

# NORTH COAST MARINE PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

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Final version

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Marine Planning Partnership for the North Pacific Coast

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### CONTEXT

The North Coast-Skeena First Nations Stewardship Society and the provincial government are jointly preparing a marine plan for the North Coast sub-region of the North Pacific Coast. This work is being done pursuant to a November 2011 Letter of Intent among the Nānwakōlas Council, Coastal First Nations-Great Bear Initiative, the North Coast-Skeena First Nations Stewardship Society, and the provincial government (represented by the Ministry of Forests, Lands and Natural Resource Operations). The Letter of Intent, related funding agreements and work plans constitute the Marine Planning Partnership for the North Pacific Coast (MaPP). MaPP provides for collaborative development of four sub-regional marine plans, and a regional planning document using an ecosystem-based management approach. MaPP may also serve to inform the Pacific North Coast Integrated Management Area (PNCIMA) planning process currently underway.

Preparation of the North Coast Marine Plan is being led by a joint provincial government - North Coast-Skeena First Nations Stewardship Society Technical Team. Plan preparation will commence in March 2012, and will be completed by November of 2013 for final review and approval.

### COMMITTEE ROLES AND RESPONSIBILITIES

The general **role** of the Marine Plan Advisory Committee (MPAC) is to provide stakeholder advice and feedback on a North Coast (NC) Marine Plan.

Specific **responsibilities** of the MPAC are to:

- a) Review, discuss and provide timely feedback and advice on draft components of the Marine Plan during its development;
- b) Review, discuss and provide timely feedback and advice on a final Marine Plan prior to its approval by the North Coast-Skeena First Nations Stewardship Society and the provincial government;
- c) Assist in the promotion of, and participate in any public meetings organized by the Technical Team to solicit input at key stages of Marine Plan development; and
- d) Confirm the nature and extent of support for the final Marine Plan by the interests represented on MPAC.

The role and responsibilities of the MPAC **do not include** provision of advice on process design or public communications, unless specifically requested by the Technical Team.



## MPAC COMPOSITION

The NC MPAC will be comprised of representatives of key marine interests, as shown in Table 1.

MPAC members will be appointed by the Technical Team on the basis of a nomination and selection process developed by the Technical Team.

Alternate members may be nominated for appointment by the Technical Team to attend advisory meetings and observe discussions, for continuity and familiarity purposes. An alternate may participate in meeting discussions only in the absence of the member that is represented by the alternate.

The Technical Team will provide co-chairs for each meeting, who will be responsible for agendas, background materials, technical presentations, venues, and other meeting details.

Other Technical Team members or provincial/North Coast-Skeena First Nations Stewardship Society staff may attend MPAC meetings to present information and products and address questions on specific topics.

**TABLE 1: MPAC REPRESENTATION AND SEATS**

Marine Conservation	Commercial Recreational Fisheries
Commercial Fisheries	Public Recreational Angling
Marine Transportation & Carriers	Municipal or Regional Government
Commercial Tourism	Public Recreation
Marine Related Academia	Aquaculture
Renewable Energy	Coastal Forestry

## MPAC MEMBER RESPONSIBILITIES

MPAC members (and alternates) will:

- a) Communicate on a regular basis with individuals and organizations having similar marine interests to convey information on emerging MaPP products and develop feedback and advice on draft Marine Plan components;
- b) Make best efforts to keep their sectors or colleagues informed of the role of the MPAC and Marine Plan review progress;
- c) Develop advice that considers relevant government policies and programs, the perspectives of other MPAC members, and supporting data and documentation;

- d) Abide by the Code of Conduct established for MPAC meetings as outlined in Appendix 1;
- e) Make best efforts to attend all scheduled meetings of the MPAC as outlined in Appendix 2;
- f) Advise the Technical Team co-chairs if unable to attend a scheduled meeting, and ensure the designated alternate is available for the meeting.

### MEETING PROCEDURES

MPAC meetings will primarily be in-person meetings and will preferably be held in central communities in the Plan Area in accordance with the meeting schedule in Appendix 2. Teleconference or webinar meetings may occur in-between face-to-face meetings.

Most meetings will be facilitated by an independent facilitator, whose role is to:

- a) Provide good meeting management, including adherence to agendas and timelines;
- b) Enforce adherence to the Code of Conduct (Appendix 1);
- c) Encourage all perspectives to be expressed on a topic, and provide clarification of the members' views on draft Plan products; and
- d) Provide closure to discussion topics and agenda items, by ensuring clarity on topics being discussed, summarizing advice heard, and acknowledging key points.

General consensus or agreement on advice is a desirable meeting outcome, but not a pre-requisite for moving on to review other draft Marine Plan products identified on a meeting agenda.

The Technical Team co-chairs are responsible for developing and circulating meeting agendas, and for distributing review materials in advance of meetings. Meeting materials will be circulated no later than two weeks in advance of a meeting to provide adequate review time, unless otherwise arranged with a majority of MPAC members.

A general meeting summary will be prepared by the Technical Team co-chairs as input to final Marine Plan products, and posted to the MaPP website. The summary will identify key discussion items, key advice given, and any agreements reached. Summaries will be circulated within 14 business days of a meeting and members provided a minimum of 5 business days to review and comment before posting to the website.

Meetings are intended to be progressive and focussed. Consequently, past meeting summaries and review of amended Marine Plan products will not be included on MPAC meeting agendas.

The MPAC schedule will include time for a review of a final draft Marine Plan; to enable MPAC members to determine the extent to which advice and comment on individual components has been incorporated.

MPAC meetings are not intended to be public meetings, and will not be advertised. However, notice of meetings will be posted on the MaPP website and the public will not be excluded from meetings. Public observers will be expected to adhere to meeting procedures and to refrain from entering discussions

without the express approval of the co-chairs.

### **PLAN REVIEW TOPICS**

The MPAC will meet to review, discuss and provide feedback on draft planning products (including objectives, strategies, best practices, implementation measures, and spatial designations) for all key marine uses and activities in the sub-region.

Draft Marine Plan products will be developed using the best available information, including traditional and local knowledge, and using independent scientific and technical advice where required. MPAC members may bring additional information to the Technical Team's attention for consideration in draft Marine Plan products preparation and revisions.

### **FUNDING**

Funding will be provided to MPAC members to cover their travel and accommodation expenses for meeting participation, and a per diem provision to cover meals and incidental costs not otherwise provided or covered by MaPP. Expenses for alternates will be provided when alternates are substituting for their member, and (if funding is available) for attendance at meetings where their member is present. Expense claims must be submitted within 15 business days of the meeting end date or they will not be accepted. Expense claims will be reimbursed within 30 days of receipt.

Where considered necessary and if MaPP funds permit, the Technical Team co-chairs will consider requests by MPAC members for additional funding to facilitate review of draft materials by others within a sector or area of interest represented by an MPAC member.

## **APPENDIX 1: MPAC CODE OF CONDUCT**

Members (and Alternates) agree to:

- a) Act in good faith in all aspects of the MPAC meeting process;
- b) Treat each other with respect and as equals;
- c) Strive to present the perspectives of their sectors or interests that they represent;
- d) Assist the facilitator/co-chairs in ensuring that meetings are efficient and effective;
- e) Assist the facilitator/co-chairs in ensuring all perspectives are expressed on an agenda topic;
- f) Seek to reach agreement on advice and feedback with other members, wherever possible;
- g) Explain reasons or provide rationale for their comments on Marine Plan products;
- h) Focus disagreements on the issues or facts, not on individuals or groups;
- i) Make good faith efforts to accurately characterize MPAC discussions to constituents, members of their interest groups, and members of the public;
- j) Adhere to this Code of Conduct and raise directly with MPAC members any matter they perceive to be in violation of this Code of Conduct.

## {INSERT SUB-REGION} Marine Plan Advisory Committee (MPAC)

### Terms of Reference Clarification Addendum

#### Topic Area

##### **1. Roles and Responsibilities**

- MPAC members may offer advice on process as it relates to the *MPAC meeting schedule and review topics*; and
- MPAC members may assist in the promotion of, or participate in, public meetings and *associated communications*.

##### **2. Composition**

- Alternate members may attend all MPAC meetings, but will *only be covered under meeting expenses and included in MPAC discussions when the primary member is not available*;
- *MPAC members may, by way of the MaPP Support Fund, fund alternates to come to MPAC meetings as laid out in the proposal guidelines of the MaPP Support Fund*; and,
- “Commercial Recreational Fishing” interests will be referred to as “*Recreational Fishing Services*” and “Public Recreational Angling” will be referred to as “*Public Recreational Fishing*.”

##### **3. Meeting Procedures**

- Meeting summaries will be provided to MPAC members following each MPAC meeting as well as an *‘advice log’ to document all advice captured during meetings. Written comment on MaPP products will also be documented and distributed to all members prior to each meeting*;
- Advice logs will include status updates, noting whether the advice is under consideration, has been incorporated, or not feasible. *A brief synopsis on input received will be given at MPAC meetings.*
- *An online dropbox has been created for distribution of MPAC documents in each sub region. The intent is to allow MPAC members to see what is going on in each subregion and as the method for distributing larger document files and higher resolution maps.*

##### **4. Meeting Schedule**

- Meeting scheduling will be reviewed at each MPAC meeting. *Online Doodle Polls* will be used to plan meetings and coordinate member availability at least three months in advance.