

Pacific Regional Harbour Authority Advisory Committee

Terms of Reference

(Revised September 2009)

Introduction

The DFO Consultation Framework states that:

Fisheries and Oceans Canada (DFO) will undertake consultations in order to improve departmental decision-making processes, promote understanding of fisheries, oceans and marine transport issues, and strengthen relationships.

As such, starting in the late 90s, the Small Craft Harbours Program (SCH) began establishing Regional Harbour Authority Advisory Committees (RHAACs) as a means to assist SCH in the management of its Program, further support its decision-making process and enhance relationships with Harbours Authorities (HAs) at the regional level. A National Harbour Authority Advisory Committee (NHAAC) was also formed in 2001.

The following describes the mandate, framework and the terms of reference of the Pacific Regional Harbour Authority Advisory Committee (PRHAAC).

Purpose of Committee

To provide advice to, and share information with, SCH Pacific on matters of regional interest regarding the HA Program and the SCH program overall in order to assist SCH Pacific in the development of regional policy and best operational practices.

As such, PRHAAC will:

- Provide SCH Pacific with first-level contact with a representative group of HAs on matters of regional interest.
- Provide SCH Pacific with a forum for consultations, as well as effective and timely communications.
- Raise important issues for HAs, thus strengthening relations between SCH Pacific and Harbour Authorities in British Columbia.
- Act as the primary HA body for gathering regional input for the national HA advisory process.

Structure of Committee

The PRHAAC will be chaired by the Regional Director, SCH Pacific.

The PRHAAC shall be comprised of up to three SCH Pacific staff (ex-officio) and six to eight HA representatives who reflect the Membership criteria noted below.

As determined by the Chair, working groups and/or sub-committees may be created to address issues deemed important to SCH Pacific or the PRHAAC. Additional representatives not currently on the PRHAAC may be asked to participate on working groups and/or sub-committees through an invitation by the Chair.

The Chair will solicit HAs in the Pacific Region for PRHAAC nominations and/or expressions of interest, as required to support increased awareness and transparency regarding membership.

Membership and Participation

PRHAAC members will be appointed, as required, by the Chair in consultation with the Committee. Members will represent a cross-section of HAs, reflecting the range in size and geographic location of harbours involved in the SCH Pacific program.

PRHAAC members will also reflect the diversity of HA membership in Pacific Region and include individuals with varied client (e.g. commercial fish harvester) and HA experience and expertise.

HA representation on the PRHAAC will comprise both HA employees and HA Directors, or their equivalent, with members required to be either/or at the time of their appointment and for the duration of their tenure.

PRHAAC terms will be for a minimum of two years. Members may be re-appointed by the Chair for subsequent terms.

Where a person is unable to actively and regularly participate as a member of the PRHAAC for any reason (e.g. health concerns, personal circumstances) the Chair may appoint another person to the PRHAAC.

Roles and Responsibilities

Small Craft Harbours Pacific Region

Chair and facilitate all PRHAAC meetings.

Provide a secretariat service including:

- Calling meetings;
- Completing logistical arrangements for meetings;
- Preparing agendas for meetings, with input from SCH Pacific staff and PRHAAC members;
- Distributing agendas and developing and disseminating other relevant information as early as possible before meetings;
- Producing and distributing records of discussion; and
- Following-up on meeting action items.

Communicate relevant information to the PRHAAC on SCH issues.

Facilitate the communications between PRHAAC members and individual HAs and between NHAAC members and PRHAAC, as required.

Create PRHAAC working groups and/or sub-committees, as required.

In consultation with PRHAAC members, select members to serve on the NHAAC.

Ensure the integrity of the PRHAAC process by monitoring and enforcing the Code of Conduct (Annex A). The Chair may terminate membership if code of conduct issues cannot be adequately addressed through other reasonable means.

Approve and fund PRHAAC meeting expenses (including expenses for meeting rooms, translation services (as required) and the participants' travel and accommodation), in accordance with Treasury Board policies, rules and regulations.

HA PRHAAC Members

The primary roles and responsibilities of HA PRHAAC members include:

- Participating in scheduled PRHAAC meetings/calls;
- Providing advice, feedback and recommendations based on their own knowledge, experience and awareness;
- Bringing forward issues of concern or interest to Pacific Region HAs which are regional in scope or impact;
- Participating actively on PRHAAC working groups and/or sub-committees as required, including providing advice and reviewing materials in a timely manner;
- Promoting the PRHAAC and national HA advisory process amongst other Pacific Region HAs; and
- Reviewing records of discussion for accuracy.

Meetings

Meetings of the PRHAAC will be called at the request of the Chair. Typically two in-person and two conference call meetings will be held per year, with meetings occurring, where possible:

- Both prior to and following meetings of the NHAAC; and
- On an ad hoc basis, as required by SCH, to solicit advice on aspects of the SCH program.

A meeting plan for the year will be developed by SCH Pacific, in consultation with PRHAAC members.

SCH staff and other guests may attend PRHAAC meetings at the invitation of the Chair.

Procedures

Correspondence to members, including agendas, records of discussion and supporting documentation, will be forwarded to PRHAAC members via email or fax.

When possible, agendas will be developed and distributed to PRHAAC members at least two weeks prior to meetings to facilitate consultation and information gathering, as required. All background documents and information will be provided in advance as/when it is available.

Meeting records will be kept and a draft version distributed to PRHAAC members for review within four weeks following meetings, when possible.

Agendas and records of discussion, once finalized, will be translated and posted on Fisheries & Oceans Canada's Public Consultation website for the Pacific Region, in order to ensure they are accessible to all HAs and the public.

All attempts will be made for recommendations and advice developed by the PRHAAC to be done using a consensus process, without the requirement that formal votes be taken. Consensus does not require that all members be in complete agreement, but rather that all are willing to accept, or consent to, what is being put forward on behalf of the PRHAAC. When consensus is not possible, the PRHAAC will convey its recommendations and advice in a manner that communicates that varying points of view expressed by all its members.

PRHAAC involvement by HA representatives is done on a voluntary basis and no honoraria or remuneration for their involvement will be provided. Approved PRHAAC meeting costs and associated member travel costs will be reimbursed by SCH for all PRHAAC meetings and working group/sub-committee work.

Linkages to Other HA Organizations and SCH Advisory Bodies

The Chair will work collaboratively with the President of the Harbour Authority Association of BC (HAABC) to ensure that appropriate communication linkages are maintained between the PRHAAC and the HAABC

Three representatives from the PRHAAC will be selected by the Chair, in consultation with PRHAAC, to participate and represent Pacific Region HAs at NHAAC meetings.

In the event that a NHAAC representative is unable to attend a NHAAC meeting, or there is a vacancy, a replacement NHAAC representative will be appointed by the Chair.

Code of conduct

Committee members shall adhere to the Code of Conduct, attached as Annex A.

The Chair may terminate PRHAAC membership if code of conduct issues cannot be adequately addressed through other reasonable means.

Evaluation and monitoring

SCH will evaluate the consultative processes' effectiveness on a periodic basis in consultation with the PRHAAC.