

# Haida Gwaii Integrated Advisory Committee

## Terms of Reference

### **PURPOSE**

The purpose of the Haida Gwaii Integrated Advisory Committee (IAC) is to provide advice to the Council of the Haida Nation (CHN), the Government of Canada (Canada), and the Province of BC (BC) on Haida Gwaii planning and implementation processes, with a focus on marine planning.

### **CONTEXT**

In April 2011, the CHN, Canada and BC agreed in principle to the value of a coordinated approach to planning (described in the document *Coordinating Marine Planning Processes Around Haida Gwaii*). The goal of all three parties was to achieve well-aligned and complementary Haida Gwaii planning and implementation initiatives. To support this, a Haida Gwaii Marine Steering Committee and technical Marine Coordinating Committee (with CHN, Canada (DFO, Parks Canada) and BC (MFLNRORD) representatives) was established. These committees are responsible for identifying linkages between individual processes and plans, as well as pursuing opportunities for collaboration.

In April 2017, the parties agreed to establish a shared advisory process to meet the needs of multiple planning and implementation processes. The IAC will support implementation of completed plans by the CHN, Canada and BC, as well as provide input into ongoing planning processes. These initiatives include, but are not limited to:

- Pacific North Coast Integrated Management Area (PNCIMA) plan implementation involving CHN/BC/Canada;
- Haida Gwaii Marine Plan implementation (and associated MaPP Regional Action Framework and management plans for Haida Heritage Sites/BC Conservancies) involving CHN/BC; and
- MPA network planning for the Northern Shelf Bioregion involving CHN/BC/Canada.

The role of the IAC may be expanded in the future by mutual agreement of the CHN, Canada and BC.

### **ROLES AND RESPONSIBILITIES**

#### **Members**

IAC members are asked to work collaboratively to:

- Provide constructive advice and recommendations on different planning and implementation processes;
- Ensure multiple perspectives are represented in planning outputs and that advice is based on the best available expertise, science and traditional knowledge;
- Propose strategies for reconciling differing interests or objectives;

- Consider synergies and linkages across processes and plans;
- Provide advice on communication and engagement activities with stakeholders and the public;
- Provide advice on proactive IAC-related communications products, including media releases;
- Promote and participate in public and stakeholder engagement as appropriate;
- Participate in smaller working groups as necessary;
- Identify data and information gaps, and assist with addressing gaps as appropriate;
- Identify partnerships and sources of funding for increased research, monitoring, and public education;
- Abide by the Code of Conduct (Appendix A);
- Prepare for and make best efforts to attend and participate in IAC meetings; and
- Advise the committee co-chairs if unable to attend a scheduled meeting.

### **Co-Chair(s)**

For each IAC initiative, the relevant governments will each appoint a process lead. These process leads will, in turn, either co-chair the relevant portion of the IAC meeting or select an independent facilitator to run the meeting.

Co-Chairs will:

- Organize and call meetings;
- Conduct meetings and/or select an independent facilitator to conduct meetings;
- Arrange for key technical staff from CHN, Canada and BC to make presentations at the meetings;
- Develop an agenda and meeting materials in consultation with the MCC and distribute these in advance of meetings in order to help structure and focus discussion;
- Encourage the active participation of all members;
- Ensure that the Code of Conduct is adhered to by members;
- Monitor progress on action items between meetings;
- Share understanding of current government (CHN, BC and Canada) policies, including constraints on government action.
- Review meeting notes prior before distribution to IAC members; and
- Work with the MCC to coordinate and forward advice provided by the IAC to relevant government representatives and the MSC as appropriate.

### **COLLABORATIVE APPROACH TO DEVELOPING ADVICE**

The IAC will work together in a spirit of mutual respect and understanding. During the process of developing advice, the participants agree to:

- Seek to understand one another's views, concerns and solutions;
- Improve and strengthen communications;
- Seek to accommodate each other's schedules; and
- Seek to reach agreement on advice and feedback with other members, wherever possible.

Members of the IAC are encouraged to work together in a collaborative and problem-solving manner. Technical staff will strive to summarize advice and commentary in the form of succinct written meeting notes, and will circulate these for review and confirmation.

Depending on the initiative under discussion, IAC advice will be shared with relevant government representatives for consideration, as well as the MSC and MCC. The outcomes of the governments' planning decisions will be shared with the IAC.

### **MEMBERSHIP AND TERM OF APPOINTMENT**

IAC will be comprised of a maximum of 15 members appointed by the CHN, Canada and BC through the MSC. Members will be selected to provide a balanced perspective on marine uses in Haida Gwaii based on their experience, expertise, local knowledge, interpersonal skills and personal suitability.

The term of appointment will be two years unless otherwise specified. The MSC may review appointments as required by planning or member needs.

### **MEETINGS AND DOCUMENTATION**

The IAC is anticipated to meet 1 – 2 times a year but meeting frequency may vary depending on process needs. There is no quorum for IAC meetings; however, the co-chair(s) will seek to schedule meetings so that at least two-thirds of IAC members are able to attend.

Members may identify agenda items at the conclusion of any IAC meeting or via communication with the co-chairs when reviewing agendas in advance of an upcoming meeting. Meeting materials will be distributed to IAC members at least one week in advance of meeting dates.

Draft agendas will be reviewed and adopted by the IAC at the beginning of each meeting. A general meeting summary will be prepared and will identify key discussion items, advice given, any agreements reached, and action items.

The IAC will operate through a combination of in-person meetings, email correspondence, and telephone conversations. Electronic correspondence and online file storage, with mail delivery as needed, will be the primary means of document delivery and information exchange.

IAC meetings are open to the public and may take the form of forums or workshops depending on process needs and priorities. Public observers will be expected to adhere to meeting procedures and to refrain from entering discussions without the approval of the co-chairs.

## **FUNDING AND COSTS**

Travel expense reimbursement for participation in IAC meetings will be provided to members where requested, consistent with government policies. Expenses covered include costs of transportation, accommodation and food directly associated with attendance at the meetings. Travel will include a mileage rate for on-island participants travelling by car on Haida Gwaii. A meeting honorarium will be provided to IAC members at rates determined by the co-chairs.<sup>1</sup>

## **COMMUNICATIONS**

The co-chairs from the different governments will be the spokespersons for the IAC.

It is anticipated that most questions from the media or external audiences would be re-directed to the relevant co-chairs. However, in such cases where IAC members speak directly to the media, they agree that their representations will be respectful of other members and supportive of the process. Members are encouraged not to characterize the positions or suggestions of other members in their discussions with the public or the media.

---

<sup>1</sup> IAC member honoraria will be provided through the Marine Plan Partnership (MaPP)

## **Appendix A: Code of Conduct**

IAC members agree to:

- a) Act in good faith in all aspects of the IAC meeting process;
- b) Treat each other with respect and as equals;
- c) Participate in meetings through active listening and thoughtful contribution;
- d) Assist the co-chairs/facilitator in ensuring that meetings are efficient and effective;
- e) Assist the co-chairs/facilitator 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 input;
- h) Focus disagreements on the issues or facts, not on individuals or groups;
- i) Make good faith efforts to accurately characterize IAC discussions to others; and
- j) Adhere to this Code of Conduct and raise with the co-chairs and/or the member(s) in question, any matter they perceive to be in violation of this Code of Conduct.