

**Canada-Nova Scotia Offshore Energy Regulator
Fisheries Advisory Committee
Terms of Reference
April 2025**

Introduction

The Canada-Nova Scotia Offshore Energy Regulator (CNSOER) is the lead and life cycle regulator for the development of offshore energy in the Canada-Nova Scotia offshore area, including petroleum and renewable energy. The CNSOER administers the *Canada–Nova Scotia Offshore Petroleum Resources Accord Implementation and Offshore Energy Management Act* and the *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation and Offshore Energy Management (Nova Scotia) Act* (the Accord Acts) legislation on behalf of the federal and provincial governments and it is considered a joint management regime.

The Fisheries Advisory Committee (FAC) is a long-standing committee that has been in its present form since 2003, although its origin predates the CNSOER establishment in 1990.

Purpose

The purpose of the Fisheries Advisory Committee (FAC) is to facilitate a two-way dialogue between the CNSOER and representatives of the commercial fishing industry on matters that fall within the regulatory authority, and scope of responsibility, of the CNSOER.

To this extent, the FAC serves as a mechanism to put forward advice and recommendations with respect to the CNSOER's regulatory activities, to allow both parties to learn about, meet, discuss and address issues faced by the offshore energy and fishing industries co-existing within the same ocean environment.

The CNSOER is committed to considering advice provided by FAC members in the fulfilment of its regulatory mandate.

Membership

Participation consists of representatives from commercial fishing groups representing license holders operating within the Canada-Nova Scotia offshore area, and CNSOER staff.

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

FAC members are expected to be active participants in discussions and meetings and make every effort to regularly attend meetings, in-person or virtually.

New members will be approved by the CNSOER, after engagement with existing FAC members.

Guests

Depending on the nature of the topic being discussed, guests may be invited to participate in a FAC meeting for a particular topic (e.g., subject matter experts, industry representatives, government representatives, etc.).

Secretariat

The Secretariat duties of the FAC shall be performed by CNSOER staff. Duties include preparing meeting agendas and minutes, following up and closing Action Items, and sending and receiving general correspondence related to FAC matters.

Chair

The FAC will be chaired by a CNSOER staff member. Duties include chairing the FAC meetings, reporting on Action Items, liaison with government departments on behalf of the FAC, and delegating duties to the Secretariat as needed.

Information Exchange, Dissemination, and Advisement

Information exchange, and the recommendation and advisement process, will occur as early in the regulatory decision-making process as possible and may include input on fisheries-related matters regarding guidance development, Call for Bids, and regional, strategic or project-specific environmental assessments led by the CNSOER.

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

Ad-hoc or working group meetings on specific topics may be scheduled on an as-needed basis.

Meetings

Meetings will be held at the call of the FAC Chair. Meetings will be held quarterly or on an as-needed basis and scheduled to maximize membership availability. Meetings will typically be held on the second Wednesday of: January, April, July and October.

A draft Agenda for each meeting will be sent to FAC members at least one week in advance of a scheduled meeting for review and input.

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

Code of Conduct

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

Conflict of Interest

At any time, should the potential arise that a FAC member could receive a benefit from a position taken at FAC meetings, that FAC member shall declare to the Chair their potential conflict of interest.