



February 11, 2020

REQUEST FOR EXPRESSION OF INTEREST – Independent Chair, Fraser Salmon Management Board

The Fraser Salmon Management Board (FSMB) is a bi-lateral collaborative governance and management body created by the Fraser Salmon Collaborative Management Agreement (CMA) signed by the Minister, Fisheries and Oceans Canada (DFO) and the President, Fraser Salmon Management Council (FSMC) on July 5, 2019 that will strive to reach consensus decisions and recommendations as per the CMA (https://frasersalmon.ca/files/2019/10/20190705_FSMC-DFO-signed-agreement.pdf - see s3.4a & 4.3a and definitions). The FSMB is populated by four participants each from DFO and the FSMC (the Parties). The FSMB will be supported in its work by an Independent Chair and is requesting proposals from qualified individuals to perform the function and duties of the Independent Chair.

BACKGROUND/OVERVIEW

The CMA provides for changes in the way that Fraser River salmon will be managed through the implementation of a collaborative governance and management structure. This structure establishes the Fraser Salmon Management Board (FSMB) which gives direction to and is supported by a Joint Technical Committee (JTC). The FSMB, under the terms of the CMA, must strive to make consensus-based recommendations or decisions on the priorities set out in its Annual Work Plan or confirmed in writing by the Executive.

This represents a new relationship for the Parties and a new way of working together. It is anticipated that it will take time to learn how to undertake this work in a collaborative manner and that there may be difficulties in arriving at mutually agreeable decisions on some matters. The Independent Chair will be a key support for the FSMB in exploring the issues and helping them work toward consensus. In undertaking this role, the Independent Chair will need to effectively facilitate challenging discussions and, where necessary, mediate any disputes that may arise. Further, in the event that a consensus decision can not be reached by the FSMB, the Independent Chair will be charged with summarizing the issue, perspectives of the Parties and options considered and bring this forward to the Executive for their consideration.

Further details on the role can be found within the CMA in sections 7.1a, 8.2, Schedule B and Schedule F section 6. The agreement can be found online here:

https://frasersalmon.ca/files/2019/10/20190705_FSMC-DFO-signed-agreement.pdf

PREFERRED QUALIFICATIONS

- Hold either Alternative Dispute Resolution accreditation or have equivalent relevant work experience;
- be able and willing to serve for a renewable term (to be negotiated); and,
- have background knowledge, training and/or experience regarding fisheries management or natural resource management



Expression of Interest (EOI)

Your EOI, in confidence, must include:

- your relevant qualifications and experience that you would bring to the position;
- references;
- expected remuneration on a per-day basis;
- Disclosure of any existing or potential conflicts of interest that may impact your ability to act as a neutral party; and,
- your availability to support the FSMB in their work.

Submission Deadline

The FSMB will receive proposals up to midnight February 28, 2020. Proposals can be submitted electronically, by fax, courier, or by surface mail to:

Neil Todd, Special Projects, FSMC
2090 Coutlee Avenue
Box 188 Merritt BC V1K 1B8
Telephone: 250-378-4235; cell phone 250-378-7581
Email: ntodd@scwexmxtribal.org
Fax: 250-378-9119

Inquiries

Questions regarding this Request for Expression of Interest can be directed to the FSMB through Neil Todd at the above contact information

Attachment(s)

1. Terms of Reference – Fraser Salmon Management Board Independent Chair



FRASER SALMON MANAGEMENT BOARD

INDEPENDENT CHAIR TERMS OF REFERENCE

(version date Feb 3, 2020)

POSITION: Independent Chair of the Fraser Salmon Management Board (FSMB)

RESPONSIBILITIES

The Independent Chair is responsible for acting as a neutral party to support the FSMB in making consensus decisions and recommendations to the Parties on the Collaborative Governance and Management of Fraser Salmon at the Migratory Route Scale, as laid out in the Collaborative Management Agreement (CMA) and the Annual Workplan, including:

- Working with the FSMB to establish an appropriate process that supports a constructive and respectful meeting environment;
- soliciting agenda items prior to each meeting, preparing the meeting agenda, and distributing it with any supporting materials to each member of the FSMB;
- facilitating and mediating discussions of the FSMB with the aim of achieving consensus;
- assisting the FSMB in identifying when it may be appropriate to rely on any of the options for dispute resolution;
- documenting areas of agreement and disagreement and providing the FSMB and the Executive, upon a matter being referred to the Executive, with a summary of those areas of agreement and disagreement;
- preparing notes from each meeting of the FSMB, circulating them to the members of the FSMB for review, and finalizing them for the record; and
- assisting the FSMB with preparation of a detailed annual report by May 31 of the current year per section 7.1 of the CMA, for presentation to the Parties.

The Independent Chair will have available the assistance of the Fraser Salmon Management Council for administrative services.

SCOPE OF WORK

Most meetings of the FSMB are expected to take place in the Lower Mainland of British Columbia. The Independent Chair position's work is focused around meetings of the FSMB as laid out in their Annual Workplan. Work is currently underway to develop the first Annual Workplan and so firm estimates of workload for the coming year are not yet available; however, it is anticipated that the role would require between 30-100 days of work per year (including preparation work and reporting (verbal and written reports)).

DELIVERABLES

- summary notes of each meeting of the FSMB, for review and finalization for the record;



- summary report of areas of agreement and disagreement between the Parties for submission of a matter to the FSMB and to the Executive; and
- a draft detailed annual report for review and finalization by the FSMB and submission to the Parties.

TERM

Renewable term, to be negotiated with the FSMB.

FEES AND EXPENSES

The Independent Chair will be contracted on fee-for-service and approved expenses (e.g. travel) through the Fraser Salmon Management Council and its funding agreement(s).

REVIEW

The FSMB will review these Terms of Reference annually and will make changes as appropriate.