



January 13, 2017

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TO: ALL B.C. LICENSED SEAFOOD PROCESSORS

RE: 2016 Annual Reports for All B.C. Licensed Seafood Processors

1. Annual Fisheries Production Schedule (AFPS) – [due February 17, 2017](#)
2. Employment Survey form – [due February 17, 2017](#)
3. List of custom processing clients or declaration – [due now](#)

British Columbia offered 487 seafood commodities in 2015 with a wholesale value of \$1.43 billion, with 52% of the value generated from sale of wild and farmed salmon products.

We were able to generate the above statement by surveying B.C. seafood sellers. Most of the seafood value is generated by B.C. fish processors like you, as well as licensed fish buyers, brokers, and vendors. The new *Fish and Seafood Act* is now in force (as of January 1, 2017), and census information is now collected and reported annually under the authority of Section 46 of the Act.

All reporting forms and instructions are available online at:

<http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/statistics/reporting-requirements>. If you prefer to submit your forms electronically, please send them to Fishstats@gov.bc.ca.

1. 2016 ANNUAL FISHERIES PRODUCTION SCHEDULE (AFPS) - [DUE FEBRUARY 17, 2017](#)

Please complete one AFPS for each of your processing facilities licensed in 2016, and remember that the report must be returned - even if it is "NIL" - to satisfy your reporting requirements.

Completing the AFPS:

- Operations reporting B.C. seafood sales, please:
 - report all seafood sold in 2016 as a product of B.C. to retail or exported;
 - include all seafood in inventory in its final form and value at prevailing prices; and
- Operations reporting no sales, please:
 - complete only pages 1 & 2 of the AFPS.

An AFPS and guide with detailed instructions for completing the schedule, along with a self-addressed postage-paid envelope, are enclosed for your usage.

2. 2016 EMPLOYMENT SURVEY FORM - [DUE FEBRUARY 17, 2017](#)

The Employment Survey is conducted to accurately document the seafood processing sector's regional economic contributions to B.C.'s economy. The information is collected under authority of Section 46 of the *Fish and Seafood Act* and provides the Ministry of Agriculture with a detailed picture of employment in the B.C. seafood processing industry. The resultant summary reports are also a key source of information for others analyzing this important sector.

Please give your data on the enclosed form for each of your processing facilities licensed during 2016.

Completing the Employment Form:

➤ **SECTION 1:**

Please provide the number of employees (in each category) on the last working day of each month or at the end of a specific processing activity (e.g. roe herring) that concluded mid-month.

If an employee was involved in more than one category in the same month, please estimate the portion of the person's time for each category (e.g. processing 0.5 / maintenance 0.5).

➤ **SECTION 2:**

Please provide an estimate (%) of the share of the total employment attributed to:

- a) processing for self; and
- b) custom processing.

In addition, provide an estimate (%) breakdown of the jobs attributed to each species group within each of the categories of a) processing for self; and b) custom processing.

➤ **SECTION 3:**

Please provide the total T4 wages and salaries paid to these employees for the 2016 calendar year.

3. 2016 CUSTOM CLIENT LIST OR DECLARATION - DUE NOW

A request for a list of custom processing clients, or a declaration stating you had no such clients, was sent to processors on December 15, 2016. If you have not already done so, please email or fax as soon as possible ONE of the following:

- 2016 Custom Client List - for facilities that provided custom processing/storage services to commercial B.C. seafood clients during 2016.
 - Provide: company name, contact person, email address, mailing address, and phone number of every B.C. commercial seafood client.
 - Reminder: The list should not include recreational harvest clients.
- 2016 Declaration – for facilities that did not provide custom processing/storage services to commercial B.C. seafood clients during 2016.

Please be assured that production and employment data is only published in aggregate form (combined data from three or more companies).

Thank you in advance for your participation. We appreciate your timely cooperation with the reporting schedule and will be happy to assist you should you have any questions or concerns.

Yours truly,

James E. Dalby, Jr.
British Columbia Ministry of Agriculture
Phone 250 356-6267, Fax 1-888 356-0358, Email James.Dalby@gov.bc.ca
Seafood publications: <http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/statistics/industry-and-sector-profiles>