

CENTRAL COAST MARINE PLAN IMPLEMENTATION ADVISORY COMMITTEE TERMS OF REFERENCE

Final Draft

February 27, 2017

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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. Through MaPP, marine plans were developed and approved for the Central Coast, Haida Gwaii, North 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 Central Coast plan area [shown in Appendix 1]. Implementation agreements, signed by the partners in August 2016, confirm the intention of the Parties to jointly implement the Central 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 Central Coast Marine Plan benefitted from robust engagement of a standing Marine Plan Advisory Committee 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 Central Coast Marine Plan will guide implementation for the first five years, and include outcomes around the following themes:

- Governance
 - Monitoring and Enforcement
 - Economy and Communities
 - Cumulative Effects Assessment
 - Pollution
 - Tenured Activities
 - Traditional, Cultural and Heritage Resources
 - Tourism and Recreation

PURPOSE OF THE COMMITTEE

The general role of the Marine Plan Implementation Advisory Committee (MPIAC) is to provide advice and feedback on Marine Plan implementation activities in the Central Coast sub-region through the application of individual and collective knowledge and skills of members. Specific responsibilities include:

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

- b) Review and provide timely feedback and advice on plan performance monitoring, and plan interpretation and 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 Central Coast Technical Team co-chairs;
- d) Promote and participate in public meetings held to solicit input on implementation activities upon request by the Central Coast Technical Team co-chairs;
- e) Build relationships between stakeholders, sectors and governments that work in the region; and
- f) Contribute, as appropriate, to other related marine initiatives and proposals in the Plan Area.

MEMBERSHIP

The MPIAC will be comprised of representatives of key marine sectors/interests in the Central Coast Marine Plan Area (Table 1). Preferably, members will be residents and/or work or conduct activities in the Central Coast sub-region. Each sector/interest/government represented is to identify one member and one alternate.

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

TABLE 1: PROPOSED MPIAC REPRESENTATION

Marine Conservation	Recreational Fishery Service Providers
Commercial Fishery Harvesters	Harbour Authority
Commercial Fishery Processors	Renewable Energy
Local Government (Central Coast Regional District)	Commercial Tourism
Marine Academia	Public Recreation
Finfish Aquaculture	Coastal Forestry
Shellfish Aquaculture	Marine Transportation and Carriers
Others (as nominated and appointed)	Non-renewable Energy

MEMBER RESPONSIBILITIES

MPIAC members and alternates will:

- a) Collaborate with other MPIAC 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 MPIAC and plan implementation progress;
- c) Develop advice that considers relevant government policies and programs, the perspectives of other MPIAC members, and supporting data and documentation;
- d) Abide by the Operating Principles established for MPIAC meetings as outlined in this document;
- e) Make best efforts to attend and participate in meetings of the MPIAC;
- f) Advise the Central Coast Technical Team co-chairs if unable to attend a meeting, and ensure the designated alternate is available for the meeting.

OPERATING PRINCIPLES

The MPIAC 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 MPIAC 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.
- **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 MaPP sub-regional requirements. Meetings may be in person or by teleconference and/or webinar.

Meetings will be co-chaired by the Sub-regional 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 MPIAC meetings to present information and products and address questions on specific topics.

The Sub-regional 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 materials are circulated two weeks in advance of a meeting to provide adequate review time, unless otherwise arranged with a majority of MPIAC members.

The Sub-regional 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 members provided a minimum of five business days to review and comment before posting to the Central Coast sub-region 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 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 MPIAC members for review prior to meetings.

Dropbox, an online file sharing and storage cloud, will be used for sharing relevant documents.

MPIAC meetings are not intended to be public meetings, and will not be advertised. However, notice of meetings will be posted on the Central Coast 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

MaPP will provide funding to MPIAC 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 on request (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 MPIAC members for additional funding to facilitate review of draft materials by others within a sector or area of interest represented by an MPIAC 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.

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APPENDIX 1: MAP OF CENTRAL COAST MARINE PLAN AREA

