

TERMS OF REFERENCE

LOCAL SPORT FISHING ADVISORY COMMITTEES ("Local SFAC")

MANDATE:

These terms of reference will apply to all Local SFACs. Local SFACs are established to represent a community or a small geographic area within a Regional SFAC. The Local SFAC will cover such a geographic area as agreed to by the Sport Fishing Advisory Board, (SFAB), the Regional SFAC, and Department of Fisheries and Oceans Canada (DFO).

Local SFACs will provide formal advice and recommendations in the form of recorded motions to the appropriate Regional SFAC on matters relating to tidal recreational fisheries and non tidal anadromous fisheries.

These terms of reference will be in effect until April 2012 at which time they will be reviewed in conjunction with a broader assessment of advisory processes.

GUIDING PRINCIPLES:

The following principles will be used to guide decisions on the structure and operations of the Local SFAC:

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. This information should be available to all participants in the process on an equal basis. DFO organizers, after considering input from the local SFAC Chair, should provide access to agendas and information needed as a starting point for informed discussion well in advance of meetings. In addition, DFO will ensure this information is posted to a public website 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 the success of the process. The Department is accountable to participants for explaining how their advice/input was used and why and how decisions are taken.

Inclusive Representation:

Representation on advisory bodies should relate to the mandate and function of the committee. Participation in advisory processes should be fairly balanced and

reflect a broad range of interests in fisheries and oceans issues in the Pacific Region that affect anglers in the local SFACs geographic area, to the extent possible, so that a diversity of perspectives is involved.

Effective:

All participants should be satisfied that the process can achieve the goals of the mandate. This does not mean that participants will always agree with the final advice, outcome or recommendation. Processes must set and respect realistic timeframes recognizing the volunteer nature of the local SFAC.

Efficient:

The size of the advisory committee will reflect a balance between the diversity of fisheries and oceans issues in the local SFAC's geographic area and participant numbers that will facilitate productive discussion. Should committee size become an issue, the principle of "Inclusion" as detailed above will be the overriding priority. Wherever possible, links to other departmental consultative processes will be made to realize efficiencies in consultation.

ROLES AND RESPONSIBILITIES:

To make formal recommendations to the relevant Regional Sport Fishing Advisory Committee (the "Regional SFAC") on matters affecting all recreational tidal fisheries and non-tidal recreational fisheries, pertaining to anadromous fish. On matters affecting tidal recreational fisheries, recommendations and advice will cover all species and all forms of recreational fishing.

To review and provide feedback through the appropriate Regional SFAC regarding fishery policy proposed by federal or provincial ministries or recommended by the SFAB process.

To develop recommendations regarding annual fishing plans for tidal and non-tidal fisheries affecting anglers in their geographic area and to forward any resulting proposals to the SFAB through the Regional SFAC.

To review and make recommendations to the relevant federal or provincial ministries through the appropriate Regional SFAC on "in season" amendments to annual fishing plans respecting their geographic area.

To assist in disseminating information to the general public on matters affecting all recreational tidal fisheries and non-tidal recreational fisheries, pertaining to anadromous fish.

MEMBERSHIP:

Membership on the Local SFAC should allow for representation from all elements of the local recreational fishing community. Representation will be geographically oriented to ensure perspective from all sections of the area.

Representation on the Local SFAC will be sensitive to achieving a balance between **Primary and Secondary Level User Group Members**. The majority of members should be Primary Level User Group Members.

Primary Level User Group Members are persons who do not receive a significant amount of their annual income directly or indirectly from the recreational fishery. A Primary User Group Member may include a person who is the representative from a non-industry recreational fishing advocacy organization.

Secondary Level User Group Members are persons who receive a significant amount of their annual income directly or indirectly from the recreational fishery. A Secondary Level User Group Member may include a person who represents a recreational industry organization.

A seat on the Local SFAC will be provided for those provincial organizations sitting on the SFAB and a seat for each of their member organizations which may exist within the geographic boundaries of the Local SFAC (see Table 1).

A seat on the Local SFAC will be provided for a representative from each of the major recreational fishing groups that may exist within the geographic boundaries of the Local SFAC.

Ex officio membership on the Local SFAC will be provided for officials and staff of the federal and provincial fisheries management and policy ministries or other government agencies as required. Agenda time for issues raised by an agency not contributing financially to the operation of the SFAB shall be based on agreement by the Local SFAC Chair and the designated representative from DFO.

Additional voting memberships for local anglers not affiliated with the organizations provided for above can be provided by a simple majority vote of the sitting members and as agreed by DFO

RESPONSIBILITIES OF THE CHAIR:

In cooperation, and with the assistance of the DFO co-Chair, the Local Committee Chair will establish agendas and arrange for the provision of background material to members of the Local SFAC, prior to each meeting.

The Chair or designated alternate will represent the Local SFAC and report the results of the Local SFAC meetings and decisions to the respective Regional SFAC.

Local SFAC meetings will be held at the call of the Chair, or at the request of DFO.

The Chair may only vote on recommendations or motions in the event of a tie vote in the Local SFAC.

OPERATIONAL PROCEDURES:

Meetings will be held at least twice a year, preferably at least 14 days in advance of any scheduled meeting of the applicable Regional SFAC. All members, except ex officio members, are entitled to vote on motions or recommendations introduced at any meeting of a Local SFAC.

Motions and/or recommendations may be put forward for consideration by any voting member of the Local SFAC. Except when electing officers, decisions will be made by a show of hands and members shall have the right to ask that their position be recorded in the minutes. Motions or recommendations approved by a simple majority vote of the members of the Local SFAC shall be brought forward and presented for consideration to the relevant Regional SFAC.

The standard rules for conducting meetings known as "Roberts Rules of Order" shall be applied during the conduct of SFAB meetings and the meetings of all Regional Committees, Local Committees and Working Groups. Participants are expected to follow the SFAB Code of Conduct contained in Appendix A.

The voting members of the Local SFAC shall elect at any duly constituted meeting of that Local SFAC a Chair to serve for two years. The Chair or designated alternate shall also serve as the voting representative from the Local SFAC to meetings of the Regional SFAC for that geographic area. The Local SFAC members shall also elect an alternate representative to the Regional SFAC.

The Chair and other elected representatives will serve for two years.

DFO shall appoint a person to serve as co-Chair of the Local SFAC to work with the non-government elected Chair.

In consultation with the local co-Chair, DFO will make meeting arrangements and prepare summary meeting notes and a list of motions and disposition from each meeting.

In most cases there should be no requirement for travel expense reimbursement for members attending Local SFAC meetings. In those situations where DFO decides that expense reimbursement is warranted, payment will be provided at standard Treasury Board rates.

Amendments to the Terms of Reference for Local SFACs can be made by a notice of motion and a 2/3 majority vote of the SFAB. Local SFAC approved amendments will be forwarded to DFO for approval.

Table 1. List of organizations at the Local SFAC.

PSC	Pacific Salmon Commission
BCWF	B.C. Wildlife Federation
SFI	Sport Fishing Institute of B.C.
SSOBC	Steelhead Society of B.C.
BCFFF	B.C. Federation of Fly Fishers
BCFDF	B.C. Federation of Drift Fishers
MTA	Marine Trades Association
BCLCA	B.C. Lodging and Campgrounds Association
BCMA	B.C. Marina Operators Association

APPENDIX A

SFAB CODE OF CONDUCT

The right to participate in an advisory process is accompanied by responsibilities. Those who participate in consultation processes should do so in good faith and with the public interest in mind. Participants have a responsibility to engage in effective, balanced and civil communication. As representatives of diverse interests in the recreational fishery they have a responsibility to ensure that they are accountable to their constituents, that government gets the information it needs to make well-informed and balanced decisions, and that all three levels of the SFAB process operate as efficiently as possible.

All SFAB participants should:

1. Maximize the exchange of information and minimize misunderstandings by:
 - speaking clearly, listening carefully and asking for clarification if a point is not understood;
 - sharing information related to the issues at hand;
 - stating concerns about other participants' interests or the process openly and directly;
 - clearly explaining what is important to them and why;
 - stating their perspective as concisely and briefly as possible; and

2. Ensure that others have the opportunity to speak, that all perspectives are taken into account and that a respectful atmosphere is maintained by:
 - respecting each others' values and interests;
 - avoiding accusatory language, rude behavior and stereotyping;
 - listening to what others have to say without interrupting;
 - beginning meetings on time;
 - seeking a better understanding of other perspectives with an open mind; and

3. Ensure accountability to local, regional or province-wide constituencies by:
 - making every effort to attend all important meetings, or sending an alternate;
 - establishing clear lines of accountability with those they represent;
 - communicating pertinent information to their constituencies regularly;
 - acting quickly to raise and resolve any concerns regarding the accountability of the process or any of the representatives to protect the integrity and trust of the group.

4. When negotiating in the advisory process, facilitate agreements across the full spectrum of interests by:

- negotiating in good faith, building as much agreement as possible;
- avoiding participation in activities that may undermine the negotiation;
- focusing on underlying interests or objectives rather than positions and seeking to understand the interests of others;
- recognizing the legitimacy of other interests;
- treating issues as problems to be solved not as personal or sectoral conflicts;
- allowing others the freedom to test ideas without prejudice to future discussion; and
- seeking creative solutions that accommodate all interests.

5. Engaging in appropriate external communication by:

- ensuring that descriptions of the process are as accurate as possible before communicating them to the general public or the media;
- ensuring that contact with the media is respectful of others.