

NORTH VANCOUVER ISLAND MARINE PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

Final

May 2017



Marine Plan Partnership for the North Pacific Coast

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 that developed marine plans for the North Pacific Coast. Through MaPP, marine plans were developed for the Central Coast, Haida Gwaii, North Coast and North Vancouver Island sub-regions. A broader Regional Action Framework was developed 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 NVI sub-regional marine plan area shown in Appendix 1.

The NVI sub-regional marine plan benefitted from robust engagement of a standing Marine Plan Advisory Committee comprised of representatives of marine sectors/interests and local government. Recognizing their vested interest in the successful implementation of the North Vancouver Island (NVI) sub-regional marine plan, MaPP partners will continue to use this mechanism during implementation.

PURPOSE OF THE COMMITTEE

The general role of the Marine Plan Advisory Committee (MPAC) is to provide advice and feedback on Marine Plan implementation activities in the NVI sub-region, applying the individual and collective knowledge and skills of MPAC members. Specific responsibilities include:

- a) Review and provide timely feedback and advice on select implementation products and activities, draft reports and studies, and annual implementation reports;
- 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;
- d) Promote and participate in public meetings held on implementation activities;
- e) Contribute, as appropriate, to other related marine initiatives and proposals in the Plan Area.

These Terms of Reference may be expanded to enable the committee to serve as an advisory committee to other marine planning and management initiatives, as necessary.

MEMBERSHIP

The MPAC will be comprised of representatives of key marine sectors/interests in the NVI Marine Plan Area (Table 1). Preferably, members will be residents and/or work or conduct activities in the NVI sub-region.



Alternate representatives for sectors/interests may attend MPAC meetings, and may participate in meeting discussions when they are acting as the representative or at the discretion of the co-chairs.

TABLE 1: PROPOSED MPAC REPRESENTATION AND/OR INTERESTS

Marine Conservation	Commercial Recreational Services
Commercial Fishery Harvesters	Public Recreational Fishing
Commercial Fishery Processors	Renewable Energy
Local Government (SRD)	Local Government (City of Campbell River)
Local Government (RDMW)	Local Government (District of Port Hardy)
Commercial Tourism	Public Recreation
Finfish Aquaculture	Forest Industry
Shellfish Aquaculture	Marine Transportation and Carriers
Others (as nominated and appointed)	Local Harbour Authorities

MEMBER RESPONSIBILITIES

MPAC members and alternates will:

- a) Collaborate with other MPAC members on advice and recommendations, including implementation reports, studies, other 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 meetings of the MPAC;
- f) Advise the NVI sub-regional Technical Team co-chairs if unable to attend a meeting, and ensure the designated alternate is available for the meeting.



OPERATING PRINCIPLES

The MPAC members will adhere to the following operating principles:

- **Accountability:** Commit to being accountable and to upholding the operating principles and provisions of these terms of reference.
- **Respect:** Respect each other's authorities and mandates. The Parties 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.
- **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:** Give advice based on the best available information, including science-based, First Nations and local knowledge.
- **Effectiveness:** Commit to providing advice and feedback in a timely manner.
- **Inclusivity:** Support meaningful engagement of a diversity of stakeholder and public interests.
- **Adaptive Management:** Support shared learning and adaptation in relation to the plan implementation initiative and its ongoing management.

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. In-person meetings will be held in a location in the Plan Area and will be scheduled as required.

Meetings will be co-chaired by one First Nation and one Province of BC representative from the NVI Technical Team. 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) Enforce 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.



North Vancouver Island Marine Plan Advisory Committee Terms of Reference

Upon invitation, other individuals may attend MPAC meetings to present information, products, and address questions on specific topics.

The NVI Technical Team co-chairs will be responsible for agendas, background materials, technical presentations, venues, and 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.

A general meeting summary will be prepared by the meeting co-chairs and will identify key discussion items and key advice given. Summaries will be circulated after the meeting for review and comment, and then posting to the NVI sub-region Marine Plan page of the MaPP website.

An advice log will be maintained to capture advice received at each meeting on the topic 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.

An online Dropbox will be provided for distribution of relevant documents to MPAC members.

Meeting schedules will be reviewed at each MPAC meeting. 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 NVI sub-region 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

Funding will be provided to MPAC members to cover their travel and accommodation expenses for meeting participation as described in the MaPP Financial Guidelines.

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

Stakeholder support funding opportunities may be provided upon application to undertake work required to represent the sector.



APPENDIX 1: MAP OF NVI SUB-REGION MARINE PLAN AREA

