

PACIFIC NORTH COAST INTEGRATED MANAGEMENT AREA INITIATIVE

PLANNING OFFICE - TERMS OF REFERENCE

1.0 INTRODUCTION

Federal and provincial governments and First Nations are collaborating in the development of an integrated oceans management plan for the Pacific North Coast Integrated Management Area (PNCIMA). This partnership approach is pursuant to a 2008 Memorandum of Understanding (MOU), and subsequent addendums in 2010. These parties have formed a trilateral governance arrangement for the planning and management of the PNCIMA initiative. The trilateral arrangement occurs at two levels:

- A Steering Committee which provides overall leadership for the PNCIMA process; and
- The Planning Office which manages and facilitates the integrated ocean management planning activities for the PNCIMA initiative.

These terms of reference are provided for the effective functioning of the PNCIMA Planning Office and for confirmation of the roles, responsibilities, general activities and procedures, as required by the Steering Committee. The Steering Committee operates under its own, distinct terms of reference.

2.0 PLANNING OFFICE ROLES AND RESPONSIBILITIES

- a) The overarching role of the Planning Office is to implement Steering Committee direction on management of the PNCIMA process and development of an integrated oceans management plan. Responsibilities within this role include:
- Managing the planning process, communications, working groups, committees, stakeholder engagement and planning outputs;
 - Developing PNCIMA work plans and budgets;
 - Developing funding and other PNCIMA-related agreements;
 - Developing budgets and drafting terms of reference and work plans for the Integrated Oceans Advisory Committee (IOAC), subcommittees, science advisory teams and working groups;
 - Developing agendas for stakeholder committee meetings and public forums;
 - Overseeing and reviewing the work undertaken by working groups and science advisory teams;
 - Serving as a forum for dialogue and the building of agreements between member organizations;
 - Providing advice to the Steering Committee on PNCIMA-related matters;

- Coordinating the sharing of information between, and integration of outputs from the various scales of planning within the PNCIMA, namely:
 - Large Oceans Management Area (LOMA) or “regional” scale
 - Geographic Management Area (GMA) or “sub-regional” scale
 - Coastal Management Area (CMA) or “local/community” scale
- Preparing a PNCIMA plan document and supporting materials with input from the Integrated Oceans Advisory Committee, subcommittees, science advisory teams and working groups for review and approval.

3.0 MEMBERSHIP STRUCTURE AND ROLES

The Planning Office is comprised of two components, with membership, roles and responsibilities as follows:

3.1 Planning Office Process Management Team

- a) The Process Management Team consists of a maximum of four members: the DFO PNCIMA Coordinator, the BC government PNCIMA coordinator, and two PNCIMA coordinators representing First Nations’ organizations signatory to the MOU.

- b) Any requests by other First Nations’ organizations for their own, additional representation on the Process Management Team will be addressed and resolved through discussions among First Nations signatory to the MOU within the limit of two coordinators representing First Nations as described above. Results of these discussions will be provided to the Steering Committee for confirmation.

- c) The role of the Process Management Team is to lead the efforts and activities of the Planning Office, and includes:
 - Managing the PNCIMA process and outputs, including facilitation and coordination of Planning Office activities, and coordination of stakeholder engagement activities;
 - Formulating advice to the Steering Committee on planning process, planning structures, work plans, budgets, staffing, planning outputs & communications;
 - Identifying topics and coordinating or preparing draft Steering Committee briefings & reports for presentation;
 - Managing and coordinating the development and review of technical products, planning products, research/analysis contract deliverables, communications products, etc before distribution to Steering Committee and other PNCIMA process structures (e.g., IOAC, working groups etc);

- Communicating with respective members of the Planning Office Technical Team to flag potential issues as they arise and seeking to develop compatible approaches among all interests;
- Representing the Planning Office on the Steering Committee and in public/stakeholder communications;
- Relaying and ensuring implementation of Steering Committee direction to the Planning Office Technical Team and other PNCIMA process structures;
- Establishing schedules and agendas for meetings of the Steering Committee, Planning Office, stakeholder committees, working groups, workshops and public forums, where necessary;
- Providing direction to work of the Support Team through the Office Administrator.

3.2 Planning Office Technical Team

- a) The Technical Team consists of federal, provincial and First Nations' representatives by MOU signatories. Additional, technical representatives from members of First Nations' organizations signatory to the MOU and other federal and provincial agencies may participate as required. Membership includes but is not limited to:
 - Federal departments: Fisheries and Oceans Canada (DFO), Parks Canada Agency, Environment Canada; Transport Canada; and Natural Resources Canada;
 - Provincial ministries, including: Ministry of Environment (MOE), Ministry of Natural Resource Operations (MNRO), and Ministry of Forests, Mines and Lands (MFML);
 - Members of First Nations' Umbrella Organizations: North Coast Skeena First Nations Stewardship Society (NCSFNSS), Coastal First Nations - Great Bear Initiative (CFN)¹, and Nanwakolas Council (NC).

- b) Other federal, provincial and First Nations' representatives may be involved on an as-required basis, depending on the issue(s) being discussed and on the mandate of the relevant department, ministry or First Nation organization.

- c) The role of the Technical Team members includes:
 - Participating in structures (e.g., sub committees) to draft products for review within the planning process
 - Reviewing and providing advice on process management to the Process Management Team;
 - Providing advice on the planning and delivery of stakeholder engagement activities;

¹ Consists of representatives appointed by central coast First Nations and the Council of the Haida Nation

- Reviewing and providing advice on briefings, reports and other products that are to be distributed to the Steering Committee, other PNCIMA structures or the public;
 - Ensuring review of background information and draft planning outputs by appropriate staff and experts within their organizations, and provide collated comments to the Planning Office where appropriate;
 - Briefing their Steering Committee representatives and/or appropriate senior officials within their organizations on PNCIMA process, progress and issues.
- d) Sub-committees may be formed within the Planning Office Technical Team to address items of a time-limited and/or topic specific nature. The sub-committees will be formally tasked by the Process Management Team and report back on findings and recommendations to the Planning Office as a whole.

5.0 PLANNING OFFICE SUPPORT

5.1 Planning Office Support Team

- a) The two components of the Planning Office will be supported by a Planning Office Support Team. The Support Team consists of contracted staff responsible for a variety of specific planning, information, communications and administrative functions, including:
- Support Team and process administration;
 - Planning, research and analytical support;
 - Information and GIS analytical support;
 - Communications management; and
 - Science and research coordination and management.
- b) The role of the Support Team members includes:
- Providing logistical and technical planning, research, information, science, technology and GIS support services to PNCIMA process;
 - Providing communications plans and strategies for PNCIMA process;
 - Providing support to the Process Management Team in preparation of agendas and briefings to the Planning Office as a whole, Steering Committee, and stakeholder advisory committee;
 - Supporting working groups, stakeholder advisory committee, workshops and other functions as required by Process Management Team and directed by Office Administrator.
- c) Requests for additional Support Team functions may be made to the Steering Committee, on the basis of work load, budget, and other information.

6.0 ADMINISTRATIVE PROCEDURES

- a) Administrative matters include the preparation of agendas, conducting of Planning Office meetings, records of decisions and the preparation and circulation of meeting minutes.
- b) The Planning Office will meet (at a minimum) on a monthly basis, or more frequently if required. Meetings will be scheduled in advance of Steering Committee and IOAC meetings for review of, and input to briefings, information, requests and responses being brought to these committees.
- c) Most meetings will be held by teleconference; although periodic, in-person meetings will be held in Vancouver to foster teamwork and collaboration and address key topics.
- d) Meetings will be chaired by one of the Process Management Team members (rotating chair).
- e) Planning Office agendas and dates will be set by the Process Management Team. Best efforts will be made by the Process Management Team to circulate agendas and supporting documents 5 working days in advance of a Planning Office meeting.
- f) Meeting summaries or records of action and decision will be prepared, and circulated in advance of the subsequent Planning Office meeting.
- g) Members of the Planning Office will seek integrated outcomes, working collaboratively to integrate and make the best use of their resources, creativity and expertise. The Process Management Team will identify the nature of the input or support being requested for agenda items. When agreement is reached on approach to a specific issue, it is understood that members may have to take the agreed-upon approach back to their respective departments or leadership for ratification. Where support is not obtained, the reasons for non-support may be elevated to the Steering Committee for resolution.

7.0 FUNDING AND SUPPORT

- a) Each First Nation, federal and provincial organization is responsible for funding its representation and participation on the Planning Office.

- b) The Planning Office will be provided with administrative support, through in-kind contributions from the parties, to facilitate their work.

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