



AQUACULTURE MANAGEMENT

Fisheries and Oceans Canada (DFO)
Shellfish Aquaculture Management Advisory Committee (AMAC)
Shellfish AMAC working group on environmental performance
Draft terms of reference 2018

Background

The shellfish Aquaculture Management Advisory Committee (AMAC) established by Fisheries and Oceans Canada (DFO) Pacific Region to provide formal advice and make recommendations to the Department on planning, policy and operational decisions related to aquaculture management in British Columbia, may recommend a working group on environmental performance.

The AMACs are the mechanism which will bring together a range of interests related to aquaculture to provide coordinated analysis and advice to DFO with regard to aquaculture in British Columbia. AMACs provide a venue for discussion and dialogue, both between and among industry, First Nations, stakeholders and local/provincial and federal governments.

Shellfish AMAC Working Group on Environmental Performance Goals and Objectives

The working group would follow up on objectives which have been identified at previous AMACs, and would report to the shellfish AMAC at the spring and fall meetings in 2018 on two deliverables:

1. Examining and making recommendations relating to better communicating the roles and responsibilities of various governments and parties related to environmental performance and debris issues
2. Recommendations for improving the environmental performance of shellfish aquaculture in British Columbia

The working group would have a representative member from each sector on the shellfish AMAC (ie, aquaculture industry, aquaculture industry organizations, First Nations, environmental & conservation non-governmental organizations, and local government), as well as Provincial government and additional community interest participation.

Guiding Principles

In general, DFO advisory processes operate according to an accepted set of principles, designed to guide participation of the parties in the advisory committee process. Drawing on many decades of experience, and with reference to other policies and processes, DFO provides the following principles to guide discussion and decisions on how AMACs are structured and will operate:

- Environmental and Social Sustainability
 - Participants will work to increase their individual and collective knowledge about the aquaculture industry and its possible impacts on the environment. The committee members will provide input to the process which seeks to ensure sustainable aquatic ecosystems, while recognizing that the activity of aquaculture and the success of the industry economically is broadly beneficial to the people of Canada.



- **Respect for Process:**
 - All participants will respect the terms of reference established for the role and conduct of advisory structures in general and this advisory committee in particular. The AMAC is not intended to duplicate or interfere with any other consultation process within Fisheries and Oceans Canada. The department should refer stakeholders and other outside parties who offer unsolicited recommendations and advice outside of the established process to the appropriate advisory body contact. The department will inform the AMAC of any unsolicited advice it receives.
 - **Transparent:**
 - There should be transparency throughout the process based on open lines of communication and the provision of timely, accurate, accessible, clear and objective information by both the department and participants. This information will be available to all participants in the process on an equal basis. Organizers will provide access to agendas and information needed as a starting point for an informed discussion well in advance of the meetings. In addition, this information and meeting summary notes will be made available to the public to ensure accountability to all Canadians.
 - **Accountable:**
 - Participants who are representatives of a constituency are expected to bring to the discussions the general views, knowledge and experience of those they represent, and bring back an awareness and understanding to their constituencies about deliberations of the consultation activity and reasons for decisions taken. All participants share accountability for explaining how their input/advice was used and why and how decisions are taken.
 - **Broad Representation:**
 - Representation on the advisory committee should relate to the mandate and function of the committee. Participation in advisory committees should reflect a broad range of interests in aquaculture issues in Pacific Region, so that to the extent possible, a diversity of perspectives are engaged.
- Respectful participation:**
- Participation in the advisory committee process involves responsibilities. Members participate in good faith. Members of the advisory committee will establish an operating environment that promotes and supports civil and productive discussions.
- **Effective:**
 - All participants should be satisfied that the process can achieve the objectives of the committee. The process will not force consensus, but will seek consensus where possible through the collaboration of participants. This does not mean that participants will always agree with the final advice, outcome, or recommendation. Where there is disagreement, or conflicting opinion with respect to the work of the committee, these variations in opinion will be captured in the meeting notes. The process must be cost-effective, and set out and respect realistic timeframes.

Committee Composition

The working group would have a representative member from each sector on the shellfish AMAC (ie, aquaculture industry, aquaculture industry organizations, First Nations, environmental & conservation non-governmental organizations, and local government), as well as Provincial government and additional community interest participation.

DFO's objective is that AMACs and their working groups will be moderate in size, and comprised of a range of interests that would work together within the committee structure to advise DFO on matters related to aquaculture. Groups with interests peripheral to aquaculture, who have established linkages to DFO through other established processes, may link to the AMACs through a designated DFO staff aquaculture liaison. Non-members may also be invited to participate in specific meetings of the AMAC, either as observers or guests.

Membership and Participation

Aquaculture industry	1 seats
First Nations	1 seats
Environmental Organizations	1 seats
Aquaculture Associations	1 seats
Local government	3 seats
<u>Community interest</u>	<u>2 seats</u>

TOTAL: 9 seats

The Government of Canada and the Government of British Columbia will participate in the process of the committee, providing ex-officio representatives as required, but will not have seats on the committee, which is expected to provide advice and recommendations to government.

In addition to the regular participants, the Department or committee members may wish to invite guests or observers to participate in the process. This may include other government departments with jurisdictions related to aquaculture, or other interest groups without seats on the Committee.

Meetings of the AMAC working groups will be open to general observers, but only appointed members, invited guests, and governmental staff will be able to actively participate in the meetings.

Alternates

Each of the participating organizations can identify alternate members for each sitting AMAC member, or for a group of members. Only these alternates will be able to replace the members, should they be unable to attend a meeting.

Committee Appointments

Selection of Committee Members

The following selection method will be used to appoint participants to the AMAC process:

- Participants nominated by their sector/organization
- Nominations forwarded to the Department
- Department appoints nominees

Term of Members

Each member or alternate will serve at the pleasure of the nominating host organization. The normal duration of an appointment will be three years, but if a member resigns or loses the support of their nominating organization a term may be shorter than three years. Decisions of this nature should take place through discussions between the nominating organization and DFO.

AMAC Working Groups Requirements

The Aquaculture Management Advisory Committee may convene ad-hoc working groups comprised of members, alternates, and other persons whose perspectives it may determine are required. In all circumstances where the AMAC agrees that a Working Group is to be instituted, the Committee will develop a written implementation plan, including a timeline for the working group that details the task to be undertaken and the reporting requirement.

Facilitator

The AMAC working group meetings will be facilitated by a person that has the capacity and skills to manage the process. This person will not be required to fill another function related to the committee simultaneously and will not participate in content discussions. The facilitator may be a DFO representative or an independent individual.

Roles and Responsibilities of the AMAC working group

In terms of the functioning of the Committee, the AMAC working group will:

- I. Conduct meetings consistent with its Terms of Reference;
- II. Establish an meeting plan consisting of a schedule of meetings and anticipated agenda items;
- III. Develop feedback (advice and/or recommendations) taking into account departmental priorities, the views of the interests represented on the committee, and supporting data and documentation where possible;
- IV. Provide advice to the Department of Fisheries and Oceans;
- V. Fully explore all matters on its agenda in a manner that seeks to understand the interests of all concerned. The committee will seek, but not force consensus, and if it becomes apparent to the facilitator that further dialogue on a specific issue is not productive, the varying opinions of committee members will be recorded and discussion will move forward;
- VI. Review and provide feedback on records of meetings within a limited time frame and accept those records of meetings before the records are made publicly available; and;

AMAC Working Group Members will:

- I. Clearly articulate the interest and concerns of their interest group and incorporate them into the committee's discussions;
- II. Contribute to clarifying perspectives and concerns in all discussions by listening carefully, asking pertinent questions, and educating themselves regarding the interests of other members whether or not they are in agreement with them;
- III. Encourage and allow members to test tentative ideas and exploratory suggestions without prejudice to future discussions;
- IV. Keep their constituencies informed of the role of the advisory committee;
- V. Obtain the input and guidance of their constituencies on the issues of discussion at meetings;
- VI. Encourage the engagement of their constituencies in dialogue which will contribute to the discussions at the committee table;
- VII. Represent information, views and outcomes of committee discussions accurately and appropriately, and;
- VIII. Share responsibility for the success of the committee.

Fisheries and Oceans Canada (DFO) staff will:

- I. Respect the process by referring stakeholders and other outside parties who offer unsolicited advice outside of the process to the appropriate advisory committee contact;
- II. Respect the process by directing any unsolicited advice to the appropriate committee members;
- III. Respect the process by informing the committee of any unsolicited advice the department receives;
- IV. Provide logistical support the scheduling, preparing agendas, securing facilities, copying materials, managing discussions, and drafting summary minutes of the advisory committee meetings;
- V. Present information to the committee that enables it to engage in informed discussions on issues for which the department is currently seeking advice, or that the advisory committee has included on its agenda;
- VI. Identify when issues are impacting upon the department's legislative, policy, or program mandates;
- VII. Communicate the outcomes of the advisory committee deliberations, including both common positions, and diverging perspectives, to other staff, other programs, and senior managers as appropriate; and;

- VIII. Provide updates on how the department responds to the advice received during advisory committee meetings in a timely, open, and transparent manner that outlined the rationale for the department's response.

The Province of BC will:

- I. Respect the process by referring stakeholders and other outside parties who offer recommendations and advice outside of the established process to the appropriate advisory body contact;
- II. Identify when issues are impacting on the province's legislative, policy or program mandates;
- III. Communicate the outcomes of the advisory committee deliberations throughout the provincial ministries; and;
- IV. Respond to questions and requests for information arising from the deliberations of the advisory committee in a timely manner.

The process facilitator will:

- I. Manage the process consistent with the Terms of Reference and agreed upon agenda; promote interactive dialogue, and enable all perspectives to be heard within the constraints of the time available;
- II. Support bringing issues to closure by ensuring that there is clarity on the topics being discussed, a summation of the advice and recommendations of the committee, and acknowledgement of any outstanding issues or concerns;
- III. Identify areas where there are conflicts and support processes through which those conflicts can be addressed; and;
- IV. Prior to the conclusion of every meeting, engage the members in the identification of agenda items and scheduling for the next meeting of the committee.