

Shellfish Aquaculture Management Advisory Committee
Terms of Reference
Version Established November 2025

Purpose

The purpose of the Shellfish Aquaculture Management Advisory Committee (SF AMAC) is to provide advice to Fisheries and Oceans Canada (DFO) on the regulation, licensing, management, and development of the shellfish aquaculture sector in British Columbia.

Note: Consistent with legal obligations related to consultation and accommodation, DFO undertakes First Nations consultations outside of the AMAC process with respect to Rights and Title as it relates to the regulation, licensing, management, and development of the shellfish aquaculture sector in British Columbia.

Scope

The committee is an advisory body, not a decision making body. Advice is to be provided on matters within the jurisdiction of Fisheries and Oceans Canada's mandate, specific to its aquaculture policies and regulatory framework.

Chair and Secretariat

The Chair of the Committee will be a DFO official from its Pacific Region. DFO's Aquaculture Management Division will act as secretariat.

Procedures

Meetings will be held at the call of the Chair and are expected to take place twice annually, in the spring and fall. All meetings will be offered virtually, with a goal of holding at least one meeting per year as a hybrid meeting (in-person and virtual).

The Chair, supported by the AMAC secretariat, shall establish, in consultation with the AMAC members, agenda items and a committee workplan. These items will be subject to the consensus of the Committee members at the commencement of each meeting. Meeting materials will be circulated to members in advance of the meeting allowing for reasonable time to take on the content in advance of presentations and discussions.

Numbers and placement of observers may be restricted, also at the discretion of the Chair. No electronic recording devices are permitted without the express permission, on a case-by-case basis, of the members and of the Chair.

DFO will endeavor to provide a record of discussion for review by committee members. DFO will maintain an action and feedback log and respond to questions, advice and requests for information arising from the deliberations of the advisory committee in a timely manner.

At the direction of the Chair, subcommittees and/or working groups can be established to review and assess specific policy options and management measures. Such groups will operate under the same Code of Conduct listed below.

Guiding Principles

Fisheries and Oceans Canada advisory processes operate according to an accepted set of principles, designed to guide participation of the parties in the advisory committee process. Drawing on many decades of experience, and with reference to other policies and processes, DFO provides the following principles to guide discussion and decisions on how the SF AMAC is structured and will operate:

- Environmental and Social Sustainability;
- Transparent;
- Accountable;
- Broad Representation;
- Respectful participation; and,
- Effective.

Code of Conduct

Participation is to be in good faith and with the public interest in mind. Committee members also have a responsibility to engage in effective, balanced, and respectful communication. All participants have a responsibility to actively participate and provide advice so that the Department receives the information it needs to make well-informed and balanced decisions, and so that advisory meetings operate as efficiently as possible. Further, members will:

- I. Respect each other's values and interests;
- II. Clearly articulate the advice and concerns of their interest group and incorporate them into the committee's discussions;
- III. Contribute to clarifying perspectives and concerns in all discussions by listening carefully, asking pertinent questions, and educating themselves regarding the interests of other members whether or not they agree;
- IV. Encourage and allow members to test tentative ideas and exploratory suggestions without prejudice to future discussions;
- V. Keep their constituencies informed of the role of the advisory committee;
- VI. Obtain the input and guidance of their constituencies on the issues of discussion at meetings;
- VII. Encourage the engagement of their constituencies in dialogue which will contribute to the discussions at the committee table;
- VIII. Represent information, views and outcomes of committee discussions accurately and appropriately, and;
- IX. Share responsibility for the success of the committee.

Committee Composition

DFO's objective is that the SF AMAC will be moderate in size and comprise individuals with a range of interests, and broad geographic representation.

Membership Category	Seats
Aquaculture Industry	up to 9
Industry Geographic Representation	
Coastwide (BCSGA)	1
Zone 1 (Haida Gwaii)	1
Zone 2 (North/Central Coast)	1
Zone 4 (East Coast of Vancouver Island / Sunshine Coast)	Up to 3
Zone 5 (West Coast of Vancouver Island)	Up to 3
First Nations	7
Indigenous Association/ Organization	Up to 3
Environmental Organization	Up to 3
Local Government	Up to 2
TOTAL:	Up to 24

Each of the participating organizations can identify alternate members for each sitting AMAC member, or for a group of members. Only these alternates will replace members, should they be unable to attend a meeting.

Additional First Nations members may be considered if there is an interest.

Aquaculture industry

Licence holder appointees that are SF aquaculture operators with an active licence, or their authorized representative as recorded in the National Online Licensing System. Licence holder appointees shall represent interests of licence holders in their geographic area. There may be one industry appointee from the BC Shellfish Growers' Association (BCSGA) that will represent coast-wide industry interests.

First Nations

Appointees shall represent a British Columbia First Nation that has SF aquaculture in their territory; or First Nation-owned* or operated SF aquaculture facilities with an active aquaculture licence. First Nations members will be asked to identify if they represent a First Nations government OR if they represent a First Nation-owned business enterprise. Each organization may nominate one (1) member to the committee.

* Individual licence holders that are members or citizens of a First Nation should be nominated to an industry seat.

Indigenous Association or Organization

Appointees from Indigenous organizations shall broadly represent coast-wide or regional Indigenous aquaculture interests of Coastal British Columbia First Nations, such as the

Aboriginal Aquaculture Association, the First Nations Fisheries Council of BC, or other Aboriginal Aquatic Resource and Oceans Management (AAROM) organizations.

Environmental Association or Organization

Appointees from environmental organizations will represent coast-wide or regional environmental groups.

Local Government

Local government representatives will be nominated by the Union of BC Municipalities, who take one recommendation from each of the Association of Vancouver Island and Coastal Communities and the North Coast Local Government Association.

Ex Officio

The Government of Canada and the Government of British Columbia will participate in the process of the committee, providing ex-officio representatives as required, but will not have appointed seats on the committee.

Invited Guests

Groups peripheral to aquaculture that have established linkages to DFO through other processes may participate in AMAC meetings as guests with an invitation from the Chair / Secretariat. This may include other government departments with jurisdictions related to aquaculture, or other interest groups without seats on the Committee. Invited guests may present or be invited to speak at the table on specific topics.

Observers

Individuals with an interest in attending a meeting may request to be invited as observers. Observers are not able to participate in discussion, but can bring items forward through a designated committee member.

Selection Confirmation Process

The following selection method will be used to appoint members to the SF AMAC:

- An organization nominates representatives from their leadership, membership, or staff;
- DFO assesses a nomination against the selection requirements for a given nomination;
- DFO selects and appoints the most suitable or qualified nominees;
- If a member resigns, loses the support of their nominating organization, or is absent for at least two consecutive meetings, DFO may initiate a new selection process.
- Those wishing to be renewed for an additional term shall identify that to DFO for consideration. Only new members OR members changing representation to a different interest group will be required to complete the SF AMAC nomination form.

Term of Members

The duration of an appointment will be three years, but if a member resigns or loses the support of their nominating organization a term may be shorter. Decisions of this nature should take place through discussions between the nominating organization and DFO.