

TERMS OF REFERENCE FOR THE EXECUTIVE COMMITTEE
Of the Fraser River Aboriginal Fisheries Secretariat

Updated: December 15, 2015

EXECUTIVE COMMITTEE

Introduction

The Fraser River Aboriginal Fisheries Secretariat (FRAFS) is responsible for delivering a number of activities under the terms of an AAROM Collaborative Management Agreement (CMA). The activities are carried out to:

1. assist DFO in its communications with Fraser River First Nations on fisheries issues;
2. assist Fraser River First Nations in understanding and interpreting information provided to them by DFO;
3. assist Fraser River First Nations to communicate among themselves, and develop positions and initiatives in regard to fisheries issues.

The overall goal of the Secretariat is to assist First Nations with achieving a meaningful role with the Dept. of Fisheries and Oceans in the management of Fraser salmon.

The Secretariat consists of an Executive Committee, an Executive Committee Chairperson, two biologists, a Communications Coordinator, and an Operations Manager. The Executive Committee is the management body that provides direction to the Secretariat as a whole, and is accountable for meeting the terms of the CMA.

Terms of Reference

1. Purpose

The Purpose of the Executive Committee is to:

- provide oversight and direction to the operations of the Secretariat; and
- provide strategic guidance in the development of the Statement of Interest goals and objectives, resulting in a Collaborative Management Agreement and an annual work plan.

2. Responsibilities

The responsibilities of the Executive Committee are to ensure that:

- The Secretariat is a relevant and useful organization to Fraser First Nations and the Dept. of Fisheries and Oceans, and is achieving its goal and objectives as outlined in the Statement of Interest and the Collaborative Management Agreement;
- The activities and or committees that are funded through the Secretariat, but operate at arms' length from the EC, are monitored; and that
- The Secretariat is well managed and is financially accountable.

The primary mechanism by which the EC carries out its responsibilities is through the development of an annual work plan (i.e. the annual "program"). A Finance Sub-Committee of

the EC works with the Operations Manager to maximize effectiveness of annual budget expenditures.

3. Term

The FRAFS CMA is a two year agreement (starting April 1 2015) that expires March 31, 2017. The current formation, goal, and objectives of the Secretariat are expected to continue until that date.

***Transition:** the Executive Committee has committed to supporting the formation of an effective Tier 1 organization in the Fraser watershed. This commitment may involve a closer working relationship with a Tier One structure/process should one be developed for the Watershed. This could mean revising the Executive Committee's Terms of Reference.*

4. Composition

The Executive Committee is bi-lateral in nature, consisting of:

- Six First Nations delegates, selected from three general geographical areas of the Fraser Watershed (lower Fraser, middle Fraser, and upper Fraser); no formal boundaries are assigned to these areas; selection of delegates is the responsibility of First Nations organizations within the general geographical area.
- Two representatives from DFO, one each from the BC Interior and lower Fraser Areas of the Dept. of Fisheries and Oceans.
- Chairperson: ex-officio member of the Executive Committee, appointed by the Executive Committee.

The Executive Committee may cause the formation of an “ex-officio” group as an adjunct to the EC for the purposes of more effective communications among First Nations organizations, and with outside organizations that may have some interests in common with FRAFS. The Executive Committee may increase or reduce the numbers of its ex-officio members at its discretion.

5. Standards of Participation

The standards for participation as a Chairperson or as an EC member are:

- Missing no more than two meetings in a row;
- Attendance at 75% or more of the monthly meetings;
- Able to provide constructive contribution to the Committee's discussions and deliberations.

If the Chairperson does not meet the minimum standards for participation, the EC may choose to replace that person. If an official member does not meet the minimum standards, the EC may instruct the Chairperson to request that person to resign from the Committee, and will ask the appropriate organizations within the geographical area to supply another delegate.

6. Process

• Meetings

Meetings will be held monthly on a regular schedule as determined at the beginning of the fiscal year (April meeting). Monthly meetings will generally alternate between telephone conference

calls and in-person meetings. Additional meetings, usually by telephone conference call, may be requested by one or more EC member to deal with an urgent and substantive topic or issue.

Executive Committee meetings will be recorded. Draft minutes will be circulated to the attendees for review and finalization within 10 working days of the meeting. Minutes of the meetings of the Executive Committee can be made available to Fraser First Nations and DFO. Meeting summaries are posted on the FRAFS website for viewing by anyone.

- **Quorum**

A quorum of the EC consists of one DFO and three First Nations Executive Committee members. No substantive decisions can be made if there is not a quorum present.

- **Decisions**

Decisions will be arrived at through consensus. If any EC members are absent when a substantive decision is made, the absent member(s) will be canvassed via email or fax for their decision. If such decision renders the previous consensus based decision null and void, the issue will be re-considered at the next regular EC meeting or at a special meeting if the matter is urgent. Substantive decisions would involve matters such as: approval of the FRAFS annual program and work plans; budget re-allocation decisions; EC and EC Ex Officio membership; and contractors/consultants working for or potentially working for FRAFS.

- **Consensus**

Consensus is defined as a minimum of 2/3 of the Executive Committee present at the meeting being in agreement. Note that for substantive decisions, consensus requires a minimum of 2/3 of a quorum being in agreement.

- **Joint Technical Working Group**

The Joint Technical Working Group (JTWG) is a bi-lateral group that undertakes its business under the auspices of the FRAFS EC (See JTWG TORs). The two Fraser Fish Biologists retained by FRAFS are instrumental in utilizing this group to fulfil two of the three FRAFS activities in support of the FRAFS goal:

- a) assist Fraser River First Nations in understanding and interpreting information provided to them by DFO;
- b) assist Fraser River First Nations to communicate among themselves, and develop positions and initiatives in regard to fisheries issues.

If the participants at the JTWG reach an impasse the matter is referred to the FRAFS EC. The FRAFS EC members may either jointly provide a solution, or refer the matter to their principals (senior management within DFO for the DFO members of the EC, or political/fisheries representatives in the appropriate First Nation(s) for the FN members of the EC.)

- **Terms of Reference Review**

The FRAFS EC Terms of Reference will be reviewed annually by the Executive Committee at the beginning of each fiscal year.