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| **Government priority:** To serve Canadians by securing the prosperous and sustainable use of aquatic ecosystems for future generations | | | |
| **Departmental priority**: To support prosperous and sustainable commercial, Indigenous and recreational fisheries, aquaculture and other oceans industries | | | |
| **Directorate priority:** To manage the commercial fisheries | | | |
| **Activities** | **Sub-activities** | **Deliverables** | **Results** |
| Manage and administer the directorate | * Supervise, monitor and train staff * Schedule work * Provide clerical support * Move office to new location | * Management of licencing activities * Reception covered from 9 to 5 | * Your team’s move to a new office space went well and is complete. |
| Issue commercial fishing licenses | * Review applicant requests * Check reliability * Issue licenses * Conduct inspections | * Issue license within  30 days of request * Issue 500 licenses  per year | * Licences were issued within 30 days 97% of the time. * Only 400 new licenses were issued last year since an employee  was on parental leave for six months. |
| Renew commercial fishing licenses | * Review applicant renewal requests * Issue renewal license | * Issue license renewal within 30 days of request * Issue 300 license renewals per year | * With the hiring of a new junior officer, processing time for renewing licenses was reduced from 30 days to 23 days. * 300 licences were renewed. |