

**First Nations Fisheries Council Food, Sec. 35 (1)
Food Social and Ceremonial Fisheries Working Group
Draft Terms of Reference**

Purpose

The purpose of the Sec 35 (1) Food, Social & Ceremonial Fisheries Working Group (FSCWG) is to further the joint objectives of the First Nations Fisheries Council (FNFC) and Fisheries and Oceans Canada (DFO) as articulated in the Commitment to Action.

Activities

The initial task of the FSCWG will be to complete a joint work plan which will outline the specific goals and objectives and deliverables of the group.

Subsequent activities will include those outlined in the workplan and focus on achieving joint objectives, milestones and deliverables as identified by the working group and endorsed by DFO and FNFC Executive.

Timelines

The FSCWG will be in place for the life of the FSCWG work plan. Progress will be jointly evaluated by DFO and the FNFC on an annual basis with the mandate renewed by the Joint Executive of FNFC and DFO.

Membership

The FSCWG will be comprised of up to twelve (12) members, up to six (6) appointed by DFO and six (6) appointed by the First Nations Fisheries Council.

The First Nations Fisheries Council representation will include the responsible portfolio-holder on the Council. The Council appointments will be broadly advertised and appointments will be made through the First Nations Fisheries Council, with an objective being to bring a diversity of experience, perspectives, skills, and geographic representation to the working group.

The FSCWG will select DFO and FNFC Co- Chairs, who with support from DFO and Council staff will be responsible for arranging meetings, preparing agendas, developing required materials, and reporting to the Joint Executive of FNFC and DFO.

Technical, policy, administrative and planning support to the FSCWG will be provided by the FNFC or DFO, or by outside contractors, as stipulated in the work plan or agreed to by working group members.

Work and Reporting

The first task of the FSCWG will be to develop a Work Plan. The work plan will be reviewed and approved by the Joint Executives of the FNFC and DFO before it comes into effect. The work plan will identify resources necessary to support proposed work.

The Sec 35 (1) Food, Social & Ceremonial Fisheries Working Group is accountable to, and will report regularly to, the Joint Executive of DFO and the FNFC. It will be responsible for providing regular briefings to the Joint Executive on a quarterly basis using supplied briefing formats. The Working Group will produce an overview report of its progress against workplan deliverables at the end of each fiscal year.

The FNFC will facilitate reporting directly to meetings of First Nations, including the annual FNFC Fisheries Assembly, and the Chiefs-in-Assembly at the Union of BC Indian Chiefs, the First Nations Summit, and the B.C. Assembly of First Nations meetings as necessary.

DFO will facilitate internal coordination and briefings for the Department.

Meetings

The FSCWG will meet on a monthly basis, or as required to prepare and implement the work plan as approved by the Joint Executive of DFO and the FNFC.

Meetings may be held by teleconference or in person, as outlined in the work plan. A minimum of 50 percent of the members from each party (DFO and the FNFC) will be required for quorum. For time sensitive issues where quorum is not achieved, members who are present at a meeting or teleconference may advance proposals for ratification by other members by email.

Time Commitment

Committee members are expected to be available for FSCWG duties a minimum of two days per month (one day travel, preparation and follow through; one day meeting).

Compensation

Meeting costs will be accounted for in the work plan. No expenditures outside of those accounted for in the work plan can be incurred without the written approval of DFO or the FNFC, who will then assume those costs.

First Nations members of the FSCWG who are not paid a salary by their home organization, or in cases where a home organization does not have sufficient funds to support participation in the working group, will receive a consulting fee when working on behalf of the Sec 35 (1) Food, Social & Ceremonial Fisheries Working Group. Members will receive reimbursement for travel and/or expenses incurred as a result of

working directly on Working Group tasks, at the rate and conditions set by the Treasury Board.

Members will be required to submit an invoice for time spent on Working Group activities and their expense/travel claims to the FNFC at minimum of once every quarter.