

# British Columbia Boreal Caribou Memorandum of Understanding Strategic Lead Team Terms of Reference

May 31, 2012

These Terms of Reference (ToR) support research, monitoring, and management of boreal caribou within British Columbia (BC) as guided by the ["Implementation Plan for the Ongoing Management of Boreal Caribou \(\*Rangifer tarandus caribou\* pop. 14\) in British Columbia"](#) (hereafter referred to as BCIP). This ToR is intended to provide direction to the British Columbia Memorandum of Understanding Strategic Leadership Team (MSLT) on allocation of research and monitoring resources for boreal caribou management in BC.

## 1.0 BACKGROUND

In order to support government in achieving the goals associated with the BCIP, the Canadian Association of Petroleum Producers (CAPP), Small Explorers and Producers Association of Canada, and the government of British Columbia developed a Memorandum of Understanding (MOU). The intent of the MOU is to establish a framework to direct funds to support research, monitoring, and management boreal caribou in BC.

The Parties recognize that the final decisions for the management of boreal caribou rest with the BC government.

## 2.0 PRINCIPLES

The Parties have agreed to be guided by the following principles:

- Application of sound science;
- Measurable objectives and actions;
- Shared responsibility;
- Application of adaptive management<sup>1</sup>.

## 3.0 PURPOSE

The purpose of the MSLT is:

- To ensure that resources for research, monitoring, and management activities for boreal caribou are implemented in a prioritized manner that meets government's objectives and goals for boreal caribou under the BCIP;
- To ensure that research and monitoring outcomes seek to continuously improve boreal caribou management.

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<sup>1</sup> Adaptive management means "a formal, systematic, and rigorous approach to learning from the outcomes of management actions, accommodating change, and improving management. It involves synthesizing existing knowledge, exploring alternative actions, and making explicit forecasts about their outcomes." (Wilson and Nyberg 2009).

#### **4.0 ROLES AND RESPONSIBILITIES**

The roles and responsibility of the MSLT are:

- To inform and provide recommendations to government and industry on the effectiveness of research and management activities for boreal caribou;
- To provide oversight and direction regarding the direction of resources with respect to the MOU;
- To provide oversight and direction to the MOU Technical Working Group (MTWG) on the expected work required to implement the MOU;
- To communicate to government and industry the efforts of the MSLT and sub-committees;
- To approve membership on the MTWG and the Research Effectiveness Monitoring Board (REMB); and,
- To actively support the MOU and act as advocates for its outcomes.

#### **5.0 DELIVERABLES**

The MSLT will:

- Approve the priorities for a research and monitoring program for boreal caribou;
- Approve the budget and resource allocation for a research and monitoring program for boreal caribou;
- Develop a communication strategy by September 1, 2012 for providing recommendations to government and industry based on research and monitoring outcomes;
- Create a written record of key discussions and decisions;
- Develop an annual report for extension to government and industry by May 31st of each year. The report will highlight research and monitoring initiatives and outcomes related to activities approved by the MSLT under the MOU, as well as, make recommendations for management of boreal caribou related to PNG operating practices and other implementation activities; and,
- Function for a two year period effective May 31, 2012. At the end of this term, memberships may be renewed or replaced.

#### **6.0 TEAM MEMBERSHIP**

The MSLT will consist of:

- a) The Assistant Deputy Minister of Environment, Environmental Sustainability and Strategic Policy;
- b) The Assistant Deputy Minister of Energy and Mines, Oil and Gas Division;
- c) The Assistant Deputy Minister of Forests, Lands and Natural Resource Operations, Environmental Stewardship;
- d) A representative from the BC Oil and Gas Commission;
- e) The CAPP Operations Designated Provincial Liaison;

- f) Four industry representatives with operations in BC boreal caribou ranges designated by the CAPP BC Executive Policy Group (EPG); and,
- g) Co-chairs of the MTWG.

Each member organization will function for two years and strive to maintain the number of representatives to no greater than ten participants. After a two year period members can continue their support or delegate a new representative at the approval of the MSLT. If members decide to leave within their two year term, they will be required to find a replacement. Replacements will need to be approved by the MSLT. Member organizations will be responsible for their own costs to resource to effective participation at meetings/workshops (See Appendix A for team members).

The co-chairs of the MTWG are non-voting members of the MSLT.

## **7.0 CO-CHAIRMANSHIP AND MEETING MANAGEMENT**

The MSLT will be co-chaired by a representative from CAPP and the BC Ministry of Environment. Co-chairs will be expected to attend the MSLT meetings.

The MSLT co-chairs will define the rules and procedures associated with, but not limited to, meetings and meeting agendas, meeting notes and records, meeting “action items” and follow-up, establishing the extent of member participation and commitment.

All members of the MSLT are expected to participate regularly in meetings. In the event that a member will be absent from a scheduled meeting, a replacement is required.

CAPP will provide meeting logistical and administrative support that will be used by the co-chairs as required. The administrator is responsible for maintaining a record of all meetings.

## **8.0 DECISION-MAKING AND DISPUTE RESOLUTION**

The MSLT will attempt to resolve any issues by consensus. Should a neutral facilitator be required to aid in reaching consensus, this individual will be determined by the co-chairs. If consensus cannot be achieved in a timely manner, the co-chairs will assemble the opposing viewpoints and bring them jointly forward to the appropriate Deputy Ministers and the CAPP EPG for discussion, and where possible, resolution.

## Appendix A

- a) **Laurel Nash for Graeme McLaren** - Ministry of Energy and Mines, Titles and Corporate Relations Division
- b) **Tom Ethier** - Ministry of Forests, Lands and Natural Resource Operations, Resource Stewardship
- c) **Mark Zacharias** - Ministry of Environment, Environmental Sustainability and Strategic Policy
- d) **Ken Paulson** - Oil and Gas Commission, Environmental Stewardship
- e) **Sherry Sian** - CAPP Operations Designated Liaison
- f) **Andrew Dahlin, Peter Kinnear, Richard Dunn, Shad Watts** – CAPP member industry technical representatives;
- g) Other parties as determined by the MSLT.