador commercial fish harvesters, the mission statement of the PFHCB represents the key long-term results that the PFHCB works toward in fulfilling its objectives, as outlined in the *Professional Fish Harvesters Act*.

By 2016, the PFHCB will have continued to make advancements in the areas of fisheries training and public awareness of professional fish harvesters and their occupation.

2.4 Mandate

The mandate of the PFHCB is clearly defined in Section 4 of the Act. All activities of the PFHCB are related, either directly or indirectly, to these mandated objectives:

- (a) to promote the interest of fish harvesters as a professional group;
- (b) to be responsible for defining the standards for professionalization;
- (c) to provide an advisory role to the federal and provincial governments in the formation of fisheries policies consistent with the common good of fish harvesters, namely in the areas of resource conservation, fish quality improvements, a reasonable return to participants, optimizing product value, and the safety of fish harvesters and the public;
- (d) to operate and maintain a fish harvester registration system;
- (e) to develop, evaluate and recommend courses under the professionalization program;
- (f) to issue certificates of accreditation to qualifying fish harvesters; and,
- (g) to develop, maintain and monitor compliance of a Code of Ethics.

2.5 Primary Lines of Business

I. Registration and Certification of Newfoundland and Labrador Commercial Fish Harvesters

The PFHCB has been responsible for registering and certifying all commercial fish harvesters in Newfoundland and Labrador since 1997. Fish harvesters are required to submit a certification renewal application annually and pay the annual registration fee of \$50.00. New entrants are required to file a new entrant application and pay the annual registration fee of \$50.00.

Upon approval of their application for certification, fish harvesters are issued a certification card inscribed with their name, Professional Fish Harvester number, and certification level. The entire application/certification process is conducted in accordance with the *Professional Fish Harvesters Act*, the PFHCB certification criteria, and the PFHCB by-laws.

The collection of annual registration fees is the PFHCB's primary source of operating revenue. 9,232 fish harvesters were registered with the PFHCB in 2014.

II. Delivery of Basic Safety Training

Apprentice fish harvesters are required by PFHCB criteria to complete a basic safety training course prior to commencing their second fishing season. In 2002, the PFHCB developed and introduced a basic safety training (Marine Emergency Duties [MED] A3) course for apprentice fish harvesters and new entrants to the fishing industry.

The five-day course includes two days of General Seamanship and Stability, one day of MED A3, and two days of Marine Basic First Aid. This course also meets the Transport Canada (TC) mandatory MED requirement for harvesters on vessels fishing inside 25 miles (less than 150 Gross Registered Tonnage [GRT]). As a result, many Level I and Level II fish harvesters also complete the course in (or near) their communities in order to fulfill this federal requirement.

Harvesters preferring to complete the MED A1 course (or other equivalent safety training) at the Fisheries and Marine Institute of Memorial University (MI) will be exempt, but the course must be completed prior to beginning their second fishing season.

III. Assisting Fish Harvesters with Certification Upgrading and Skills Development

Fish harvesters who wish to upgrade their certification level from Apprentice to Level I, or from Level I to Level II, must complete a minimum number of education credits and full-time fishing years, as per PFHCB criteria. Fish harvesters pursuing certification upgrading and skills development receive a range of information, guidance, and advice from PFHCB staff. PFHCB staff members also assess education information provided by harvesters and award credit toward certification upgrading.

While the vast majority of fisheries training is delivered by the Fisheries and Marine Institute of Memorial University of Newfoundland (MI), the PFHCB does deliver a Prior Learning Assessment & Recognition (PLAR) program, which enables fish harvesters to acquire credits toward certification upgrading. More information on the PFHCB's PLAR program can be found on the PFHCB's website at www.pfhcb.com.

Since 2010, the PFHCB has also been involved in assisting the commercial sealing industry with industry-related skills development and certification. With its sealing industry partners, the PFHCB has successfully delivered information workshops in Humane Harvesting to more than 5,000 commercial sealers, and this activity has now become a primary activity (line of business) for the PFHCB.

IV. Public Relations and Advocacy Initiatives

Through its Executive and Public Relations Committees, and in partnership with other key industry groups such as the Canadian Council of Professional Fish Harvesters (CCPFH), the PFHCB is continually engaged in a variety of activities related to public relations and advocacy on behalf of the professional fish harvesters of Newfoundland and Labrador.

Promoting commercial fish harvesting as a professional occupation, including raising awareness about the skill requirements, technological advancements, and economic value of the industry, is central to the PFHCB's overall activity plan. This is achieved through ongoing initiatives utilizing a variety of media sources.

Additionally, the PFHCB plays an advisory role to the federal and provincial governments in an effort to achieve public policy that is consistent with the overall good of fish harvesters and their industry. Key areas that the PFHCB is currently working on in this regard are safety, fisheries licencing, federal training requirements, and skills development.

2.6 Values

The staff of the PFHCB work directly for, and on behalf of, certified professional fish harvesters and their industry. PFHCB activities, including the work of PFHCB members, staff and sub-committee members, are focused on improving the lot of certified professional fish harvesters - as individuals and as a collective group. For these reasons, the values of the PFHCB are focused on the fish harvesters it represents, as follows:

Respect – Representatives of the PFHCB will endeavour to increase their understanding and appreciation of the commercial fishery; the significant contribution it makes to our local, provincial, and national economies; and the high degree of skill and knowledge required to be successful in the fish harvesting profession.

Confidentiality – Representatives of the PFHCB will treat all personal information provided to the PFHCB by certified fish harvesters in strict confidence. Personal information of certified fish harvesters will be used only for the purpose of determining certification status, and shall not be shared without written permission.

Impartiality – Representatives of the PFHCB will remain unbiased in implementing and administering PFHCB criteria, activities, and programs. No individual's needs shall compromise, or take precedence over, the collective interests of all professional fish harvesters.

Service and Quality – The long-term success of the PFHCB in meeting its objectives depends on its ability to provide value to certified fish harvesters. This will be achieved by establishing and maintaining an office staff that demonstrates professionalism, courtesy, and competence when dealing with clients. The PFHCB members and staff will also demonstrate fiscal responsibility, by way of an annual external audit.

2.7 Location and Contact Information

To inquire or comment on the contents of this report or for additional information about the PFHCB please contact:

Professional Fish Harvesters Certification Board
368 Hamilton Avenue
P.O. Box 8541
St. John's, NL A1B 3P2
709-722-8170 (phone)
709-722-8201 (fax)
pfh@pfhcb.com
www.pfhcb.com

2.8 Finances

The PFHCB is a non-profit self-supporting organization created by and operating for the benefit of all Newfoundland and Labrador commercial fish harvesters. The PFHCB's primary revenue is generated from fees paid by fish harvesters. Additionally, from time to time the PFHCB receives financial assistance from industry partners (such as CCPFH and Department of Fisheries and Aquaculture [DFA]) for the delivery of special projects. A full external audit is conducted annually, and the PFHCB's audited financial statements are submitted to the Minister of Fisheries and Aquaculture. The PFHCB's audited financial statements for 2014 can be found in Appendix 'A'.

The following is a summary of revenue and expenses for the year ending December 31, 2014.

Total Revenue	\$ 673,702
Total Expenses	\$ 739,124
Excess of Revenue over Expenses	\$ - 65,422

3.0 Highlights and Accomplishments

In 2014, the PFHCB offered a variety of programs and services to commercial fish harvesters, primarily geared toward fulfilling the PFHCB's objectives as defined in the *Professional Fish Harvesters Act*, and addressing the issues outlined in the PFHCB's 2014-2016 Activity Plan.

For this reporting period the PFHCB was successful in carrying out all stated lines of business, and made significant progress toward meeting its short-term and long-term goals and objectives. The specifics of many of the PFHCB's activities throughout 2014 are described in detail in section 5.0 (I) (Outcomes of Objectives); however, a few highlights are included below.

- 9,232 commercial fish harvesters were registered with the PFHCB in 2014*. This number is consistent with predicted downward trends in harvester certification. These downward trends are attributed to a variety of factors, including licence buy-back programs, licence combining opportunities, and licence buddy-up arrangements.

<i>New Entrant</i>	<i>Apprentice</i>	<i>Northern Lab. Core</i>	<i>Level I</i>	<i>Level II</i>	<i>TOTAL</i>
408	2389	11	465	5959	9,232

* Total 2014 registrations received as of March 28, 2015.

- In 2014, approximately 340 Newfoundland and Labrador fish harvesters received various fisheries-related training from MI. An additional 35 harvesters completed training delivered by the PFHCB. This training was comprised primarily of MED (A1 and A3), Radio Operation (ROC-MC), Marine First Aid, and Fishing Masters (IV, III & 1). If participants in the one-day Humane Harvesting and Quality/Health/Handling sealer workshops were included, as outlined in section 5.0 (Activities), the number of harvesters who received training would be nearly 2,000.

- In total, 65 fish harvesters had their certification level upgraded in 2014; 24 upgraded to Level I, and 41 upgraded to Level II. This number is a slight increase over 2013, which is positive considering the total number of registered fish harvesters decreased by several hundred in that same period. There remains a positive indication that, despite a downward trend in the overall number of certified fish harvesters in the industry, young fish harvesters continue to be interested in certification upgrading and accessing federal species licences.
- The PFHCB continued its support of the province's sealing industry, through its financial support of the Canadian Sealers Association (CSA), the delivery of sealer information workshops in the Humane Harvesting of Seals and Seal Quality/Health/Handling. The PFHCB also continued its work with the CSA on formalizing a professional certification system for commercial sealers. The PFHCB activities related to the sealing industry are outlined in detail in sections 4.0 and 5.0.

4.0 Shared Commitments

Since its inception in 1997, the PFHCB has partnered with outside agencies on initiatives that are consistent with the goals and objectives of fish harvester professionalization. In 2014, the PFHCB collaborated on six noteworthy initiatives related to the advancement of fish harvester professionalization and skills development.

1. Fisheries and Oceans Canada (DFO) – Linkages between PFHCB Certification and DFO's Regional Licencing Policy

Since the inception of the PFHCB in 1997, PFHCB certification has been directly linked to Fisheries and Oceans Canada (DFO) licensing policy in the (NL) Region. More specifically, DFO licensing policy requires that a fish harvester be certified as a Level II with the PFHCB to be eligible to receive the transfer of a federal species licence(s). A harvester requesting to act as a replacement operator of a federal species licence must also hold PFHCB certification.

Additionally, in 2014 DFO announced that commercial sealers in the NL Region will be required to obtain an accredited workshop in the Humane Harvesting of Seals in order to renew their commercial seal licence in 2015. Therefore, the PFHCB, as an authorized deliverer of these workshops, has committed to working closely with DFO in order to ensure that NL commercial sealers meet these new licensing requirements.

For these reasons, PFHCB staff work closely with DFO staff in all area licensing offices, and share the commitment of ensuring that Newfoundland and Labrador fish harvesters are acting in accordance with DFO's licensing policies at all times. Licensing compliance is a key part of professionalism amongst licensed fish harvesters, and the PFHCB remains committed to working with DFO on this important shared commitment.

II. Newfoundland and Labrador Fish Harvesting Safety Association (NL-FHSA)

In 2014, the PFHCB continued its support for the Newfoundland and Labrador Fish Harvesting Safety Association (NL-FHSA). The NL-FHSA operates out of the PFHCB offices located at 368 Hamilton Avenue, with administrative support from the PFHCB staff. Throughout the year, the PFHCB worked closely with NL-FHSA staff on safety-related initiatives, and Mark Dolomont, PFHCB Executive Director, was elected to the position of Vice-Chair of the NL-FHSA Board of Directors, holding one of thirteen voting board member positions.

The PFHCB remains committed to the long-term success of the NL-FHSA, and will work closely with NL-FHSA staff to develop and implement meaningful safety initiatives, and to promote a safer fishing industry for all fish harvesters. It is also worth noting that the PFHCB has committed to providing \$283,000 in direct financial support to the NL-FHSA in years 4 and 5 of its 5-year plan.

III. Transport Canada – Dissemination/Clarification of Information on TC’s Federal Training/Certification Requirements.

Since the coming into force of the new Marine Personnel Regulation of the Canada Shipping Act in 2007, the PFHCB has worked closely with TC to determine the impact of the new regulations on Newfoundland and Labrador’s fish harvesters, disseminate information regarding the new regulations to the province’s fish harvesters, and assist harvesters in attaining regulatory compliance.

These efforts, which consume a considerable amount of the available time and resources of the PFHCB staff, continued throughout 2014. As reported in more detail in section 5.0, the PFHCB continues to work closely with both Transport Canada and Newfoundland and Labrador fish harvesters in their respective efforts to achieve maximum federal regulatory compliance.

IV. Fisheries and Marine Institute of Memorial University of Newfoundland – Promotion and Delivery of Fisheries Training

In 2011, MI established a new centre for Community Based Education Delivery (CBED) under the School of Fisheries. A large part of the mandate of CBED is the promotion, coordination, and delivery of community based fisheries training. The PFHCB has always worked closely with MI in promoting their fisheries training programs, but since the creation of CBED this relationship has been expanded and improved.

Throughout 2014, the PFHCB staff worked closely with CBED staff on a number of initiatives related to promoting and supporting community based fisheries training – both for the purpose of meeting the new federal regulatory requirements and meeting the PFHCB requirements for certification upgrading. These initiatives included strategic planning on how to improve and increase community based training, distributing information on MI training opportunities, and supporting fish harvesters in the registration process.

V. Fish Food and Allied Workers Union (FFAW) – Support for the CSA

In 2010, the CSA accepted a joint offer of financial support from the PFHCB and FFAW. This offer of financial support was a three year offer of \$45,000 per year, including office space at 368 Hamilton Avenue, administrative and secretarial support, as well as a cash contribution of \$20,000 per year.

The third year of the aforementioned three year contribution to the CSA ended on June 30, 2014. The CSA has indicated that this support was a tremendous help to the association. While the financial contribution was not formally extended, the PFHCB and FFAW have continued their support for the CSA by offering free office space at 368 Hamilton Avenue, as well as providing telephone and photocopy/fax service to the CSA office.

Finally, it is worth noting that the PFHCB's financial support for the CSA is part of a much broader contribution that the PFHCB continues to make to the sealing industry generally, and commercial sealers specifically. More details can be found in section 5.0.

VI. Canadian Council of Professional Fish Harvesters (CCPFH) – Human Resource Initiatives

Throughout 2014, the PFHCB worked closely with the CCPFH on several noteworthy national initiatives related to fish harvester training and skills development/utilization.

In November 2012, the CCPFH formally launched the Stability E-Simulator, which the PFHCB had supported, both financially and through participation on the project's technical advisory committee. This learning tool is now available for download from the CCPFH website (free of charge to Canadian fish harvesters), and throughout 2014 the PFHCB assisted the CCPFH in promoting this valuable tool. The goal is to maximize awareness of the availability of this tool, and ultimately improve the knowledge and understanding of the stability principles and best practices amongst Canadian fish harvesters.

In October 2014, the PFHCB signed on as a community partner on a new two and a half year national study that will document skill needs and labour supply challenges in coastal communities where seasonal fisheries are essential to the local economy. The study will help create a strategy to match skill sets with job market opportunities and will focus on seasonality and labour market gaps.

5.0 Activities

I. Outcomes of Objectives

In its 2014-2016 Activity Plan the PFHCB identified two strategic issues which reflect the challenges that continue to face our commercial fishery as a result of many factors, with the focus placed mainly on new/changing regulatory training and certification requirements.

Objectives were set to address each issue, and each objective was accompanied by measures and indicators to assist in monitoring success.

Throughout 2014, the PFHCB worked on a range of activities in fulfillment of its short-term and long-term goals and objectives, several of which have been highlighted in the previous two sections. What follows is a more detailed account of the outcomes of the PFHCB's stated 2014 objectives, and how they were successfully achieved.

Issue #1 – Mandatory Training and Certification for Small Vessel Operators

The new revised Marine Personnel Regulations (MPR) of the *Canada Shipping Act* came into force on July 1, 2007, with a significant impact on NL fishing crews. For example, certified Masters, previously only required on vessels >60 GRT, will now be mandatory on all vessels, regardless of length or tonnage. Since 2007, the PFHCB has been actively engaged in educating NL fish harvesters on the regulatory requirements, and assisting them with achieving regulatory compliance. The focus over the PFHCB's past two planning cycles has been on large vessel compliance (>15GRT), as the phase-in period for this fleet of vessels ended on November 7, 2012.

However the largest regulatory impact, in terms of number of vessels and harvesters, will be on vessels <15GRT, as there are approximately 3,000 such vessels operating in the NL inshore fishery. The regulatory phase-in period for this fleet of vessels will end on November 7, 2015 (for vessels >6 meters in length) and November 7, 2016 (for vessels 6 meters or less in overall length).

These added federal training and certification requirements, coupled with an existing shortage of certified fishing masters, will make it difficult for NL owner/operators to acquire the required certification, and achieve compliance with the new federal regulations.

Objective #1: By December 31, 2014, the PFHCB will have begun assisting small vessel owner/operators in understanding the regulatory requirements of the federal Transport Canada Marine Personnel Regulations, and supported them in achieving compliance with their federal certification requirements.

Measure #1: Began assisting small vessel owner/operators in understanding the regulatory requirements of the federal Transport Canada Marine Personnel Regulations.

Indicators: Attended Transport Canada's Canadian Marine Advisory Council meetings, and other meetings and sessions as required, in order to attain detailed information on federal training and certification requirements.

Disseminated information to small vessel owner/operators regarding mandatory federal training and certification requirements in a clear and understandable manner.

Measure #2: Supported small vessel owner/operators in achieving compliance with the regulatory requirements of the federal Transport Canada Marine Personnel Regulations.

Indicators: Supported small vessel owner/operators in determining the exact training/certification they require, assisting them with registration for Fishing Master training, Officer of the Watch training, and Small Vessel Operator Proficiency training.

Supported fish harvesters in securing financial support for tuition fees related to mandatory training requirements.

Disseminated information to small vessel owner/operators regarding possible “exemptions” or “dispensations” (to federal certification/training requirements) available under the Marine Personal Regulations, and supported fish harvesters in acquiring and completing the necessary associated paperwork.

Outcomes for Issue #1

Since the Marine Personnel Regulations of the *Canada Shipping Act* came into force in July 2007, the PFHCB has played an active role in making Newfoundland and Labrador fish harvesters aware of these new federal training requirements as they are phased in, as well as encouraging and assisting them to achieve full compliance. The new requirements for masters and watchkeepers on vessels greater than 15 GRT came fully into force on November 7, 2012, so the primary focus of the PFHCB’s efforts on this issue have now shifted to assisting vessel owners and crew members in the less than 15 GT fleet. The new regulatory requirements for masters and watchkeepers in this fleet continue to be phased in through November of 2015 and November of 2016.

Indicators for Measure #1

Transport Canada’s Canadian Marine Advisory Council (CMAC) sessions, held twice per year in Ottawa, remain the most effective way for fishing industry representatives to receive detailed information and clarification regarding the federal regulatory requirements, including regulatory interpretations and amendments. The national CMAC sessions represent a valuable opportunity to network with TC officials and other fishing industry representatives, allowing further opportunities to better understand the MPR, their impact on the industry, and how best to communicate the pertinent information to fish harvesters.

In 2014 the PFHCB had representatives attend all CMAC sessions. These information/consultation sessions took place regionally (Charlottetown on May 14th and St. John’s on November 18th) and nationally in Ottawa (April 21st-23rd and November 4th-6th). PFHCB representatives at these CMAC sessions included a combination of staff members, PFHCB members, and fish harvesters. Mark Dolomount, PFHCB Executive Director, currently sits as industry co-chair of the National CMAC Standing Committee on Fishing Vessel Safety. This is his third consecutive term in this elected position, which expires in spring 2015. Having Mr. Dolomount in this position enables the PFHCB to maintain a direct line of contact for input into the new Marine Personnel Regulations and their

impact on fish harvesters. It is also worth noting that he is currently Chair of the Canadian Council of Professional Fish Harvesters Safety Committee, as well as Co-chair of the TC Regulatory Working Committee of the Canadian Independent Fish Harvester's Federation. This allowed the PFHCB to work closely with other fish harvester organizations throughout the year on matters related to TC federal regulatory impacts, and regulatory compliance.

The main issues that the PFHCB representatives were monitoring at the 2014 CMAC consultation sessions were related to the continued phasing in of the mandatory certification requirements for vessels less than 15GRT/12M. More specifically, industry representatives are working together, and with TC, to encourage and support small boat fish harvesters meet the mandatory crewing requirements of the new MPR, namely the requirement for all vessels to have a master with a minimum of a Small Vessel Operator Proficiency training (or equivalent). PFHCB representatives at regional and national CMAC sessions in 2014 also monitored changes to many of the TC training curriculums for Small Vessel Operator Proficiency and Fishing Masters.

The PFHCB maintains a strong and cooperative relationship with TC representatives at the regional and federal level. Throughout 2014, PFHCB representatives continued to work directly with TC in order to maintain a strong understanding of the federal regulations and their impact on NL fish harvesters.

Finally, with regard to acquiring information on the federal regulatory requirements, the PFHCB remains on the email distribution list for all TC correspondence, and the PFHCB continues to assemble a thorough file of all information relevant to fish harvester training/certification under the MPR. Finally, it is worth noting that PFHCB staff members have acquired a comprehensive understanding of the regulations and their applicability to NL fish harvesters, and the PFHCB office has become the main source of information for fish harvesters inquiring about federal training requirements.

Since the coming into force of the new MPR in 2007, the PFHCB has been actively acquiring and distributing information to fish harvesters on the regulatory requirements. This activity and commitment continued throughout 2014, as the information gathered by the PFHCB (as indicated above) was disseminated to harvesters in a variety of ways. The overall emphasis of this activity is to inform harvesters of the most immediate federal training requirements, and TC's plans for phasing in the new requirements through the end of the MPR phase-in period in November 2016. In 2014, the PFHCB utilized its database of licensed fish harvesters to reach fish harvesters who would be impacted by the 2015 and 2016 phase-in deadlines, and to assist them with understanding and complying with the regulatory requirements of the MPR.

Information was also distributed to harvesters by email regularly throughout 2014. The PFHCB also communicated the federal MPR requirements to fish harvesters in the form of information articles published in industry publications such as the *Union Forum*, and by utilizing media outlets like *The Fisheries Broadcast*. Broad dissemination of TC regulatory related information was also achieved by utilizing PFHCB MED instructors, first aid instructors, seal workshop facilitators and PLAR assessors, who met face-to-face with hundreds of fish harvesters, owner/operators and crew members, throughout the province in 2014.

The PFHCB also presented on two occasions to the Inshore Council of the FFAW-Unifor (fishing industry leaders from throughout the province) – an effective network for disseminating information

related to TC regulatory requirements and compliance. The PFHCB also worked closely with the NL-FHSA to distribute relevant information to fish harvesters during the NL-FHSA's 50 community outreach meetings conducted during the winter of 2014.

Through these various means, the PFHCB reached thousands of fish harvesters with valuable TC regulatory information again in 2014. Based on the feedback received from TC and harvesters themselves, the PFHCB is confident that its work is contributing significantly to fish harvesters becoming increasingly aware of the new federal training requirements and how they apply to their specific fishing operations.

Indicators for Measure #2

In addition to information gathering and dissemination on the new TC training requirements, in 2014 the PFHCB also continued its support of fish harvesters in fulfilling their TC mandatory training and certification requirements.

Since 2002, the PFHCB has been an accredited provider of TC MED A3 training, which is now required by Canadian fish harvesters fishing on small vessels operating inside 25 nautical miles. The PFHCB is also an authorized provider of Canadian Red Cross Marine Basic First Aid, which meets the TC and provincial occupational health and safety first aid requirements for fishing vessels fishing in Canadian domestic waters. In 2014, the PFHCB renewed the Canadian Red Cross Marine First Aid Instructor Certification of its 13 fish harvester instructors. Additionally, the PFHCB had its designation as an authorized deliverer of Transport Canada MED A3 training renewed in 2014.

During Spring 2014, the PFHCB delivered its five-day Basic Safety for Fish Harvesters course in six communities throughout the province. In total, 44 fish harvesters completed the course, which included 2 days of (TC approved) Marine Basic First Aid, as well as the (TC approved) MED A3. In 2014 the PFHCB also continued to enforce its certification criteria requirement that all new entrants to the fishery complete a MED course (MED A1, A3 or equivalent) prior to being eligible to register with the PFHCB for their second fishing season. This requirement of the PFHCB also acts as an added level of compliance with TC's MED requirements under the MPR, and continues to support Newfoundland and Labrador fish harvesters in fulfilling the requirements of TC's federal MPR. It is worth noting that since 2002, the PFHCB has delivered this training to nearly 9,000 fish harvesters.

Throughout 2014, PFHCB staff continued to assist harvesters with the registration process for fisheries training at MI, including the distribution of MED A1 applications on behalf of MI. Staff also assisted MI in compiling lists of fish harvesters interested in arranging mandatory training courses (MED, ROC-MC, Fishing Masters) in their respective regional areas. The PFHCB continues to maintain a strong working relationship with MI, including the recently established Lewisporte campus of MI, and the CBED unit, as part of the PFHCB's shared commitment with MI to promote and deliver fisheries training.

Throughout the year, the PFHCB utilized its communication network and tools to promote fisheries training and to notify harvesters of MI training opportunities, schedules, registration process, tuition fees, and to provide fish harvester with the most up to date training information. Again in 2014, the PFHCB staff utilized its email database to forward electronic training information brochures to fish harvesters. The PFHCB also displays and distributes MI course information at its office at 368 Hamilton Avenue, St. John's, and regularly assists harvesters with questions related to that material.

With the assistance of the PFHCB, MI was successful in delivering fisheries training (Fishing Masters, MED, ROC-MC), both at main campus and through community based delivery, to more than 300 fish harvesters 2014. The PFHCB continues to promote the new Fishing Masters IV Distance Learning Program, as it offers a unique opportunity for fish harvesters to complete training and certification requirements from home, and at a more flexible pace than the traditional classroom delivery method.

The ability to access financial assistance, including tuition assistance, and the continuation of Employment Insurance (EI) benefits while attending training continues to be a determining factor when fish harvesters decide whether or not to enroll in training and fulfill their TC certification requirements. Consequently, the inability to secure financial support (tuition fees and/or extension of EI benefits while in school), has long been recognized as a significant barrier to harvesters completing their mandatory training requirements, particularly in the case of longer courses such as Fishing Masters training.

For these reasons, and in fulfillment of our legislated objectives, the PFHCB has made annual appeals to the appropriate federal and provincial government departments to make financial support of fisheries training a priority of government. This was again the case in 2014.

Representatives of the PFHCB and MI met with officials of the Department of Advanced Education and Skills in Spring 2014. This meeting was for the purpose of gauging the level of assistance available to fish harvesters during the 2014-2015 training season, to determine any changes to the application process, any application deadlines, and/or changes to the eligibility criteria. While eligibility for assistance is determined on a case-by-case basis, the provincial government representatives remain very supportive of fish harvester training and skill development, and confirmed that there was funding available in 2015 for eligible fish harvesters.

Throughout 2014, PFHCB staff assisted individual fish harvesters in the process of securing tuition assistance and the extension of EI benefits while in training. This activity takes a variety of forms, from providing harvesters with the appropriate contact information for MI registration and for local outreach offices to guiding them through the appropriate paperwork. PFHCB staff also provided letters for harvesters outlining the federal regulatory requirements as they apply to their individual case. Since financial assistance for training is approved on a case-by-case basis, harvesters are required to demonstrate a justifiable need/rationale for the training being pursued. The letters provided by the PFHCB are used by harvesters to demonstrate the mandatory nature of the training being sought, and proved valuable to harvesters in securing tuition assistance.

In 2014, we are again pleased to report that the vast majority of fish harvesters who enrolled in mandatory TC training, both at PFHCB and MI, received tuition assistance of up to 100 percent, and were eligible for the continuation of EI benefits while enrolled in training. The PFHCB is encouraged by the quality and amount of training being received by NL fish harvesters (both for the purposes of TC regulatory compliance and PFHCB certification upgrading), and the level of support from the Government of Newfoundland Labrador for fish harvesters who pursue that training.

Issue #2 – Training Requirements for Commercial Sealers

It has become widely accepted among sealing industry stakeholders that effective training is key to achieving the most humane, viable and professional industry possible. Such training will form the foundation on which the industry continues to rebuild its international reputation and markets. Since 2010, acting on a mandate received from sealing industry stakeholders, the PFHCB has been directly involved in the development and delivery of training workshops for commercial sealers. Since that time, the PFHCB has delivered Humane Harvesting of Seals workshops to nearly 4,000 commercial sealers (2010-2013), and has assisted DFA in the coordination and delivery of Quality/Handling/Health workshops to more than 2,000 commercial sealers (2011-2012).

However, as the result of new federal government requirements, these training workshops will become mandatory for all licensed sealers who wish to continue participating in the annual seal harvest. As a result, thousands of sealers will require training over the coming years. The PFHCB has made a commitment to assist sealers attain any required training, and the PFHCB will work toward fulfilling this commitment throughout the 2014-2016 planning period.

Objective #1: By December 31, 2014, the PFHCB will have begun assisting commercial sealers to attain mandatory Humane Harvesting of Seals training workshops and mandatory Quality/Handling/Health training workshops.

Measure #1: Began assisting commercial sealers to attain mandatory Humane Harvesting of Seals training workshops.

Indicators: Acquired a formal training curriculum on the Humane Harvesting of Seals, approved by DFO to meet their new mandatory federal licensing requirements.

Maintained a team of qualified and trained instructors capable of meeting the delivery needs of the Humane Harvesting of Seals training workshop.

In cooperation with industry partners (DFA, DFO, CSA and FFAW), conducted the successful delivery of Humane Harvesting of Seals training workshops in all regions of the province, maintained a database on all participants, and issued Certificates of Attendance to all participants.

Measure #2: Began assisting commercial sealers to attain mandatory Quality/Handling/Health training workshops.

Indicators: Worked with DFA and other sealing industry partners to develop a training curriculum on Quality/Handling/Health that meets the requirements of the Canadian Food Inspection Agency (CFIA).

In cooperation with industry partners (DFA, CFIA, CSA and FFAW), coordinated the successful delivery of Quality/Handling/Health training workshops in all regions of the province, maintained a database on all participants, and issued Certificates of Attendance to all participants.

Outcomes for Issue #2

The PFHCB first got involved in discussions related to sealer certification in 2009. At that time, there was consensus from the industry that it should move forward with efforts to promote training and professional certification for commercial sealers.

Subsequently, in 2010 and 2011, the PFHCB worked on the development and refinement of a *Humane Harvesting of Seals Workshop Module*, developed in partnership with the CCPFH. During that same period, the PFHCB selected and trained 12 qualified professional sealers in preparation for the mass delivery of this essential training to commercial sealers. Between 2009 and 2013, nearly 4,000 sealers participated in information workshops. The response has been overwhelmingly positive, and there was strong government and industry support for a continuation of the sessions in 2014.

It is noteworthy that the PFHCB's commitment and objectives regarding the delivery of training workshops to commercial sealers became even more significant and essential when, in early 2014, DFO formally announced that completion of an accredited Humane Harvesting of Seals information workshop would become a licensing renewal requirement for all commercial sealers commencing in 2015.

Indicators for Measure #1

In 2014, the PFHCB continued its involvement in the development and delivery of required training materials for commercial sealers – aimed at assisting commercial sealers to attain mandatory training workshops.

With regard to acquiring a formal training program for use in the delivery of Humane Harvesting of Seals workshop, the work of the PFHCB in 2014 focused primarily on amending the current Humane Harvesting of Seals workshop module developed in partnership with the Canadian Council of Professional Fish Harvesters (CCPFH) - the training module used by the PFHCB to deliver humane harvesting workshops to sealers since 2010. The PFHCB, with the endorsement of the CCPFH, made updates and improvements to the workshop model prior to spring 2014 workshop delivery. All amendments were submitted and approved by DFO, in order to ensure that the workshop module continues to meet DFO's mandatory humane harvesting requirement.

In early 2014, PFHCB staff made contact with eight of the twelve professional sealer instructors to ensure their availability for 2014 workshop delivery. Eight PFHCB seal harvester instructors were deployed to deliver the workshops. In early March, two separate conference calls were held with these instructors to review the workshop module amendments and to review all operations and procedures (both administrative and technical) related to the 2014 delivery.

In mid-February 2014, the PFHCB submitted a proposed budget and work plan to DFA for the delivery of 40 Humane Harvesting and Quality/Health/Handling workshops throughout the province between March 3rd and March 14th, 2014. Similar to the 2012 delivery, the 2014 information workshops were to include the Humane Harvesting/3-Step Process session in the morning (Delivered by PFHCB, with support from DFO) and a Quality/Health/Handling session in the afternoon (Delivered by DFA Inspection Officers, with support from PFHCB). It was proposed that the PFHCB would administer the coordination and delivery of the workshops.

The budget that was submitted with the work plan was a proposed cost-share arrangement with DFA contributing 2/3 funding, PFHCB contributing 1/3 funding, and DFO contributing the cost of workshop venue rentals where possible. The proposal was subsequently approved by DFA, and the Humane Harvesting workshops were successfully delivered, as follows.

The 2014 Humane Harvesting workshops were advertised on the Fisheries Broadcast, by using the PFHCB email database, the CSA website, and by word of mouth. Licensed sealers were also contacted directly by DFO. These sessions were extremely well attended, as outlined below. A DFO Enforcement Officer was in attendance at all locations for the Humane Harvesting component.

The sessions were well received by the sealers who attended. In total, 43 Humane Harvesting workshops were scheduled in all areas of the province, from Cartwright to St. John's. The number of attendees at each workshop ranged from 2 to 97. The total turnout of 1,534 sealers to the Humane Harvesting workshops is indicative of the interest and commitment of sealers to best practices of humane harvesting, and bodes well for future training and professional certification initiatives for Newfoundland and Labrador sealers.

All sealers who attended the workshops were added to a database of all attendees who have completed the training since 2009. This database is shared with DFO for licensing purposes. All attendees were mailed a Certificate of Attendance from the PFHCB.

Since 2009, 5,181 Newfoundland and Labrador commercial sealers have now participated in information workshops on the Humane Harvesting of Seals. Feedback has been very positive, and the PFHCB remains committed to continuing the delivery of these workshops in future. Now that DFO has made the Humane Harvesting of Seals workshops mandatory for all licensed commercial sealers, the demand for workshops will continue into the future.

Indicators for Measure #2

In addition to the activity of the PFHCB related to Humane Harvesting of Seals information workshops as outlined above, in 2014 the PFHCB also fulfilled its objectives and commitments related to the planning, coordination and delivery of Quality/Health/Handling workshops for commercial sealers. While these workshops are not currently a mandatory requirement of DFO, all NL seal buyers and processors have required sealers to demonstrate completion a Quality/Health/Handling workshop before agreeing to purchase seal product(s) from them (i.e. pelts or meat product).

Furthermore, it is widely accepted that the CFIA, before certifying products for exportation out of the country, will require producers to demonstrate that the product(s) has been harvested in a way that complies with the CFIA code of practice for seal harvesting, including components specific to quality, health and handling.

For these reasons, the PFHCB's role in delivering Quality/Health/Handling information workshops is of vital importance to commercial sealers in Newfoundland and Labrador, and to the industry generally.

In late 2013, and again in early 2014, the PFHCB met with both the CFIA and DFA on the specific requirements (curriculum, learning objectives, and delivery methods) of a Quality/Health/Handling workshop module. Since no Quality/Health/Handling workshops were delivered in 2013, these

meetings also included discussions on the importance of ensuring that these workshops were delivered successfully in 2014, prior to the start of the 2014 seal harvest. In mid February 2014, DFA and PFHCB made a commitment to industry stakeholders to jointly deliver Quality/Health/Handling workshops in tandem with the PFHCB delivery of the Humane Harvesting of Seals workshops in March 2014. It was agreed that DFA would work internally, with support from CFIA, to update the Quality/Health/Handling workshop module used to deliver workshops in 2012, in preparation for 2014 workshop delivery. The PFHCB, as described below, committed to the coordination and administration of the Quality/Health/Handling workshops.

The PFHCB proposal and work plan that was submitted to DFA for the delivery of the 2014 Humane Harvesting workshops, as described under *Indicators for Measure #1*, also included a proposed plan for the delivery of Quality/Health/Handling workshops throughout the province between March 3rd and March 14th, 2014. Similar to the 2012 delivery (the last time Quality/Health/Handling workshops were delivered), the 2014 information workshops were to include the Humane Harvesting/3-Step Process session in the morning (Delivered by PFHCB, with support from DFO) and a Quality/Health/Handling session in the afternoon (Delivered by DFA Inspection Officers with support from the PFHCB). It was proposed that the PFHCB would administer the coordination and delivery of the Quality/Health/Handling workshops.

The budget that was submitted with the work plan was a proposed cost-share arrangement with DFA contributing 2/3 funding, PFHCB contributing 1/3 funding, and DFO contributing the cost of workshop venue rentals where possible. The proposal was subsequently approved by DFA, and the Quality/Health/Handling workshops were successfully delivered, as outlined below.

The 2014 Quality/Health/Handling workshops were advertised on the Fisheries Broadcast, by using the PFHCB email database, the CSA website, and by word of mouth. Since the workshops were delivered in tandem with the Humane Harvesting workshops, DFO's notifications to sealers regarding the Humane Harvesting workshops also assisted in promoting attendance at the Quality/Health/Handling workshops. As a result of this joint effort, the sessions were extremely well attended. Eight PFHCB seal harvester instructors were deployed to assist DFA Inspection Officers with the delivery of the workshops. The PFHCB and the eight PFHCB seal harvester instructors were responsible for all components of the coordination and delivery of the Quality/Health/Handling workshops, including: venue bookings and set-up, audio-visual equipment preparation, and attendance tracking. Two conference calls held with the PFHCB seal harvester instructors prior to workshop delivery included a review of their role and responsibilities (both administrative and technical) related to the 2014 Quality/Health/Handling workshop delivery.

The sessions were well received by the sealers who attended. In total, 43 Quality/Health/Handling workshops were scheduled in all areas of the province, from Cartwright to St. John's. The number of attendees at each workshop ranged from 5 to 128. The total turnout of 1,740 sealers to the Quality/Health/Handling workshops is indicative of the interest and commitment of sealers to best practices related to quality, and bodes well for future training and professional certification initiatives for Newfoundland and Labrador sealers.

All sealers who attended the workshops were added to a database of all attendees who have completed the training since 2011, when the Quality/Health/Handling workshops were first delivered. This database is shared with seal buyers/producers in the province, in their efforts to ensure that they only purchase product from commercial sealers who have completed this training.

All attendees were mailed a Certificate of Attendance from the Professional Fish Harvesters Certification Board.

Since 2011, 4,485 Newfoundland and Labrador commercial sealers have now participated in information workshops on Quality/Health/Handling of seals. Feedback has been very positive, and the PFHCB remains committed to working with DFA and other industry partners to continue the delivery of these workshops in future. With buyers and processors in this province now requiring that all sealers complete these workshops, the demand for these workshops will continue into the future.

II. Objectives for 2015 (Year 2 of the PFHCB's 2014-2016 Activity Plan)

Issue #1 – Mandatory Training and Certification for Small Vessel Operators

Objective #2: By December 31, 2015, the PFHCB will have continued assisting small vessel owner/operators in understanding the regulatory requirements of the federal Transport Canada Marine Personnel Regulations, and supported them in achieving compliance with their federal certification requirements.

Measure #1: Continued assisting small vessel owner/operators in understanding the regulatory requirements of the federal Transport Canada Marine Personnel Regulations.

Indicators: Attended Transport Canada's Canadian Marine Advisory Council meetings, and other meetings and sessions as required, in order to attain detailed information on federal training and certification requirements.

Disseminated information to small vessel owner/operators regarding mandatory federal training and certification requirements in a clear and understandable manner.

Measure #2: Continued supporting small vessel owner/operators in achieving compliance with the regulatory requirements of the federal Transport Canada Marine Personnel Regulations.

Indicators: Supported small vessel owner/operators in determining the exact training/certification they require, assisting them with registration for Fishing Master training, Officer of the Watch training, and Small Vessel Operator Proficiency training.

Supported fish harvesters in securing financial support for tuition fees related to mandatory training requirements.

Disseminated information to small vessel owner/operators regarding possible "exemptions" or "dispensations" (to federal certification/training requirements) available under the Marine Personal Regulations, and

supported fish harvesters in acquiring and completing the necessary associated paperwork.

Issue #2 – Training Requirements for Commercial Sealers

Objective #2: By December 31, 2015, the PFHCB will have continued assisting commercial sealers to attain mandatory Humane Harvesting of Seals training workshops and mandatory Quality/Handling/Health training workshops.

Measure #1: Continued assisting commercial sealers to attain mandatory Humane Harvesting of Seals training workshops.

Indicators: Reviewed and revised, as necessary, the formal training curriculum on the Humane Harvesting of Seals, approved by DFO to meet their new mandatory federal licensing requirements.

Maintained a team of qualified and trained instructors capable of meeting the delivery needs of the Humane Harvesting of Seals training workshop.

In cooperation with industry partners (DFA, DFO, CSA and FFAW), conducted the successful delivery of Humane Harvesting of Seals training workshops in all regions of the province, maintained a database on all participants, and issued Certificates of Attendance to all participants.

Measure #2: Continued assisting commercial sealers to attain mandatory Quality/Handling/Health training workshops.

Indicators: Worked with DFA and other sealing industry partners to reviewed and revised, as necessary, the training curriculum on Quality/Handling/Health that meets the requirements of the Canadian Food Inspection Agency.

In cooperation with industry partners (DFA, CFIA, CSA and FFAW), coordinated the successful delivery of Quality/Handling/Health training workshops in all regions of the province, maintained a database on all participants, and issued Certificates of Attendance to all participants

6.0 Opportunities and Challenges Ahead

As reported in previous years, many of the opportunities and challenges of the PFHCB change very little from year to year. We anticipate that 2015 will bring several new opportunities for the PFHCB, as noted below. The ongoing trends of reduced numbers of fish harvesters and Core fishing enterprises, as well as continued reductions in shrimp and crab quotas in many areas, have created many economic and demographic challenges for our province's fishing industry, including challenges for the PFHCB. However, the industry remains one of vital importance to hundreds of coastal communities, to tens of thousands of individuals, and to our provincial economy as a whole. As it has since 1997, the PFHCB will continue to explore and maximize all available new

opportunities, while dealing with the ongoing challenges of the industry and their impact on PFHCB operations.

The PFHCB identifies the following opportunities and challenges for 2015.

Opportunities: DFO's new requirement that all commercial sealers must complete a Humane Harvesting of seals information workshop in order to renew their 2015 commercial seal licence represents an opportunity for the PFHCB to support commercial sealers in fulfilling this new federal licensing requirement. Additionally, the proactive approach of NL seal buyers and processors who are now requiring that commercial sealers complete a workshop in Quality/Handling/Health represents a similar opportunity for the PFHCB to support sealers in attaining that required training. The PFHCB is fully engaged in this activity, and will continue to assist and support the sealing industry throughout the current planning period.

Transport Canada's requirements under the new Marine Personnel Regulations (MPR) of the Canada Shipping Act, particularly those impacting smaller fishing vessels <12 meters/15 gross tons, will continue to provide an opportunity for the PFHCB in the area of fisheries training, certification and regulatory compliance. These MPR requirements are being phased in through November 2015 and November 2016, and provide an opportunity for the PFHCB to continue informing fish harvesters of their training/certification requirements, and assist them in achieving regulatory compliance.

DFO has indicated that they will be introducing a change to their regional licensing policy in 2015, as it relates to the eligibility criteria for designated operators on federal species licences. More specifically, DFO will now require a fish harvester to hold a minimum of a Level I certification with the PFHCB in order to be designated as a substitute operator. This is a significant additional linkage between DFO licensing policy and PFHCB certification in the NL region. It is anticipated that this change will increase the demand from Apprentice fish harvesters pursuing Level I upgrading, and therefore represents an opportunity of for the PFHCB to assist Apprentice fish harvesters in their efforts to upgrade.

Challenges: Many factors contribute to a continuing decline in the number of fish harvesters and licence holders in the Newfoundland and Labrador commercial fishery. For example, in 2014, the number of harvesters registered with the PFHCB dropped by approximately 300 from the previous year in 2013. This represents the 10th consecutive year that the number of registered harvesters decreased from the year previous. This contributes to an ongoing reduction in annual operating revenue, and represents a challenge for the PFHCB to deliver programs and activities in an effective and efficient manner while maintaining a balanced annual budget.

With fewer harvesters entering the industry, and fewer young harvesters taking over the ownership of Core enterprises, the age of existing core enterprise owners continues to rise. Considering many of the ongoing challenges in the industry, including raw material price challenges and quota cuts in crab and shrimp, the current viability of many fishing enterprises remains marginal. Subsequently, it is a challenge for the PFHCB to attract young fish harvesters and to maintain an adequate number of Level II harvesters to receive the transfer of Core enterprises. The ongoing uncertainty surrounding enterprise viability also makes it challenging to attract and retain certified fish harvesters to fill vacant crew positions.

The new training/certification requirements of TC's MPR was reported as an opportunity to assist fish harvesters in achieving regulatory compliance and establish a better trained and safer work force. However, these new requirements also represent a significant challenge, as they make it increasingly difficult for owner operators to adequately crew their vessels with harvesters holding the required certification. This challenge for owner operators is also a challenge for the PFHCB as it strives to assist harvesters in attaining the required training and achieve regulatory compliance. For this reason, Mandatory Training and Certification for Small Vessel Operators is one of the PFHCB's objectives in this 2014-2016 planning period.

The PFHCB remains well positioned to make a significant contribution to addressing these challenges, and seizing these stated opportunities, in the Newfoundland and Labrador commercial fishery. The Board of Directors and staff of the PFHCB remain committed to dealing with these and other issues as outlined in the PFHCB's 2014-2016 Activity Plan, and continuing to meet the stated goals and objectives of the PFHCB.

Appendix 'A'

2014 Audited Financial Statements

PROFESSIONAL FISH HARVESTERS CERTIFICATION BOARD

Financial Statements

Year Ended December 31, 2014

QUINLAN & TAYLOR
PROFESSIONAL CHARTERED ACCOUNTANTS CORPORATION

QUINLAN & TAYLOR

PROFESSIONAL CHARTERED ACCOUNTANTS CORPORATION

INDEPENDENT AUDITOR'S REPORT

To the Members of Professional Fish Harvesters Certification Board

We have audited the accompanying financial statements of Professional Fish Harvesters Certification Board, which comprise the statement of financial position as at December 31, 2014 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.


An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Professional Fish Harvesters Certification Board as at December 31, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

St. John's, Newfoundland and Labrador
June 11, 2015


Quinlan & Taylor Professional C.A. Corporation

PROFESSIONAL FISH HARVESTERS CERTIFICATION BOARD
Statement of Financial Position
December 31, 2014

	2014	2013
ASSETS		
Current		
Cash	\$ 17,863	\$ 39,062
Term deposits	1,360,494	1,354,999
Accounts receivable	48,231	63,226
Prepaid expenses	8,565	15,224
	<u>1,435,153</u>	<u>1,472,511</u>
Capital assets (Note 3)	<u>1,580,811</u>	<u>1,630,091</u>
	<u>\$ 3,015,964</u>	<u>\$ 3,102,602</u>
LIABILITIES AND NET ASSETS		
Current		
Accounts payable and accrued liabilities	\$ 104,383	\$ 83,128
Unearned revenue	16,800	14,300
Current portion of long term debt (Note 4)	53,200	49,900
	<u>174,383</u>	<u>147,328</u>
Long term debt (Note 4)	<u>659,593</u>	<u>712,830</u>
Accrued severance pay	<u>62,237</u>	<u>57,271</u>
	<u>896,213</u>	<u>917,429</u>
Net Assets		
Unrestricted fund	554,087	570,230
Invested in capital assets	1,565,664	1,614,943
	<u>2,119,751</u>	<u>2,185,173</u>
	<u>\$ 3,015,964</u>	<u>\$ 3,102,602</u>

ON BEHALF OF THE BOARD

Kimberley Penney Director
Mike McNamee Director

See notes to financial statements

**QUINLAN
& TAYLOR**

PROFESSIONAL FISH HARVESTERS CERTIFICATION BOARD
Statement of Revenues and Expenditures
Year Ended December 31, 2014

	2014	2013
Revenue		
Registration fees	\$ 470,250	\$ 490,950
Interest income	45,992	45,363
Other revenue	31,480	26,333
Prior learning assessment and recognition	6,200	8,800
Basic safety training	10,320	19,740
Sealer workshop funding	59,960	9,949
Rental revenue	49,500	49,500
	673,702	650,635
Expenses		
Advertising and promotional material	12,686	5,607
Amortization	49,279	51,742
Appeals	7,920	10,615
Building operations	58,940	51,601
Business tax	11,206	11,206
Communications	9,088	8,779
Insurance	5,741	5,018
Interest and bank charges	6,540	5,624
Interest on long term debt	31,222	33,387
Meetings - board and other	49,048	31,757
Membership fees	43,195	48,995
Office and computer supplies	12,452	12,782
Postage	21,852	19,119
Printing	4,690	-
Prior learning assessment and recognition project	9,754	10,044
Professional fees	30,565	26,377
Public relations initiatives	5,245	5,737
Safety training	38,393	23,728
Sealing	55,084	24,351
Wages and employee benefits	276,224	246,639
	739,124	633,108
Excess of revenue over expenses	(65,422)	17,527
Other income (expenses)		
Loss on disposal of assets	-	(166)
Reversal of prior years payable	-	59,925
	-	59,759
Excess (deficiency) of revenue over expenses	\$ (65,422)	\$ 77,286

See notes to financial statements

**QUINLAN
& TAYLOR**

PROFESSIONAL FISH HARVESTERS CERTIFICATION BOARD
Statement of Changes in Net Assets
Year Ended December 31, 2014

	Unrestricted Fund	Invested in Capital Assets	2014	2013
Net assets - beginning of year	\$ 570,230	\$ 1,614,943	\$ 2,185,173	\$ 2,107,887
Deficiency of revenue over expenses	(16,143)	(49,279)	(65,422)	77,286
Net assets - end of year	\$ 554,087	\$ 1,565,664	\$ 2,119,751	\$ 2,185,173

See notes to financial statements

**QUINLAN
& TAYLOR**

PROFESSIONAL FISH HARVESTERS CERTIFICATION BOARD
Statement of Cash Flows
Year Ended December 31, 2014

	2014	2013
Operating activities		
Excess (deficiency) of revenue over expenses	\$ (65,422)	\$ 77,286
Items not affecting cash:		
Amortization of property, plant and equipment	49,279	51,742
Loss on disposal of assets	-	166
	(16,143)	129,194
Changes in non-cash working capital:		
Accounts receivable	14,995	(17,222)
Accounts payable and accrued liabilities	21,256	(73,747)
Unearned revenue	2,500	(1,650)
Prepaid expenses	6,659	(7,493)
Accrued severance pay	4,966	4,610
	50,376	(95,502)
Cash flow from operating activities	34,233	33,692
Investing activity		
Purchase of property, plant and equipment	-	(1,541)
Financing activity		
Repayment of long term debt	(49,937)	(47,772)
Cash flow used by financing activity	(49,937)	(47,772)
Decrease in cash	(15,704)	(15,621)
Cash - beginning of year	1,394,061	1,409,682
Cash - end of year	\$ 1,378,357	\$ 1,394,061
Cash flows supplementary information		
Interest received	\$ 45,992	\$ 45,363
Interest paid	\$ 37,763	\$ 39,011
Cash consists of:		
Cash	\$ 17,863	\$ 39,062
Term deposits	1,360,494	1,354,999
	\$ 1,378,357	\$ 1,394,061

See notes to financial statements

**QUINLAN
& TAYLOR**

PROFESSIONAL FISH HARVESTERS CERTIFICATION BOARD

Notes to Financial Statements

Year Ended December 31, 2014

1. DESCRIPTION OF OPERATIONS

The Professional Fish Harvesters Certification Board (the Board) is a not-for-profit organization, enacted in June, 1996 under the Newfoundland act entitled "Professional Fish Harvesters Act." The Board commenced active operations in February, 1997. The Board has a number of objectives including the promotion of the interest of fish harvesters as a professional group, defining standards for professionalism and acting in an advisory role to the federal and provincial governments.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Cash and Cash Equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in term deposits and are valued at cost plus accrued interest. The carrying amounts approximate fair value.

Revenue Recognition

Registration fees are recognized as revenue on an accrual basis of accounting.

The Board follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable.

Contributed Services

Contributed services are recognized in the financial statements when the fair value of such services may be reasonably determined.

Management Estimates

The presentation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reported period. Actual results could differ from those reported.

Capital Assets

Purchased capital assets are recorded at cost. Amortization is provided on the basis and at the rates set out below. It is expected these procedures will charge operations with the total cost of the assets less estimated residual value over the estimated useful lives of the assets. Gain or loss on disposal of individual assets is recognized in the year of disposal.

Land improvements	10%	declining balance method
Building	40 years	straight-line method
Computer equipment	30%	declining balance method
Equipment	20%	declining balance method
Signs and logo	30%	declining balance method

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Notes to Financial Statements

Year Ended December 31, 2014

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2014 Net book value
Land	\$ 150,000	\$ -	\$ 150,000
Land improvements	51,525	19,410	32,115
Building	1,551,190	174,509	1,376,681
Computer equipment	122,200	115,655	6,545
Equipment	123,421	109,395	14,026
Signs and logo	7,077	5,633	1,444
	\$ 2,005,413	\$ 424,602	\$ 1,580,811

	Cost	Accumulated amortization	2013 Net book value
Land	\$ 150,000	\$ -	\$ 150,000
Land improvements	51,525	15,841	35,684
Building	1,551,190	135,729	1,415,461
Computer equipment	122,200	112,850	9,350
Equipment	123,421	105,888	17,533
Signs and logo	7,077	5,014	2,063
	\$ 2,005,413	\$ 375,322	\$ 1,630,091

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4. LONG TERM DEBT

	2014	2013
The Toronto Dominion Bank loan bearing interest at 3.78% per annum, repayable in monthly blended payments of \$6,599. The loan matures on December 23, 2019 and is secured by land and building at 368 Hamilton Avenue, St. John's, NL.	\$ 712,793	\$ 762,730
Amounts payable within one year	(53,200)	(49,900)
	\$ 659,593	\$ 712,830

Principal repayment terms are approximately:

2015	\$ 53,200
2016	55,100
2017	57,300
2018	59,500
2019	61,800
Thereafter	425,893
	<u>\$ 712,793</u>

The above mortgage with the Toronto Dominion Bank is entered into jointly with Fish, Food and Allied Workers (FFAW-Unifor). The original mortgage amount was \$1,800,000.

5. FINANCIAL INSTRUMENTS

Interest Rate

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the company manages exposure through its normal operating and financing activities. The company is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

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