CONTEXT

The Marine Plan Partnership for the North Pacific Coast (MaPP) is a partnership between the Province of British Columbia (BC) and 17 member First Nations. Through MaPP, marine plans were developed and approved for the North Coast, Haida Gwaii, Central Coast and North Vancouver Island sub-regions. A broader Regional Action Framework was developed and approved at the regional scale.

The MaPP partners are currently implementing the four sub-regional marine plans and the Regional Action Framework. Implementation preparations formally commenced in May 2015 for the North Coast plan area (maps shown in Appendix 1). Implementation agreements, signed by the partners in August 2016, confirm the intention of the Parties to jointly implement the North Coast Marine Plan; describe the roles and responsibilities of the Parties, and; identify general implementation priorities, structures and mechanisms. Available online at www.mappocean.org, the agreement remains in effect for 5 years from the date of signing.

The North Coast Marine Plan benefitted from robust engagement of a standing Marine Plan Advisory Committee (MPAC) comprised of members representing marine sectors/interests and local government. A continued role for stakeholders and local governments in the implementation phase will be important for success, and MaPP partners will continue to use the advisory committee model.

Priorities identified in the North Coast Marine Plan will guide implementation for the first five years, and include outcomes around the following themes:

- Collaboration and governance
- Marine zoning
- Stewardship, monitoring and enforcement
- Sustainable economic development and healthy communities
- Climate change and adaptive management

PURPOSE OF THE COMMITTEE

The general role of the implementation MPAC is to provide advice and feedback on marine plan implementation activities in the North Coast sub-region using the individual and collective knowledge and skills of implementation MPAC members. Specific responsibilities include:

a) Review and provide timely feedback and advice on select implementation products and activities, draft reports- including annual reports, and studies;

b) Review and provide timely feedback and advice on plan interpretation issues, plan variance proposals and plan amendments that may arise from time to time as a result of implementation;

c) Review timing, purpose and mechanisms for engaging the general public on implementation activities upon request by the North Coast Technical Team co-chairs.

d) Promote and participate in public meetings held to solicit input on implementation activities, upon request by the North Coast Technical Team co-chairs;

e) Build relationships between stakeholders, sectors and governments that work in the region;
f) Inform NC Technical Team co-chairs of potential additions to MPAC membership; and

g) Contribute, as appropriate, to other related marine initiatives and proposals in the North Coast Plan Area.

MEMBERSHIP

The implementation MPAC will be comprised of representatives of key marine sectors/interests in the North Coast sub-region (Table 1). Preferably members will be residents and/or work in the North Coast sub-region. Each sector/interest/government represented is to identify one member and one alternate.

Alternate representatives for sectors/interests may attend MPAC meetings but may participate in meeting discussions only when they are acting as the representative.

Ex-officio members will participate as required in NC MPAC meetings to provide specialized technical input to support cumulative effects discussions.

TABLE 1: DRAFT IMPLEMENTATION MPAC REPRESENTATION AND/OR INTERESTS

<table>
<thead>
<tr>
<th>Draft Sector/interest representation</th>
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</thead>
<tbody>
<tr>
<td>Marine Conservation</td>
</tr>
<tr>
<td>Commercial Fishing</td>
</tr>
<tr>
<td>Renewable Energy</td>
</tr>
<tr>
<td>Local Government – Regional District of Kitimat-Stikine</td>
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<tr>
<td>Local Government – North Coast Regional District</td>
</tr>
<tr>
<td>Research and Marine Monitoring</td>
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<tr>
<td>Marine-related Academia</td>
</tr>
<tr>
<td>Shellfish Aquaculture</td>
</tr>
</tbody>
</table>

MEMBER RESPONSIBILITIES

Implementation MPAC members and alternates will:

a) Collaborate with other MPAC members to provide advice on implementation products and activities, as well as on other specific responsibilities outlined in the “Purpose of the Committee” section of this Terms of Reference.

b) Make best efforts to keep sectors or colleagues with similar interests informed of the role of the MPAC and plan implementation 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 Operating Principles established for MPAC meetings as outlined in this document;

e) Make best efforts to attend and participate in MPAC meetings; and
f) Advise the North Coast Technical Team co-chairs if unable to attend a meeting, and ensure the designated alternate is available for the meeting.

OPERATING PRINCIPLES

The implementation MPAC members, alternates and Technical Team co-chairs will adhere to the following operating principles:

• **Accountability**: Commit to being accountable and to upholding the provisions of these terms of reference.

• **Respect**: Respect each other’s authorities and mandates. Members and alternates will treat each other in a respectful and professional manner.

• **Collaboration**: Commit to a process in which recommendations that impact outcomes, timelines, and products are made jointly by the members. Support shared learning.

• **Trust**: Commit to being open and transparent with each other.

• **Communication**: Commit to keeping other MPAC members informed of the identification, development, and management of documents that influence plan implementation.

• **Informed Decision Making**: Make recommendations based on the best available information.

• **Effectiveness**: Commit to providing advice and feedback in a timely manner.

MEETING PROCEDURES

A minimum of two meetings will be held per year, with additional meetings scheduled as needed, based on sub-regional requirements. Meetings may be in person or by teleconference and/or webinar. Meetings will be scheduled as required.

Meetings will be co-chaired by the North Coast Technical Team co-chairs, one First Nation and one Province of BC representative. The co-chairs may choose to engage independent facilitation for meetings if considered appropriate. The role of the co-chairs is to:

a) Provide good meeting management, including adherence to agendas and timelines;

b) Ensure adherence to the Operating Principles;

c) Encourage all perspectives to be expressed on a topic, and provide clarification of the members’ views for discussion purposes; and

d) Provide closure to discussion topics and agenda items, by ensuring clarity on topics being discussed, summarizing advice heard, and acknowledging key points.

Upon invitation, other individuals may attend MPAC meetings to present information and products and address questions on specific topics.
The North Coast Technical Team co-chairs will be responsible for building agendas, preparing background materials and presentations, selecting venues, and attending to other meeting details. The co-chairs will seek to ensure meeting agendas and review materials are circulated two weeks in advance of a meeting to provide adequate review time, unless otherwise arranged with a majority of MPAC members.

The North Coast Technical Team co-chairs will prepare a general meeting summary. The summary will identify discussion items and key advice given. Summaries will be circulated within two weeks after the meeting and posted to the North Coast Marine Plan page of the MaPP website (mappocean.org).

An advice log will be maintained to capture advice received at each meeting on the topic(s) presented, and through subsequent written input. The advice log will also document action taken or intended for advice received. Advice logs will be distributed to MPAC members for review prior to meetings.

Dropbox, an online file sharing and storage cloud, will be used for sharing relevant documents. Online polls will be used to plan meeting dates and coordinate member availability in advance of meetings.

MPAC meetings are not intended to be public meetings and will not be advertised. However, notice of meetings will be posted on the North Coast page of the MaPP website and the public are welcome to attend the meetings. Public observers will be asked to identify themselves and will be expected to adhere to meeting procedures and to refrain from entering discussions without approval of the co-chairs.

**FUNDING**

MaPP will provide funding to implementation MPAC members to cover travel, meal, and accommodation expenses for meeting participation, consistent with MaPP’s Financial Guidelines.

Funding will be provided to cover travel, meal and accommodation expenses for alternates when they are substituting for their member, and (if funding is available) expenses for attendance at meetings where their member is present.

Where considered necessary, and if funds permit, the 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.

All expense claim forms and receipts 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.
APPENDIX 1: REGIONAL AND NORTH COAST SUB-REGIONAL MAPS

1. MAPP STUDY AREA
2. MaPP North Coast Marine Plan Area