

TERMS OF REFERENCE:  
REGIONAL MARINE  
ADVISORY COMMITTEE  
MARINE PLANNING  
PARTNERSHIP FOR THE NORTH  
PACIFIC COAST

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Draft October 16, 2013



Marine Planning Partnership for the North Pacific Coast

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## REGIONAL MARINE ADVISORY COMMITTEE TERMS OF REFERENCE

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### CONTEXT

The Marine Planning Partnership for the North Pacific Coast (MaPP) has been established through a Letter of Intent signed in November 2011 between First Nations<sup>1</sup> and the Provincial Government<sup>2</sup>. The MaPP Initiative is focused on marine planning at differing scales in the North Pacific Coast. MaPP provides for the collaborative development of four sub-regional marine plans, as well as regional planning products that provide overarching strategic direction. Both sub-regional and regional planning are based on an ecosystem-based management approach and are supported by stakeholder advisory committees.

The development of four sub-regional plans is underway (North Coast, Haida Gwaii, Central Coast and North Vancouver Island). Consistent with ecosystem-based approaches to planning, MaPP will develop planning documents/products that consider the region as a whole through the aggregation of sub-regional components that are regional in scope. The regional marine advisory committee (RMAC) is not intended to play a hierarchical or oversight role above sub-regional planning but rather to provide advice on consolidation of regional components or components that apply at the regional scale.

The preparation of regional products is being led by a joint Provincial Government– First Nations' Governments Marine Coordination Team with direct linkages to the sub-regional processes. Preparation of regional products will draw from both past and present coastal and marine planning initiatives.

The RMAC will operate October 2012 through June 2014. The MaPP region study area is shown in Attachment 1.

### COMMITTEE ROLES AND RESPONSIBILITIES

The general **role** of the RMAC is to provide stakeholder advice and feedback on regional-scale marine planning products.

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

- a) Review, discuss and provide timely feedback and advice on the development of draft regional products, including goals, objectives, strategies, and spatial designations;
- b) Provide feedback on spatial and management components of sub-regional plans that have been consolidated/aggregated to the regional scale.

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<sup>1</sup> Represented by Coastal First Nations – Great Bear Initiative, North Coast Skeena First Nations Stewardship Society, Nanwakolas Council.

<sup>2</sup> Represented by the Ministry of Forests, Lands and Natural Resource Operations.

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- c) Review, discuss and provide timely feedback and advice on a final draft regional document/ product and on integrating relevant elements of other marine planning activities or products;
- d) Assist in the promotion of, and participate in any public meetings organized by the Marine Coordination Team to solicit input at key stages of regional document/ product development; and
- e) Confirm the nature and extent of support for the final regional document/ product by the interests represented on the RMAC.

### **RMAC COMPOSITION**

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

RMAC members will be appointed by the Marine Coordination Team on the basis of a nomination and selection process.

Alternate members may be nominated for appointment 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 Marine Coordination Team will provide co-chairs for each meeting, who will be responsible for agendas, background materials, technical presentations, venues, and other meeting details.

Other MaPP Technical Team members or Provincial/ First Nation staff may attend RMAC meetings to present information and products and address questions on specific topics.

**TABLE 1: RMAC REPRESENTATION AND SEATS**

Marine Conservation (1)	Recreational Fisheries Service Providers (1)
Commercial Fisheries (1)	Recreational Angling (1)
Marine Transportation/Infrastructure (1)	Regional Government (5)
Commercial Tourism (1)	Public Recreation (1)
Finfish Aquaculture (1)	Shellfish Aquaculture (1)
Renewable Energy (1)	Coastal Forest Industry (1)

### **RMAC MEMBER RESPONSIBILITIES**

RMAC members (and alternates) will:



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- a) Communicate on a regular basis with individuals and organizations having similar marine interests to convey information on emerging MaPP regional products and develop feedback and advice on draft regional document/ products;
- b) Make best efforts to keep their sectors or colleagues informed of the role of the RMAC and progress;
- c) Develop advice that considers relevant government policies and programs, the perspectives of other RMAC members, and supporting data and documentation;
- d) Abide by the Code of Conduct established for RMAC meetings as outlined in Attachment 2;
- e) Make best efforts to attend all scheduled meetings of the RMAC as outlined in Attachment 3;
- f) Advise the Marine Coordination Team co-chairs if unable to attend a scheduled meeting, and work to ensure the designated alternate is available for the meeting.

## MEETING PROCEDURES

RMAC meetings will primarily be in-person meetings and will preferably be held in central communities in the MaPP region study area, in accordance with the meeting schedule in Attachment 3.

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 (Attachment 2);
- 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.

The meetings will follow a collaborative process. General consensus or agreement on advice is a desirable meeting outcome, but not a pre-requisite for moving on to review other draft regional products identified on a meeting agenda.

The Marine Coordination 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 RMAC members.

Meetings are intended to be progressive and focussed. A general meeting summary will be prepared by the Marine Coordination Team co-chairs as input to final regional 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.

The RMAC schedule will include time for a review of final draft regional document/ products, to enable RMAC members to determine the extent to which their interests have been addressed and to provide comments on the document/ products.



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 RMAC will meet to review, discuss and provide feedback on draft regional document/ products (potentially including, but not limited to: assessments, methodologies, objectives, strategies, best practices, implementation measures, and spatial designations) for all key marine topics and activities that are of regional scope and on aggregated/ consolidated spatial and management components of sub-regional plans where applicable.

Draft regional products will be developed using the best available information, including traditional and local knowledge, and using independent scientific and technical advice where required. Additional information may be brought by RMAC members to the Marine Coordination Team's attention for consideration in preparing these products.

### **FUNDING**

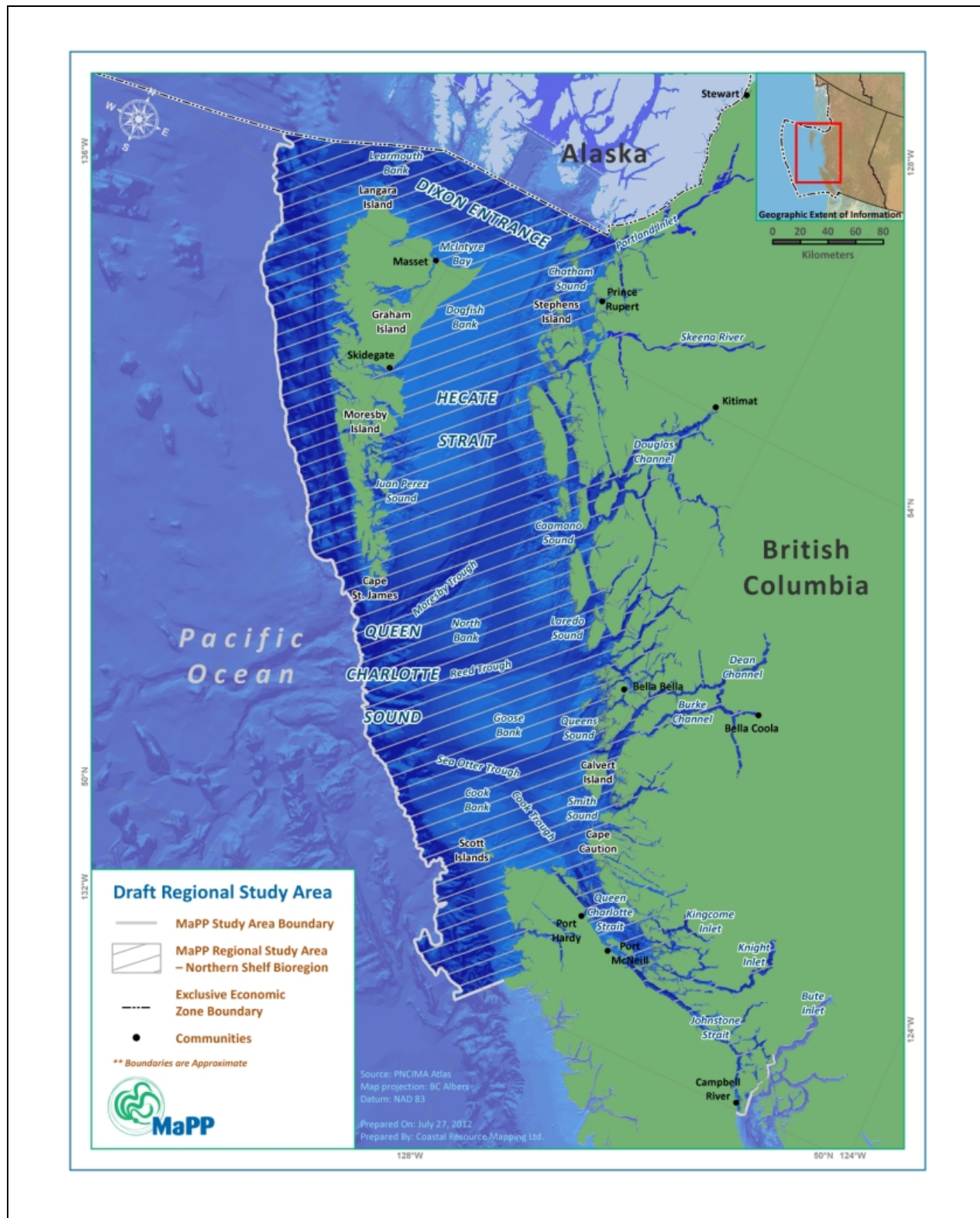
Funding will be provided to RMAC members to cover their travel and accommodation expenses for meeting participation, and a per diem provision to cover meals and incidental costs not otherwise provided or covered by MaPP. Expenses for alternates will be provided when alternates are substituting for their member.

RMAC meeting expenses are not available for alternates to attend meetings that are also attended by the RMAC member, but could be covered through other funding means (e.g., sector support, MaPP Stakeholder Support Fund).

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.

Requests for additional funding by RMAC members to facilitate review of draft materials by others within a sector or area of interest will be considered through application to the MaPP Stakeholder Support Fund.

## APPENDIX 1: MAP OF REGIONAL STUDY AREA



## APPENDIX 2: RMAC CODE OF CONDUCT

Members (and Alternates) agree to:

- a) Act in good faith in all aspects of the RMAC 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 Regional documents/ products;
- h) Focus disagreements on the issues or facts, not on individuals or groups;
- i) Make good faith efforts to accurately characterize RMAC discussions to constituents, members of their interest groups, and members of the public;
- j) Adhere to this Code of Conduct and raise directly with RMAC members any matter they perceive to be in violation of this Code of Conduct.

### APPENDIX 3: DRAFT RMAC MEETING SCHEDULE & REVIEW TOPICS

Updated Date: 10 October 2013

\*Subject to change

Meeting Number	Date*	Meeting Purpose and Review Topic*
<i>In Person 1</i>	DECEMBER 2012	INTRODUCTORY MEETING <ul style="list-style-type: none"> <li>• Review of EBM framework</li> <li>• MaPP Zoning framework</li> </ul>
<i>Workshop 1</i>	DECEMBER 2012	<ul style="list-style-type: none"> <li>• Regional Cumulative Effects Assessment Framework</li> </ul>
<i>In Person 2</i>	MARCH 2013	<ul style="list-style-type: none"> <li>• A Framework for Monitoring and Enforcement<sup>1</sup></li> <li>• Regional Framework Layout</li> </ul>
<i>Workshop 2</i>	MARCH 2013	<ul style="list-style-type: none"> <li>• Draft EBM Human Well-being Indicators toolbox</li> </ul>
<i>Workshop 3</i>	JULY 2013	<ul style="list-style-type: none"> <li>• Development of Interim EBM Indicators dashboard for MaPP</li> </ul>
<i>In Person 3</i>	OCTOBER 2013	REGIONAL DOCUMENT TABLE OF CONTENTS  ZONING FRAMEWORK UPDATES <ul style="list-style-type: none"> <li>• Vulnerability Matrix</li> <li>• Other spatial planning tools</li> </ul> REGIONAL POLLUTION STRATEGIES <ul style="list-style-type: none"> <li>• Pollution Legislation Regulatory Changes Report (if available)</li> <li>• 1<sup>st</sup> Draft Regional Marine Pollution Framework</li> </ul> INTEGRATION OF ECONOMIC STRATEGIES <ul style="list-style-type: none"> <li>• Regional Economic Strategies Report (from consultant)</li> <li>• 1<sup>st</sup> Draft Regional Integrated Economic Strategies Framework</li> </ul> CLIMATE CHANGE <ul style="list-style-type: none"> <li>• Compendium of common and relevant sub-regional strategies</li> <li>• 1st Draft Regional Climate Change Framework</li> </ul>
<i>Workshop 4</i>	NOVEMBER (early) 2013	REGIONAL MPA NETWORK <ul style="list-style-type: none"> <li>• Draft MPA Network guidelines</li> <li>• 1st Draft Regional MPA Framework, including draft candidate recommendations for Northern Shelf Bioregion<sup>2</sup> MPA Network</li> </ul>



<i>In Person 4</i>	DECEMBER (early) 2013	<p>EBM INDICATORS</p> <ul style="list-style-type: none"> <li>• Regional EBM indicators (from consultant)</li> <li>• EBM Monitoring Framework</li> </ul> <p>CUMULATIVE EFFECTS</p> <ul style="list-style-type: none"> <li>• Cumulative Effects Assessment Framework Report (from consultant)</li> <li>• 1<sup>st</sup> Draft Regional Cumulative Effects Framework</li> </ul>
<i>In Person 5</i>	JANUARY (mid) 2014	<p>REGIONAL CURRENT CONDITIONS AND TRENDS</p> <p>SURVEILLANCE, COMPLIANCE &amp; ENFORCEMENT</p> <ul style="list-style-type: none"> <li>• Review and recommendations on regional tools and programs, agreements, etc (by consultant)</li> <li>• 2<sup>nd</sup> draft Regional Surveillance, Compliance &amp; Enforcement Framework</li> </ul> <p>GOVERNANCE &amp; COLLABORATIVE MANAGEMENT</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Draft Regional EBM Governance Framework</li> </ul>
<i>In Person 6</i>	MARCH 2014	<ul style="list-style-type: none"> <li>• Final draft Aggregated Regional Frameworks Document</li> </ul>
<i>In Person 7</i>	MAY 2014	<ul style="list-style-type: none"> <li>• Final Meeting</li> </ul>

<sup>1</sup>Framework being split into two separate frameworks: Surveillance, Compliance & Enforcement; EBM Monitoring

<sup>2</sup>To be discussed at monthly TT meeting