

REGIONAL MARINE ADVISORY COMMITTEE (RMAC) TERMS OF REFERENCE

February 10th, 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 (RAF) was developed at the regional scale.

The MaPP partners are currently implementing the four sub-regional marine plans and the RAF. Implementation preparations formally commenced in May 2015 for the RAF area shown in **Appendix 1**.

The RAF benefitted from robust engagement of a standing Regional Marine Advisory Committee (RMAC) comprised of representatives of marine sectors/interests and local government. Recognizing their vested interest in the successful implementation of the RAF, MaPP partners will continue to use this mechanism during implementation.

PURPOSE OF THE COMMITTEE

The general role of the RMAC is to provide advice and feedback on RAF implementation activities in the MaPP region, applying the individual and collective knowledge and skills of RMAC 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 RAF 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; and
- d) Contribute, as appropriate, to other related marine initiatives and proposals in the MaPP region.
- e) Promote and participate in public meetings held to solicit input on implementation activities upon request by the co-chairs;
- f) Build relationships between stakeholders, sectors and governments that work in the region; and
- g) Contribute, as appropriate, to other related marine initiatives and proposals in the Plan Area.

The role and responsibilities of the RMAC do not include provision of advice on process design or public communications, unless specifically requested by the MaPP Marine Implementation Technical Team (MITT).

These Terms of Reference may be expanded to create a broader advisory committee for MaPP and other marine planning and management initiatives, as necessary.



MEMBERSHIP

The RMAC will be comprised of representatives of key marine sectors/interests in the RAF area (**Table 1**). Preferably, members will be residents and/or work or conduct activities in the MaPP region.

Alternate representatives for sectors/interests may attend RMAC 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 RMAC REPRESENTATION AND/OR INTERESTS

Coastal Forestry	Local Government (Skeena-Queen Charlotte RD (Haida Gwaii))
Commercial fisheries	Local Government (Skeena-Queen Charlotte RN (Mainland))
Commercial tourism	Local Government (Central Coast RD)
Finfish aquaculture	Local Government (Kitimat Stikine RD)
Marine conservation	Local Government (Mt Waddington RD)
Public recreation	Local Government (Strathcona RD)
Recreational angling (recreational fishing service providers)	Shellfish aquaculture
Non-renewable energy	Renewable energy
Marine infrastructure	Others (as nominated and appointed)

MEMBER RESPONSIBILITIES

RMAC members and alternates will:

- a) Collaborate with other RMAC 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 RMAC and RAF implementation progress;



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- 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 Operating Principles established for RMAC meetings as outlined in this document;
- e) Make best efforts to attend and participate in meetings of the RMAC; and
- f) Advise the MITT if unable to attend a meeting, and ensure the designated alternate is available for the meeting.

OPERATING PRINCIPLES

The RMAC 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 RMAC members informed of the identification, development, and management of documents that influence RAF 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 RAF 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 regional requirements. Meetings may be in person or by teleconference and/or webinar. In-person meetings will be held in Vancouver or Victoria and will be scheduled as required.

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



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- 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.

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

The MaPP MITT 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 RMAC members.

A general meeting summary will be prepared by the MaPP MITT and will identify key discussion items and key advice given. Summaries will be circulated after the meeting and members provided a minimum of 5 business days to review and comment before posting to the Regional 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 RMAC members for review prior to meetings.

An online Dropbox will be provided for distribution of relevant documents to RMAC members. Online polls will be used to plan meeting dates and coordinate member availability in advance of meetings.

RMAC meetings are not intended to be public meetings, and will not be advertised. However, notice of meetings will be posted on the Regional 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 RMAC 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.

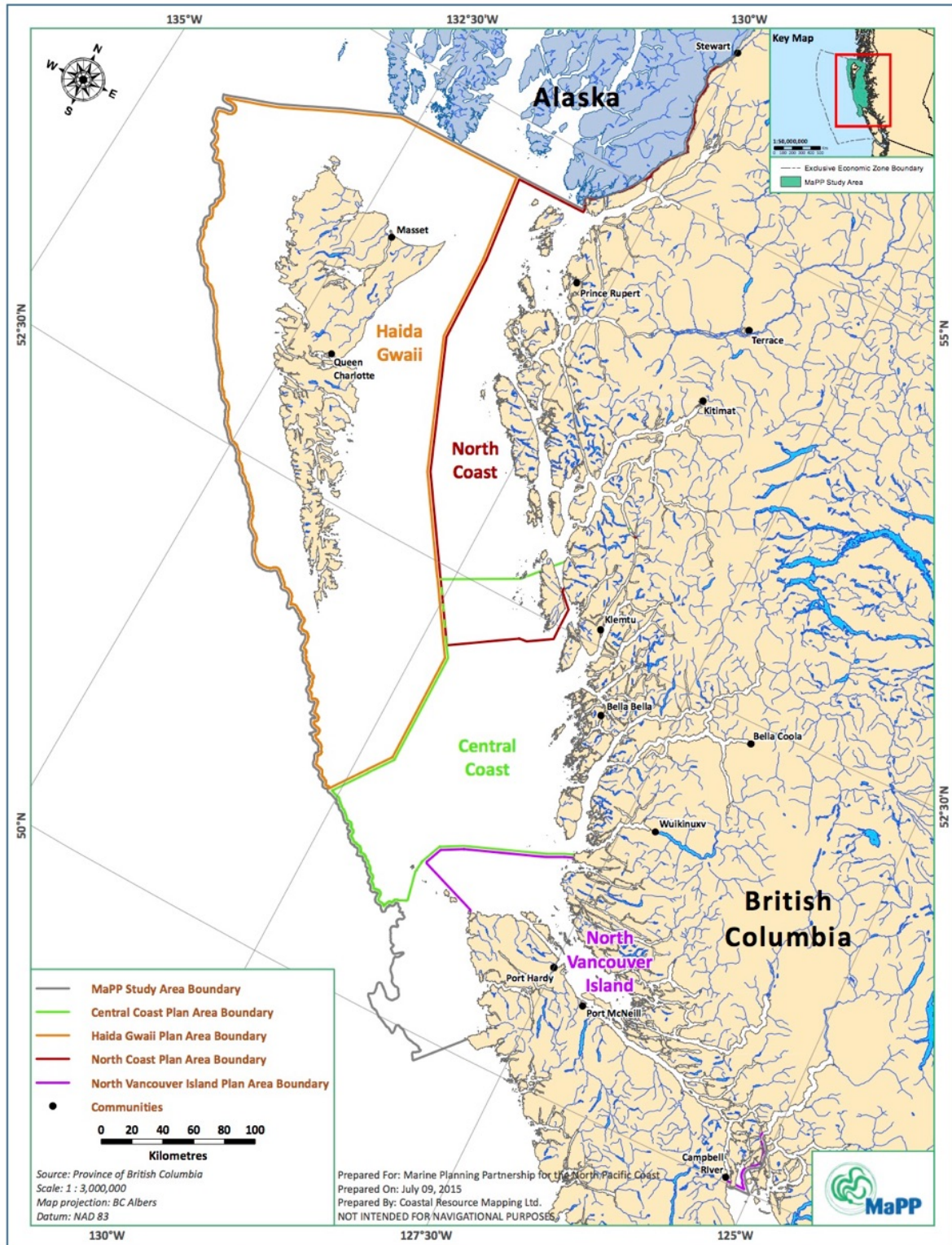


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Expense claims must be submitted within 15 business days of the meeting end date or they will not be accepted. Expense claims will be reimbursed within 30 days of receipt.



APPENDIX 1: MAP OF REGIONAL ACTION FRAMEWORK AREA ('THE MAPP



REGION')

