

**Canada-Nova Scotia Offshore Petroleum Board
Fisheries Advisory Committee
Terms of Reference**

Purpose

The purpose of the FAC is to promote the harmonization of the oil and gas industry and the fishing industry. The FAC provides an opportunity for the CNSOPB to promote understanding and co-operation between the fishing industry and the oil and gas industry. It is a recommendation and advisement process designed to learn about, meet, and address the challenges faced by these industries which share the same waters and ocean environment.

FAC provides a forum for the exchange of information on matters of mutual interest to the fishing industry and the oil and gas industry and allows the CNSOPB to acquire a better understanding of their respective views.

Membership

Membership of the FAC consists of representatives from the following:

- Fishing industry groups operating in the Nova Scotia offshore;
- Department of Fisheries and Oceans (Canada);
- Nova Scotia Department of Agriculture and Fisheries;
- CNSOPB staff.

Membership on the FAC will include representation from the groups and organizations listed above, or other relevant organizations, at the invitation of the CNSOPB.

Membership of the FAC may be limited by the CNSOPB for logistical and practical reasons.

Any costs incurred to attend meetings will be at the member's own expense.

Secretariat

The secretariat duties of the committee shall be preformed by CNSOPB staff.

Chair

The committee will be chaired by a CNSOPB staff member as appointed by the CNSOPB.

Information Exchange and Dissemination

The CNSOPB recognizes that information exchange and the recommendation and advisement process are important.

Information exchange, and the recommendation and advisement process, will occur as early in the regulatory decision-making process as possible.

Meetings

Meetings will be held at the call of the FAC Chair. Meetings will be held quarterly. Additional meetings may be held to discuss topics of special interest.

An agenda for each meeting will be sent to members at least five days in advance of the meeting.

Representation from the offshore petroleum industry, or other guests, may be invited to discuss relevant issues at committee meetings from time to time.

Minutes from each meeting will be prepared by the secretariat and will be disseminated to members within three weeks of the date of the meeting. Minutes of meetings will be approved by FAC members at each subsequent meeting.

Advisement

The committee provides advice and suggestions to the Board for consideration in work authorization applications, regulations and guidelines.

The FAC will provide its input to the CNSOPB through the Chair.

Representation on the FAC does not signify endorsement or disagreement with CNSOPB decisions or policy positions.

Code of Conduct for Members of Committees

FAC members represent a wide variety of backgrounds and interests. As a result, committee members often have differing opinions, interpretations and positions.

For the committee to be effective, it is important to foster an atmosphere that cultivates mutual respect, openness and civility. Each member of the FAC shall conduct affairs in a professional, direct and respectful manner.

Conflict of Interest

At any time should a committee member be in a position to receive a benefit from positions taken at the committee meetings, that member shall declare to the chair his/her potential conflict of interest.

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