

# **SKEENA FISHERIES ADVISORY COMMITTEE**

## **TERMS OF REFERENCE**

Vers. 1.4 (March 2011)

### **Background/Purpose**

The Skeena Fisheries Advisory Committee (SFAC) has been created to provide a forum for various angling group representatives within the Skeena Region. The SFAC promotes discussion and provides advice to the Skeena Fish and Wildlife Section Head and the Director of Fish & Wildlife, Ministry of Forests, Lands and Natural Resource Operations, for consideration on issues related to the regulation of recreational and commercial recreational sport fishing within the Skeena Region.

### **Responsibilities of SFAC**

1. The primary role of the committee is to review and provide advice on fishing regulation proposals. Consensus is preferred. Issues regarding regional fisheries under Provincial jurisdiction can be addressed (placed on the agenda) by a member of the committee.
2. Committee members will be held to the highest standards of professional conduct and mutual respect; aggression, offensive comments or foul language will not be tolerated and those unable to adhere to these rules will be dismissed from the meeting and/or the Committee.

### **SFAC Membership**

The committee shall consist of representatives from:

- 1 member of the local chapter of the Steelhead Society of BC
- 1 member of the local chapter of the BC Wildlife Federation
- 1 member from the BC Federation of Drift Fishers
- 1 member from the BC Federation of Fly Fishers
- 1 member from the Skeena Angling Guides Association
- 1 member from "other" angling guides association
- 1 member from the North Coast Steelhead Alliance
- 1 member from regional tackle vendor community
- 5 separate rod and gun clubs\*
- 3 non-affiliated independent anglers\*†

\* Effort will be made to have representatives from each of the geographically distinct areas of the Skeena Region. For example:

- 1 member from the Tweedsmuir Rod and Gun Club - upper Fraser area
- 1 member from the Bulkley Valley Rod and Gun Club - upper Skeena area
- 1 member from the Prince Rupert Rod and Gun Club – coastal mainland area
- 1 member from each of the Terrace and Kitimat area Rod & Gun Clubs – middle Skeena area

† non-affiliated resident anglers will be selected through an open, transparent system free of bias.

## **Code of Conduct Principles**

1. Be hard on problems and soft on people.
2. Seek to gain a better understanding of perspectives of others.
3. Treat others with courtesy and respect.
4. Take initiative to improve work partnerships and processes.
5. State views as interest and values rather than positions and explain why they are important.
6. Come to meetings prepared and ready to engage in productive discussion.
7. Share information relative to the issues being discussed.
8. State concerns openly and directly.
9. Lead by example.
10. Wait for others to finish speaking and listen to what they are saying.
11. Seek creative solutions which accommodate all interests.

## **Meetings/Procedures**

1. The committee will meet formally, once a year, with supporting teleconference calls as necessary.
2. The annual committee meeting will be held in a location agreed upon by the committee and the Ministry. The meeting will be held on the 3<sup>rd</sup> Sunday in March.
3. The committee will strive to work in a constructive and co-operative manner to achieve a consensus recommendation of the members. For the purposes of this committee, consensus is general agreement such that each member of the committee works from an interest-based position and that they can support the outcome without sacrificing their principles.
4. If consensus can not be reached, all positions will be forwarded to the Regional Manager for consideration. Members of the committee can have their views recorded in the meeting notes and via written submission once the discussion has concluded.
5. In order for a meeting of the advisory group to proceed, fifty percent of the committee must be in attendance. Members that cannot attend a meeting may submit their position in writing to the chairperson on any given item on the agenda (*see # 8 below for notification of attendance*).
6. Ministry of Environment staff will act as chairperson until such a time that the committee can nominate a chair from its membership.
7. Ministry of Environment staff will produce minutes to be available for other committee members within two months following each meeting.
8. Each committee member will contact the chairperson six weeks prior to an upcoming meeting to indicate their attendance and to identify any items or submit written regulation proposals for consideration and inclusion on the agenda.
9. The chairperson will finalize the agenda in consultation with the Ministry representative who will provide relevant background information on the issues

- referred to the advisory committee for consideration. The meeting agenda and information regarding meeting details will be shared with the committee four weeks prior to the scheduled meeting date.
10. A maximum of twelve regulation proposals or issues will be accepted for formal discussion by the committee for each meeting. In cases where greater than the maximum number of proposals are submitted for consideration by the committee, the Ministry will review and prioritize submitted proposals for consistency with the current Ministry service plan, Fisheries Program Plan, existing legislation and Ministry Policy for inclusion in the agenda.
  11. The committee meetings will be open for public attendance. Time will be scheduled during the meeting for an opportunity for public input and comment on issues discussed by the committee.
  12. The committee has no authority to call public meetings, commit funds, enter into contracts or represent the Ministry of Forests, Lands and Natural Resource Operations, Fisheries Branch.
  13. Any concerns or advice from the committee will be in the form of written recommendations to the Regional Manager. Written advice provided by all committee members will be shared and available.

### **Media Conduct**

The chairperson will act as the sole committee representative for any discussions or contact with the media.

### **Remuneration**

Travel expenses for committee members will be borne by participants or their affiliated club. Efforts will be made by the Ministry to remunerate or subsidize committee members who must incur significant personal expense to participate. Budget status will be assessed by the Ministry prior to each meeting to determine if assistance can be offered. The Ministry will provide complementary lunch for committee members.

### **TOR Revisions and amendments**

The SFAC Terms of Reference document may be revised or amended annually after receiving direction & instruction from committee members and the Chairperson.