

CANADIAN ADVISORS TO THE GREAT LAKES FISHERY COMMISSION

Terms of Reference

Revised 2024

1. The Canadian Section of the Great Lakes Fishery Commission (Commission), acting on behalf of the contracting party and pursuant to Article II (3) of the Convention of Great Lakes Fisheries, hereby establishes the Canadian Committee of Advisors (committee).
2. The committee will comprise not fewer than eight and not more than 15 members representing *perspectives* of following interests, with consideration given to geographic distribution across the Great Lakes basin and bi-national perspective:
 - a) The commercial fishing industry;
 - b) The recreational fishery;
 - c) Indigenous peoples;
 - d) Municipal government, as represented by the Great Lakes and St. Lawrence Cities Initiative;
 - e) Conservation authorities, as represented by Conservation Ontario;
 - f) The public-at-large (e.g., tourism, cottagers' associations);
 - g) Environmental interests (e.g., non-government organization, ecosystem/aquatic habitat connectivity); and
 - h) Academia

It is expected that at least one and not more than three advisors will be appointed to represent each of the perspectives listed above. An individual advisor shall not be appointed to represent more than one perspective. Federal and provincial government officials shall be invited to participate in the committee (excluding *in camera* sessions) as observers.

4. Committee members shall be nominated by the Commission's communications director from candidates who are recognized as leading representatives of the categories identified in section 2. The communications director should consult provincial (e.g. lake managers), and federal officials (e.g. regional director) and other advisors in selecting nominees. The communications director should also consider individuals who proactively apply or self-identify for consideration. The Canadian Section shall appoint all advisors to the committee. Appointed advisors must agree to adhere to these terms of reference.
5. Members serve at the pleasure of the Canadian section. In the event a member is not contributing satisfactorily to the committee, the communications director, in consultation with the chair of the committee, shall report to the Canadian section, which has the authority to remove an advisor for cause. Cause could include failure to attend meetings, lack of participation in Commission activities, or exhibiting conduct unbecoming an advisor, *inter alia*. Chronically absent advisors may be asked about their continued willingness to serve or may be asked to cede their position on the committee. Any advisor with poor attendance over a two-year period, who has breached the terms of reference, or who no longer wishes to serve will be replaced per the process noted in #4 above.
 - a. Advisors are bound by all provisions of Rule 20 and Rule 21, including, but not limited to, and understanding that advisors will act in good faith, and that no Advisor shall make or participate in making a decision related to the exercise of their duties as an Advisor, if the Advisor knows or reasonably should know that, in the making of the decision, the Advisor would be in a Conflict of Interest or Conflict of Duties.

- b. Any Advisor who has a real or apparent Conflict of Interest or Conflict of Duties, in a matter that is before a meeting of the Advisors shall disclose the Conflict of Interest or Conflict of Duties to the Chair and shall refrain from exercising any duty related to the matter, including recusal from any discussions, deliberations and, if applicable, votes or consensus decision-making on the matter.
 - c. Questions or any violation of Rule 20 or Rule 21 should be reported to the Executive Secretary at the earliest opportunity.
6. The Great Lakes fishery benefits from robust, two-way lines of communication between the Commission and a diverse assemblage of key stakeholders and leaders in the region. As such, the committee's mandate is to inform the Canadian Section about the various issues before the Commission, and vice versa. Advisors will also assist the commissioners in making informed decisions as they seek to achieve the objectives of the Commission related to sea lamprey control, the maintenance of fish populations in the Great Lakes, and research and development pertaining to sustained Great Lakes fisheries. Further, advisors will consider matters referred to them by the Canadian Section, as well as other matters which the advisors believe are of concern to the Great Lakes fisheries, whether biological, environmental, or social. Recommendations and other communications from advisors may be made in writing or orally and may be in any form deemed appropriate, including resolutions, press releases, statements, etc.
7. Advisors will be invited to attend all non-executive meetings of the Canadian Section and/or the Commission, and during such meetings, will be granted the opportunity to examine, and be heard on, proposed recommendations, programs, and activities. Canadian advisors shall consult with U.S. counterparts via electronic communication, conference calls, and in-person at the lake committee and annual meeting with the purpose of sharing information and opinions, and where, appropriate, preparing joint advice for the commissioners, policy makers, and for release to the public.
8. Advisors should meet at least annually, prior to the Commission annual meeting, to consider issues before the Commission and to develop consensus positions to present to the Canadian Section. As noted above, advisors should also bring to the attention of the Canadian Section matters which they consider important for review by the Canadian Section. Advisors should hold video- or teleconferences at times they deem appropriate and are particularly encouraged to do so prior to Commission interim meetings. Brief, action-oriented minutes of all meetings of advisors will be taken and retained as a record of business. All reports, with recommendations, should be done verbally during the Commission's annual meeting and summarized in writing to the chair of the Canadian Section.
9. Advisors are encouraged to attend the lake committee meetings, as observers. Travel costs for these meetings should be covered by the individual advisor or their sponsoring organization, though funds from the Commission might be available in special circumstances.
10. Decision-making by the advisors, on issues before them, should be by consensus. If consensus cannot be achieved, the concerns of the different interests should be described in any report to the Canadian Section. Proxies for individual advisors are permitted only with the express consent of the chair on a case-by-case basis.
11. There shall exist letterhead stationery for the Canadian Committee of Advisors for use in communicating approved advisor recommendations, statements, or other communications. Canadian advisor letterhead shall be distinct from commission or U.S. advisor letterhead and shall note briefly the role of the advisors. The return address shall be to the attention of the chair at the chair's current

address. Any correspondence or document involving the letterhead must receive the explicit approval of the chair and must represent a formal position of the committee. Advisors may not use the letterhead for personal correspondence or for any matter not approved by the committee chair. The secretariat shall assist the chair in producing correspondence or documents involving the letterhead.

12. There shall be a chair and vice-chair, chosen by the committee during every second annual meeting of the Commission.
 - a) The chair shall call meetings and work with the vice-chair in making oral and written preparations for meetings. The chair and vice-chair, with the help of the secretariat (see #14, below) shall together develop Canadian advisor meeting agendas and ensure that any briefing materials are distributed to the committee. The chair (in consultation with the vice-chair) shall, from time to time and at the request of the Canadian Section, provide input on routine, non-controversial matters (in lieu of consulting the entire committee). The chair shall facilitate the collection and consolidation of input from the committee on significant matters. The chair, with the assistance of the secretariat if requested, shall be responsible for communicating via email or other appropriate media, issues of interest to the advisors.
 - b) The vice-chair shall serve as chair in the chair's absence, assist in the preparation of meeting agendas, provide input on non-controversial matters from time to time, and otherwise assist the chair in executing the business of the committee. The vice-chair shall work with the chair and the secretary to develop recommendations, advice, comments and reports to the Canadian Section.
13. Advisors shall not receive compensation for their services as advisors. Consistent with current practice, the Department of Fisheries and Oceans (DFO) and the Ontario Ministry of Natural Resources and Forestry (OMNRF) will share annually the associated travel costs for eight advisors to participate in the annual meeting. Travel costs will be reimbursed as per agreement between the Commission and DFO and OMNRF. If the Commission requests the attendance of advisors at other meetings, or if more than eight attend a meeting, then the Commission will pay the associated travel costs.
14. The Secretariat will supply support services to the advisors including, *inter alia*, meeting organization, meal/refreshment services (if applicable), development and dissemination of meeting agendas and briefing materials; organization of video- and tele-conferences; production and distribution of minutes; and development and communication of committee briefing books, recommendations, correspondences, resolutions, reports to the Canadian Section, and other elements normally consistent with the execution of a business meeting. The Secretariat will conduct these activities in a way that is economical, convenient to meeting participants to the greatest extent practicable, consistent with the Commission's Meeting Code of Conduct (<https://www.glfc.org/meeting-reception-code-of-conduct.php>) and in accordance with its Diversity, Equity, Inclusion, and Cultural Competence Commitment Statement (<https://www.glfc.org/deic-statement.php>).