



**Gulf of Maine
Council on the
Marine Environment**

**Council Meeting, Forum, and Awards Ceremony
Briefing Packet**

Final Version • November 21, 2003

Halifax, NS • December 4-5, 2003



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Council Agenda

December 4, 2003, Saint Mary's University, Sobeys Building Conference Theatre

9:00 AM – 4:00 PM	Gulf of Maine Council Forum on Coastal Development – Hosted by Michael JA Butler, Chair, Atlantic Coastal Zone Information Steering Committee, International Oceans Institute of Canada
6:00 – 9:00 PM	Gulf of Maine Council Visionary and Art Longard Awards and NS Department of Environment and Labour Bay of Fundy Awards Ceremony, Admiral Room, Lord Nelson Hotel with special presentations on the Bottom of Halifax Harbour - Gordon Fader, Bedford Institute of Oceanography, Department of Fisheries and Oceans and a presentation on the Halifax Explosion - Alan Ruffman, Research Associate, Maritime Museum of the Atlantic

December 5, 2003, Lord Nelson Hotel

7:30 – 8:30 AM	Canadian and US Gulf of Maine Association meetings – Canadian Association in Vanguard Room #1 and US Association in Admiral Room
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December 5, 2003 Gulf of Maine Council Meeting, Admiral Room, Lord Nelson Hotel

8:30 AM	Welcome, introductions, special announcements, and agenda review for consent <i>Honorable Kerry Morash, Council Chair and Minister, NS Department of Environment and Labour</i>
8:40 AM 5 min. 5 min.	Council business A. June 2003 meeting action and decision items - <i>Michele L. Tremblay, Council Coordinator</i> B. Council Financial reports – <i>Cindy Krum, US Gulf of Maine Association</i> and <i>Pat Hinch</i> (Cindy Krum will distribute via separate email US Gulf of Maine Association reports and Action Plan and Restoration Grants Programs updates) Consent agenda (documents in briefing packet), introduction to consent agenda and process - <i>Honorable Kerry Morash</i> 1. Financial reports and budget recommendations - <i>Cindy Krum, US Gulf of Maine Association; Patricia Hinch, NS Department of Environment and Labour</i> and <i>Canadian Gulf of Maine Association</i> for financial reports and <i>Susan Snow-Cotter, MA Coastal Office of Coastal Zone Management</i> for budget recommendations 2. Peter Gough gift disposition - <i>Justin Huston, NS Department of Agriculture and Fisheries</i> 3. Contractors staffing update - <i>Pat Hinch</i> 4. <i>Action Plan</i> tracking report as of November 21, 2003 - <i>Michele L. Tremblay</i> 5. Interaction between Census for Marine Life and data-sharing protocols – <i>Susan Snow-Cotter, MA Office of Coastal Zone Management</i> 6. USEPA and Council Coordination meeting results - <i>Jeanne Brochi, USEPA</i> 7. Council website and Web Guild - <i>Seth Barker, ME Department of Marine Resources</i> and <i>Data Information Management Committee Co-chair</i> 8. Federal, provincial, and state reports on jurisdictional outreach meetings on the GOMCME <i>Action Plan</i> - <i>Theresa Torrent-Ellis, ME State Planning Office</i> and <i>Public Education and Participation Committee</i> 9. GOMMI Strategic Plan – <i>Susan Snow-Cotter, MA Office of Coastal Zone Management</i> 10. Habitat Conservation Subcommittee - <i>Katie Lund</i> and <i>Marianne Janowicz, Co-chairs</i> 11. Habitat Monitoring Subcommittee - <i>Reg Melanson, Environment Canada / Canadian Wildlife Service</i> 12. Public Education and Participation Committee - <i>Theresa Torrent-Ellis</i>
8:50 AM 20 min. 20 min.	Council activities 1. Coastal Development Forum, highlights, and recommendations - <i>Justin Huston</i> 2. Sustainable nature-based tourism workshop, highlights and recommendations – <i>Lee Sochasky, Saint Croix International Waterway Commission</i> and <i>Don Hudson, The Chewonki Foundation</i>
9:30 AM 15 min. 15 min.	Implementing the Action Plan 1. Developing coastal and marine indicators: review and discuss proposed indicators in advance of January 2004 Indicators Workshop – <i>Peter Wells, Environment Canada, Environmental Quality Monitoring Committee</i> , and <i>Gulfwatch</i> 2. Meeting user needs for a State of the Gulf report: October 2004 Gulf of Maine Summit - <i>Joe Arbour</i> and <i>Susan Snow-Cotter, Summit co-chairs</i>

10:00 AM	Break
10:15 AM 5 min. 55 min.	Council meeting preferences survey and structuring meetings for maximum participation and productivity 1. Council survey on meeting preferences - <i>Michele L. Tremblay</i> 2. Council discussion on meeting structure, topics, and presenters – <i>open floor for Councilors' discussion, decisions, and planning for next meetings</i>
11:15 AM	Recommendations from the Council Staffing Transition Team for decision and next steps <i>Don Hudson and George Finney, Canadian Wildlife Service, Environment Canada</i>
12:00 PM	Lunch – Georgian Lounge, Lord Nelson Hotel
1:00 PM	Oceans Commissions update, recommendations, and Council decision <i>Thomas W. Skinner, MA Office of Coastal Zone Management</i>
1:30 PM	Time for unfinished business
2:00 PM 30 min. 30 min. 30 min.	Special Presentations 1. Species at Risk Act (SARA) – <i>George Finney</i> 2. Bay of Fundy Ecosystem Partnership – <i>Graham Daborn, Acadia Centre for Estuarine Research</i> 3. MA Office of Coastal Zone Management Oceans Initiative – <i>Thomas W. Skinner</i>
3:30 PM	Other items and announcements
3:45 PM	Adjourn

Action and decision items

Decision items

1. To maximize staff time, the Council decided to simplify meeting records. Instead of the lengthy meeting summaries, meeting records will now include lists of participants, meeting location, and date with brief summaries of action and decision items. The Coordinator will continue keep on file rudimentary notes should further explanation be required.
2. The Council approved the Web Guild proposal.
3. The Council approved the Gulf of Maine Summit recommendations.
4. The Council approved the *Marine Habitat Conservation Strategy Guiding Principles*.
5. The Council approved the content of the budget and financial reports in the new format with the inclusion of the suggestion made in action item #1 along with the addition of footnotes. The Council asked that contractor compensation be separated in future financial reports. The Finance Committee decided that they would address this request by changing the title on the "consultants" line to contractors. All contractors will be reported in this line. At Council meetings, the US Association Executive Director will explain the details of this line.
6. The Council approved the Peter Gough artworks proposal.
7. The Council approved the contract renewal for all positions except for Council Coordinator and PEPC contract staffer (see next two decision items).
8. The Council approved the Council Coordinator transition proposal. (see actions #8 and 9).
9. The Council approved the formation of a white paper outlining options for next steps from the Forum on Valuing Natural Capital.
10. The Working Group has approved work begin on five activities under the GOM Sewage Implementation Plan. These were:
 - Produce and updated technical review of human and ecological health risks and impacts of sewage/municipal effluents, with emphasis on the GOM;
 - Identify levels and detailed composition of the key contaminants of ecological concern in regional sewage, including nutrients, EDC's, pathogens and NH₃ specific to regional sewage;
 - Prepare a summary report of public education programs offered within each jurisdiction;
 - Develop a fact sheet on highlights of the Regional Sewage Management Workshop and recommendations re sewage management; and
 - Develop components of an educational program and prepare a fact sheet on the socio-economic and environmental impacts of sewage discharge and the role of the public in proper maintenance of on-site systems and in water conservation.

Action items

1. Michele Tremblay will send thank you letters to the Horseshoe Crab presenters and those from the Natural Capital Forum. A representative from the Forum will supply text for their letter.
2. On financial reports, the Council requested that another column be added to separate Canadian funds from the in-kind match monies.
3. The Nova Scotia Secretariat will write and send a thank you letter to Peter Gough for his artwork donation. Michele Tremblay will work with Pat Hinch on drafting the letter.
4. A sub-group of the Working Group as well as ecological economists and others will be convened to implement next steps from the Forum on Valuing Natural Capital.
5. GOM Summit: Byron James will contact the new New Brunswick premier and ask him/her to participate in the Gulf of Maine Summit that coincides with the 15th anniversary of the Governors and Premieres formation of the Council.

6. The Sewage Task Force will work with the appropriate committee chairs and contract supervisors to ensure that these Sewage Management Implementation Plan items are incorporated into contractors' scopes of services as well as in GOMCME committee work plans.
7. Michele Tremblay will draft a questionnaire, forward it to the MC for its comment, and then work with Councilors to determine their meeting format preferences and ideas for topics and speakers. Councilors will be given the option to reply via email, fax, or telephone. The questionnaire results will be presented to Pat Hinch and the Management Committee for consideration in future meeting planning.
8. A Transition Team will prepare and submit for consideration at the December 2003 Council meeting a proposal for future Council coordination, policy, administrative, and logistical staffing. Joe Arbour, Gordon Balsler, George Finney, Don Hudson, Justin Huston, Byron James, and David Keeley volunteered to serve on the Transition Team.
9. The PEPC will draft a new position announcement and forward it to Michele Tremblay for website posting and listserve distribution.
10. The Council recommended that Evan Richert make the connections between the Habitat Conservation Sub-committee and GOMMI as discussed. The Habitat Conservation Sub-committee and GOMMI should work with the Census of Marine Life. A progress report and further exploration will be discussed at the December 2003 Council meeting. The Council Coordinator will send Evan Richert and the Habitat Conservation Sub-committee an introductory email to initiate this process and facilitate communication.

Michele L. Tremblay, Council Coordinator

Financial reports and budget recommendations

Canadian Association report

Council of Atlantic Premiers Trust Fund, Gulf of Maine Council Canadian Association of Delegates Statement of Change in trust Fund Balance for the Eight Months Ended November 30, 2003

Issue

Account Statement - Association of Canadian Delegates

Background

The Council of Maritime Premiers (CMP) Office holds the Canadian Association account in trust on behalf of the Association of Canadian Delegates. As an in-kind service, the CMP Office manages the Association account, ensures that an annual independent audit is conducted on the account and prepares tax returns for the signature of Directors of the Association.

Attached is the account statement for the period ending November 30, 2003. There has been no further activity on this account since September 2003.

Discussion questions

None. This is an information item only.

Recommendation/recommended action(s)

For those Canadian agencies who have not paid their annual contribution to the GOMC, please do so as soon as possible. Cheques or money orders should be made payable to the Council of maritime Premiers Trust Fund - Gulf of Maine Council Canadian Association of Delegates Account at the following address:

Council of Maritime Premiers Trust Fund
Gulf of Maine Council Canadian Association of Delegates Account
P.O. Box 2044
Suite 1006, Royal Bank Building
5161 George Street
Halifax, Nova Scotia, B3J 2Z1 Canada
Attn: Mr. Rod Casey, CFO

Contact: Pat Hinch and Justin Huston

Part One: Gulf of Maine Council July 2004-June 2005 Work Plan Working Group Recommendations

Background

The Council often commences development of its annual work plan 6-months in advance to allow sufficient time to define projects, identify partners and secure matching funds. In preparation for the Council's implementation of the third year of its 5-year Action Plan, the Working Group has prepared recommendations based on the following expected grant/contribution amounts (these are our best projections at this time):

- Member contributions will remain constant at \$89,000 (US);
- Congressional support appropriated through NOAA is expected to return to the 2002-2003 level (\$500,000) and may be raised to \$1,000,000. The U.S. Senate currently has \$1 million allocated to the Council for habitat restoration as well as our "core tasks." The Congress and the President are expected to enact the US budget bill in late December. Only at that time will we know the actual commitment to the Council; and
- Grant funds, expected to remain constant, including NMFS (\$400,000); US Fish and Wildlife (\$50,000); National Ocean Service (\$40,000). These grant funds are allocated for specific projects as specified in the grant applications.

Working Group Recommendations

- **Place Core Tasks as 1st funding priority.** Core Tasks cost is estimated at \$551,067. Please refer below to "I. Core Tasks" for a list.
- **Support Additional Projects if NOAA funding level is increased beyond the \$500,000 for core tasks:**
 - Fund up to \$300,000 for New Habitat Restoration Projects. Please refer below to "II. New Habitat Restoration Projects" and the separate document "Proposal for Habitat Restoration Funding from the Gulf of Maine Council"
 - Fund up to \$200,000 for additional projects. Please refer below to "III. Examples of Additional Projects that Need Funding" for a list.

- **Use available secretariat funds for additional projects.** Please refer below to “**Part Two: Gulf of Maine Council Indirect Rate Proposal**”

Requested Action

The Working Group is seeking concept level approval by the Council of these recommendations. We can then communicate with NOAA and others about these priorities to develop more detailed work plans. **The Council will be presented a complete work plan and budget for your consideration at your next meeting in June 2004.**

I. Core Tasks

1. Gulf of Maine Times
2. Public Education and Participation Committee
3. Science Translation
4. Environmental Monitoring
5. Gulfwatch
6. Action Plan Grants
7. Administration
 - Secretariat
 - US GOMA

Note: The Council has already initiated work on these tasks and there is a need to make a year-to-year commitment to sustain the momentum.

II. New Habitat Restoration Projects

(Please refer to separate document: “Proposal for Habitat Restoration Funding from the Gulf of Maine Council”)

1. Monitoring
2. Restoration Project “Jumpstart”
3. Education and Outreach
4. Capacity Building

III. Examples of Additional Projects that Need Funding

1. Ecotourism Implementation
2. Gulf of Maine Mapping Initiative (GOMMI)
3. Marine Habitat Committee Projects
4. Northeast Aquatic Nuisance Species Panel
5. Northeast Coastal Indicators & Coordinated Environmental Monitoring Implementation
6. Sewage Management Workshop Implementation
7. State of the Gulf Summit Implementation
8. Stewards Projects in each Jurisdiction

Part Two: Gulf of Maine Council Indirect Rate Proposal

Background

The U.S Association recently completed their audit. The findings were clean. The auditors recommended, through a standard calculation, that the U.S. Association use an indirect rate of 12.76% to cover all (Secretariat and U.S. Association) administrative costs. Administrative costs would be distributed evenly across income sources instead of as direct costs in specific grants or supported in part through secretariat dues

Working Group Recommendations

- **The 12.76 indirect rate be applied starting with new funds invoiced or granted after December 5, 2003.**
- The indirect rate fee collected would cover U.S. Association and Secretariat administrative costs. In essence, where the money comes from for administration will change. The amount of money spent on administration will not change. Every year, after audit completion, a new rate would be set based on the most recent audit, and go into affect after the Dec. Council Meeting. This will free up secretariat funds to be used for projects.
- **A portion of the secretariat dues to be set aside in a reserve account.** We currently have \$5,369 in unallocated secretariat funds. Our auditor suggests it is standard to have at least one month running expenses in a reserve. This is approximately \$60,000. We recommend that the current unallocated funds be put in a reserve account and that we add \$13,700 per year for the next 4 years to equal the \$60,000. These funds would serve as a contingency fund. Dues are our only revenue source that can be applied to a reserve account.

Requested Action

The Working Group is seeking approval by the Council of these recommendations. Once approved, we ask that you to direct the Finance Committee and Working Group to implement these recommendations.

Cindy Krum and Susan Snow-Cotter

Peter Gough gift disposition

Issue

- The Council's decision to sell Peter Gough's donated paintings through an art gallery is no longer a viable option.

Key Messages

- Zwicker's Art gallery expects upwards of 50%-60% in commission fees.
- Based on previous experiences, the Goughs suggested the Council sell tickets for the paintings throughout the year (at conferences, meetings, webpage, etc) and draw a winner at the December 2004 Council awards ceremony.

Background

- Peter Gough has donated a number of his paintings to the Council.
- Zwicker's Art Gallery expressed interest in exhibiting the paintings, but asked for 50%-60% commission plus other expenses.
- Originally, the Council had recommended that the paintings be placed in the Art Gallery of Nova Scotia; however, they do not allow a 2nd party to sell or rent pieces. The Goughs would prefer not to sell the paintings themselves directly as they will have to pay HST (sales tax).
- Regardless of how the paintings are sold, the Council will retain rights to the photographic images of the paintings for reprint on note cards, tote bags, awards, etc.
- Proceeds of the sale(s) will be deposited into the Canada Association account.

Discussion Questions

- None

Recommendations

- Task Josh McLean, Administrative Assistant, to further develop the ticket option and draft a cost/benefit analysis for review by the management committee.
- The management committee will decide how best to proceed with this option, with the goal of having tickets ready for sale by the March working group meeting.

Justin Huston

Contractor staffing updates

Council Coordinator and Administrative Assistant

Michele Tremblay's and Joshua McLean's contracts expire June 30, 2004.

US Gulf of Maine Association

Cindy Krum's contract expires September 30, 2003. A new contract is being drafted and will expire June 30, 2004.

Gulf of Maine Times

Andi Rierden's contract expires December 30, 2003. A new contract will expire June 30, 2004.

Science Translation Project

Peter Taylor's¹ and Ethan Nedeau's contracts expire June 30, 2004.

Website

Alan Gillis's technical support contract expires June 30, 2004

Public Education and Participation Committee

PEPC has offered the job to a third candidate who has not yet let them know his decision.

Environmental Quality Monitoring Committee

The application period has closed. Sufficient application packages have been received. The EQMC is reviewing the packages and will start the interview process soon.

State of the Gulf Summit Coordinator

The selection committee is in the process of conducting interviews.

State of the Gulf report writers

The closing date for application period is November 21, 2003.

Michele L. Tremblay, Council Coordinator for Pat Hinch, NS Department of Environment and Labour and Working Group Chair

¹ Peter Taylor's contract includes a scope of services for the Web Producer work.

Action Plan tracking report as of November 21, 2003²

GOAL 1

ACTION 24

Identify and help distribute existing ANS publications and create new fact sheets as needed. Complete and ongoing

Measure

Bibliography of existing publications posted on NEANS Panel website, completed fact sheet(s) distributed and posted on NEANS Panel website.

Status C

Fact sheet is completed and posted at <http://www.northeastans.org/neanspanelfactsheet.pdf>. Resources continually updated at <http://www.northeastans.org/resources.htm>

Comments

Lead: Michele L. Tremblay

GOAL 1

ACTION 26

Identify species of concern to the region and potential modes of introduction, developing management strategies to minimize their spread. Rapid response plan to be completed by Summer 2004.

Measure

A species list will be generated based on a review of current invasive species literature and regional management plans. Prevention strategies and a rapid response protocol will be developed to minimize their risk for introduction and spread..

Status O

Comments

A report and abstract identifying ANS for the region will be completed December 2003.

Lead: Jay Baker

GOAL 1

ACTION 27

Create a regional database to track distribution and spread of ANS. December 2003

Measure

Project will be successful upon the completion and live publication of a spatially referenced ANS locations database capable of data queries and uploads.

Status O

The database will be fully-functional on the website by December 2003.

Comments

The project will be completed by December 2003

Lead: Jay Baker

Michele L. Tremblay

² C = completed, O = ongoing, S = stranded (no lead assigned to this action)

Post-redesign GOMCME website update

The redesign of the Gulf of Maine Council's Web site was completed in June 2003. The statistics indicate that usage has risen dramatically since the redesigned site was launched in late June (see graphs below). Many people throughout the Council participated in the redesign process and contributed to its success.

A new process has been established for maintenance and further expansion of the site. Peter Taylor is the Web producer, managing the site's maintenance, content, and development. Allan Gillis is the technical specialist, providing technical support. The Web guild, which includes the Web producer, technical specialist, and representatives of the Council's various committees and projects, has begun to meet monthly by conference call to discuss Web-related issues and to coordinate Web efforts. They maintain portions of the site using a standard protocol. The Web advisory group, which includes representatives from the Working Group, held an introductory meeting by conference call and will continue to meet as necessary for oversight of the Web site.

Web advisory group: Seth Barker (chair), Anne Donovan, Steve Jones, David Keeley, Peter Taylor
 Web guild: Peter Taylor (Web producer), Allan Gillis (Technical Specialist), Jon Kachmar, Andi Rierden, Michele Tremblay. New PEPC and EQMC contractors will be included when hired.

Visits to the Web Site

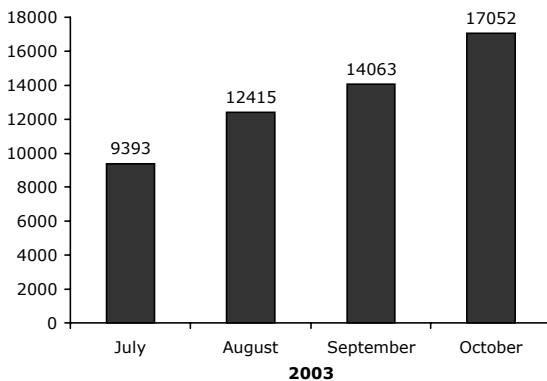


Figure 1. The number of visits per month to the GOMC Web site has increased 81 percent since the redesigned site was launched at the end of June 2003. "Visits" includes both new and repeat users of the site.

Page Views

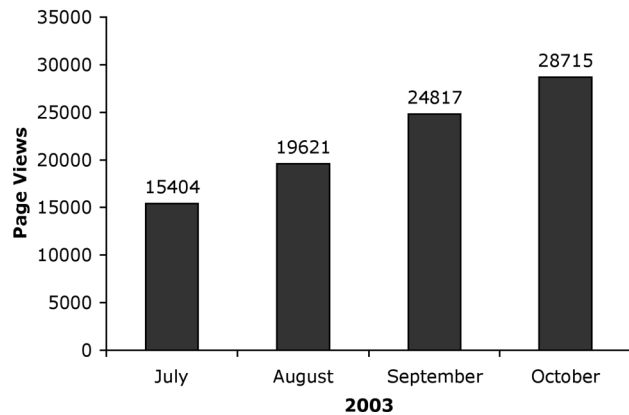


Figure 2. The number of page views has increased 86 percent. "Page views" indicates the number of individual Web pages (such as the home page, News page, NGO Search page, or Knowledgebase pages) viewed per month. A user may view multiple pages per visit. Popular areas include the Times, Knowledgebase, Publications, Opportunities, NGO Directory, and People Finder.

PDFs and Word Documents Downloaded from the Web Site

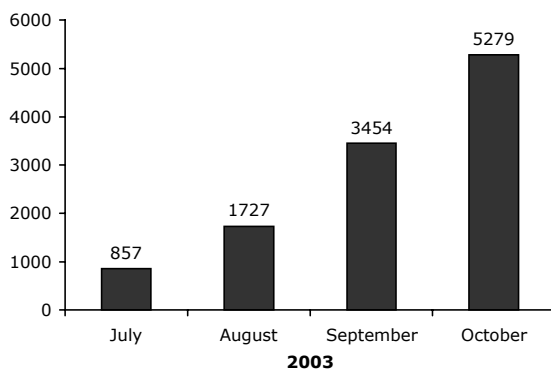


Figure 3. This graph shows the number of PDF and Word documents downloaded from the site each month. The six-fold increase over four months probably reflects 1) the larger number of visitors, 2) the ease of finding documents on the redesigned site, and 3) the new and updated materials now available on the site. Some popular downloads include the Action Plan 2001-2006, nitrogen workshop report, sewage workshop report, Gulfwatch fact sheet, ocean zoning report, seafloor mapping publications, and contract job announcements.

Seth Barker, DIMC Co-chair

Habitat Conservation Subcommittee

Issue

New subcommittee membership.

Background

Subcommittee co-chairs distributed the Terms of Reference, proposed workplan, and guiding principles along with an invitation for people to join the existing group (most of whom were part of the previous Habitat Conservation Taskforce). Based on the invite, we added five new members to our current list of fourteen. Several of the new members are from Canadian provinces. Since we are beginning some projects, we still welcome names of other potential members.

Update

The subcommittee will have its first conference call with new members in late November and plans on gathering at the March Council meetings in Maine.

Recommendation

1. Approve Habitat Conservation Subcommittee planning documents.

Issue: inventory marine conservation tools to build an information base for the GOM habitat conservation website.

Background: the inventory will focus on projects and organizations that have an active or long-term commitment to habitat conservation in the Gulf. This project is an information gathering exercise to help the subcommittee what conservation tools are available in the GOM and to identify gaps related to habitat conservation.

Update: The Conservation Law Foundation is committing time/resources of an intern to work with subcommittee co-chairs and Peter Taylor to compile short summaries/links needed for the website.

2. Issue: Assess the Impacts of Human Activities to Coastal and Marine Habitats in the Gulf of Maine.

Background: this project will compile new information and synthesize existing reports to evaluate human activities and their threats to the GOM. This information will be presented for discussion at the Fall, 2004 Gulf of Maine Summit where needs, opportunities, challenges, and next steps will be discussed.

Update: a scope for this project has been submitted to the MPA Center, which has shown interest in providing funding. Subcommittee co-chairs are supposed to hear about the funding request in late November. If MPA Center funding is secured, the goal is to have an intern/consultant compile new and existing information on priority habitat stressors. Draft white papers will be presented at the 2004 Summit for discussion. These papers will summarize: 1) how habitats are threatened, 2) related research, 3) management (including legal and regulatory authorities and tools), and 4) mitigation measures.

Katie Lund and Marianne Janowicz, Co-chairs

Habitat Monitoring Subcommittee

Canadian representatives were added to the subcommittee's Steering Group. The steering group is now composed of the following individuals:

Massachusetts – Jan Smith, Massachusetts Bays Program

New Hampshire – David Burdick, University of New Hampshire

Maine – Lee Doggett, Maine Department of Environmental Protection

New Brunswick – Paul Wilson, NB Department of the Environment

Nova Scotia – Mike Brylinsky, Acadia University

A conference call among the steering group is scheduled for November 19, 2003. The agenda includes 1) defining the scope of the subcommittee's efforts within broad habitat types identified for regional monitoring (coastal landforms above high-tide and anadromous fish habitat; estuaries, including tidal marshes, mudflats, and seagrass beds; and marine systems extending from nearshore subtidal to the 60-m depth contour); 2) identifying issues of highest concern within those habitats; 3) identifying specific issues or habitat types as the initial focus for monitoring; and 4) making recommendations on subcommittee membership to represent each jurisdiction and provide critical expertise within each habitat type. It is likely that the full subcommittee will not attempt to meet until after the Northeast Atlantic Indicators Workshop has been convened (January 2004). The Habitat Monitoring Subcommittee can offer a vehicle for implementing results of the regional monitoring and indicator workshops.

Hilary Neckles and Reg Melanson, Co-chairs

Coastal Development Forum

Issue

December 4th, the Council will be co-hosting with the Ocean Management Research Network (OMRN) and Dalhousie's Marine Affairs Program, a public forum: *Managing Coastal Development in the Gulf of Maine*

Key Messages

The day will begin with a presentation on coastal development trends and patterns in the Gulf of Maine, followed by a synopsis of coastal governance/management in the region.

A panel discussion will follow, focusing on information and ideas about managing coastal development, culminating in recommendations to the Council on how it can best facilitate coordinated management of coastal development regionally.

Background:

DRAFT AGENDA

Master of ceremonies and panel moderator: Michael Butler, Chair, Atlantic Coastal Zone Information Steering Committee (ACZISC)

9:00-9:30	Intro <i>Mike Butler, ACZISC</i> <i>Coastal Development—what is it? What are its impacts? Why are we concerned?</i> <i>Forum—goals, outcomes, participants</i>
9:30-10:15	Regional overview: Coastal development, patterns and trends throughout the GoM. -- <i>Allison Evans, Program Director, Ocean Management Research Network</i>
10:15-10:45	Break
10:45-11:15	Synopsis of governance and management in the Gulf of Maine -- <i>Joe Arbour, Oceans & Coastal Management Division, DFO</i>
11:15-12:30	Panel Discussion <i>moderated by Mike Butler</i> Session 1
12:30-1:30	Lunch
1:30-3:30	Panel Discussion <i>moderated by Mike Butler,</i> <i>presentation by Dr. Peter Wells, Environment Canada</i> Session 2
3:30-4:00	Wrap-up/Conclusion – <i>Mike Butler</i>

Panel Discussion

Panel Members

Tom Skinner, Director, Massachusetts Office of Coastal Zone Management

David Hartman, former Director, New Hampshire Coastal Program

Theresa Torrent-Ellis, Education and Outreach Coordinator, Maine Coastal program

Jane Tims, Manager, Integrated Environmental Planning Section, New Brunswick Department of Environment & Local Government

Peter Underwood, Deputy Minister, Nova Scotia Department of Agriculture & Fisheries

Faith Scattolon, Regional Director, Oceans & Environment Branch, DFO

Bill O'Beirne, Northeast Director, Coastal Programs Division, NOAA

Moderator: Mike Butler, Atlantic Coastal Zone Information Steering Committee

Guiding Questions

Session 1

What are the 2-3 hallmarks of your jurisdiction's approach to managing coastal development at the state/provincial level and what improvements are you considering?

One of the Council's major goals is to protect and restore coastal and marine habitats throughout the GoM. Unfortunately, this goal is often perceived to be in conflict with meeting socio-economic needs of coastal communities and vice versa. What are some of the ways you have attempted to resolve this conflict?

What are the some of the ways you have attempted to integrate public involvement into the management of coastal development. What do you feel has been successful and where do you see opportunities for improvement?

What role has science-based decision-support played in policy-making and management? Are there areas that have proved particularly effective? Challenging?

Session 2

Integration of coastal management at the state/provincial scale

One of the greatest challenges in governing and managing coastal development at the state/provincial scale is the coordination of various programs and mandates, both within and between the various levels of government. What particular challenges have you faced in this regard and what approaches and tools have you found to be successful? Funding, mandates, organizational structures, political will, etc?
What opportunities do you see for improved coordination in the future?

Coordination at the regional level: how can we align coastal policies/programs among states and provinces within the Gulf of Maine Region?

Dr. Peter Wells will give a brief (15 min.) review of recent methods and techniques the Council has employed to improve coordination across the region. This will provide the context for a brainstorming session on the following questions:

How can we best learn from each other and collectively create a path forward?

What specific actions might the Council take to facilitate coordination at the regional level?

Discussion Questions

None

Recommendations

Attend the forum

Justin Huston

Council survey on meeting preferences

Survey results as of September 10, 2003 (no responses were received after that date)

1. **Currently, the Council is using the following format: a day-and-a-half Working Group meeting, one-day workshop or forum on timely issues (recent examples include ocean zoning and natural capital) with an evening reception on the same day, and a one-day Council meeting.**
 - A. The current format [A] works for me. I cannot always get to the workshop, but appreciate the effort that goes in to pulling it together. Perhaps one of the meetings each year could include this longer schedule [B]. The private time would not be important unless all of the councilors can come to meetings. It is good to have proxies at the meeting. However, if the purpose is for councilors to get to know one another and to talk informally about issues, it would be good to have councilors in attendance.
 - B. Same format as last time [June 2003]
 - C. A longer CME meeting with them on the agenda is the key. Avoid the "updates" and get them to make policy decisions. Get them to contribute ideas and materials. We need them to feel it is worth their time.
 - D. A.
 - E. B would be preferred as to take a Councilor to just a short meeting almost seems like a waste of time. The roundtable on what's new is interesting but not always yielding major benefits.
 - F. [chose option] A

2. **On what topics would you like presentations in the coming year? Please add your suggestions as well as appropriate speakers and presenters?**
 - A. Update on habitat mapping
 - B. No response
 - C. Land conservation, State of the Gulf reporting -- substance not process, coastal management, ecotourism -- next steps, natural capital -- next steps, and restoration success stories
 - D. Working waterfront redevelopment efforts. CEI in Maine as lead. Would be interested to see what is going on in other jurisdictions and environmental impacts of same, i.e., dredging, demolition, replacement, leasehold, financing mechanisms.
 - E. i. Coastal zone mangaaement cost benefits. Best methods of governannce in coastal environment. ii. Environmental indicators, what are they, how much does it cost to obtain them, and what has the greatest cost/benefit for the province? iii. How can we generate more economic benefits from the environmment and without causng irreversible environmental harm? iv. Hwo do we or can we ever harmonize development with conservation? Why does it always appear that we have to be at odds?
 - F. Offshore oil and gas activities in northwest Atlantic. I know that Council had an Energy session a few years ago but in a year or so I would suggest it would be time to have another discussion. There has been significant activity in Atlantic Canada (with leases moving farther and farther west along our Scotian Shelf), the Georges Bank moratoria in both countries will be up for re-consideration in 2012, there is a new US administration with a new energy strategy since the last energy discussion at Council. For speakers we could ask Ken Lee (Canadian research scientist at BIO) to speak to Canadian research. I would be happy to speak to some of the management issues.

3. **The Council is comprised of diverse perspectives and experiences. Would you be interested in providing to the Council presentations or participating in Panel discussions on timely topics? Please choose one:**
 - A. I have experience in education and nature-based recreation, and interest in wilderness and open-space issues, and I would be willing to participate on a panel I am working on issues related to high level radioactive waste management, but do not feel that there is enough concrete activity, etc. to constitute a presentation or to pull together a panel. There is one decommissioning reactor (with its spent fuel sitting by the shores of the Gulf of Maine) and at least three operating reactors within the watershed. Plans for long term management of high level radioactive waste are in limbo.
 - B. No response
 - C. Any of the above
 - D. Yes, some discussion of how environmental and economic issues collide.
 - E. Yes. I am new to the Deaprtment [Agriculture, Fisheries and Aquaculture] but feel it is important to contribute. [Minister Weston suggested] development issues as panel discussion topic.
 - F. Yes, I would also be interested in a discussion at dispute resolution mechanisms, decision-making mechanisms for multi-jurisdictional bodies

4. **What is the most valuable aspect of Council meetings?**
 - A. The day-long council meeting is very informative and has the potential to focus attention on important problems and issues. The forums are equally important.

- B. No response
- C. Talking amongst folks and sharing approaches related to action plan priorities.
- D. Networking time and better understanding of Canadian vs. US resources and strategies by federal partners.
- E. Discussion of the agenda items that are relevant to *Action Plan* items that may relate to NB and moving along with the *Action Plan*.
- F. The forums and networking, informal discussion

5. What is the least valuable aspect of Council meetings?

- A. Traveling
- B. No response
- C. Listening to endless reports with no real opportunity to shape projects
- D. VERY lengthy presentations on research issues as opposed to practical conclusions of research and recommended policy implications
- E. No response
- F. No response

6. Using the space below or a second page, please share any other comments or thoughts on Council meetings.

- A. No response
- B. No response
- C. Meetings need to be engaging and fun
- D. No, thank you for reaching out!!!! Great questions.
- E. No response

Discussion points

1. Should the Council return to the day-and-a-half or two-day meeting format?
2. Should the Council re-institute the format where it held a first-day meeting followed by a forum or conference in which Councilors participated, and then the second day of the meeting?
3. What topics or issues would the Council like to discuss at meetings? Who should lead these discussions?

Michele L. Tremblay, Council Coordinator

Recommendations from the Council Staffing Transition Team

Key message

The Council has requested input from the Working Group and background materials from the Secretariat pertaining to Council staffing.

General background

Over the past 14 years, the Council program has continued to grow and evolve. The annual work plan (eg. number of program areas, issues addressed, activities, etc), the overall budget and number of staff, have increased significantly. In June 2003, the Working group discussed the issue of organizational structure and Secretariat staffing (eg. number of positions, title, responsibilities, and budget). Members agreed that Council program needs have outgrown the capacity of one coordinator to manage the volume of work and scope of duties and services.

During the Council meeting in June 2003, the issues that Council sought to address were:

- Is the current administrative mechanism sufficient to manage the effort?
- What changes in Secretariat staffing would be most responsive to the Council's needs and budget ?

A transition team was assembled (Arbour, Balsler, Finney, Hudson, Huston, James, and Keeley) to present a recommendation to Council during the December 2003 winter meeting. This group asked for advice from the Working Group. The Working Group responded by:

1. reaching consensus on organizational issues/operating principles (eg. member vs. staff driven organization; annual rotation of the secretariat, annual contributions)
2. reviewing the recent history of staffing for the Council;
3. outlining the current roles and responsibilities of key positions;
4. explore options for coordination of the Council; and
5. recommending roles and responsibilities of Council Secretariat staff in response to changing program needs. Estimating the cost of the recommended option(s).

Working Group Response

1) General organizational issues/operating principles:

The Working Group reached a consensus on the following general organizational points:

- a) the Council should continue to be a member-driven organization as opposed to a staff-driven organization;
- b) all staff should serve in a support capacity as opposed to having a leadership role; and
- c) member agencies should continue to provide annual contributions and in-kind assistance to implement the action plan.
- d) the Secretariat should continue to rotate on an annual basis. The Working Group favoured the current system of rotation brings an opportunity for each jurisdiction (every five years) to be more and remain engaged as a lead in the management aspects of the program.

2) History of GOM Coordinator Staffing

Since 1989, the inception of the Council, the Council has had a GOM Coordinator to support the Working Group and Council in managing its affairs. Prior to 1997, this position rotated annually in conjunction with the annually rotating host jurisdiction of the Council. In the late 1990's, the Working Group and Council agreed that this arrangement was inefficient (i.e. too much corporate memory loss with annual change in personnel in the coordinator position; loss of continuity in the program; too much stress on the incoming GOM Coordinator to come up to speed on the program in a relatively short period of time).

The Council shifted to hiring a full time permanent GOM Coordinator (Laura Marron. The New Hampshire Department of Environmental Services, offered and was accepted as a host agency to this position, providing pro-bono workspace, office equipment, and limited clerical support (eg. phone, mailings, supplies, etc.).

In the summer of 2002, Laura Marron requested that she be permitted to work as GOM Coordinator on a half-time basis. Michele Tremblay, the US Association Executive Director, offered to step down from her position and to share the GOM Coordinator position to create once again a full time position. In the winter of 2003 Laura left the position and Michele Tremblay has continued as GOM Coordinator on a part-time basis.

The Working Group considered the current fiscal year of 2003 - 2004, as a transitional staffing year and took measures necessary to maintain corporate memory and an appropriate level of efficiency and competency in Secretariat staff. This was accomplished by retaining Michele Tremblay as the part time GOM Coordinator and hiring a part time Administrative Assistant (Josh McLean) to the end of June 2004. At that time, it is hoped that Council will have made its final decisions on Secretariat staffing positions.

3) Current Key Positions of the Council Program - Duties and Responsibilities

The following outlines current roles and responsibilities of key positions the GOMC program.

GOMC Secretariat

Reporting structure: Reports to Working Group and Council

- The Secretariat consists of the Working Group Chairperson, the Gulf of Maine Coordinator and other staff hired to complete the duties of the Secretariat.
- Each jurisdiction is to serve as Secretariat (host jurisdiction) for the Council for one year on a rotational basis.

Secretariat Responsibilities

- Provides support for the Council, Working Group and Management Committee
- Ensures that the annual processes of the Gulf of Maine Council are effectively carried out with the input and participation of the appropriate people from within the organization.
- Organizes Council, Working Group and Management Committee meetings and annual events (eg. requests for proposals process; solicitation and preparation of the Visionary Awards)
- Prepares and distributes agendas and minutes;
- Facilitates communication among Council, the Council Management Committee, and Working Group members;
- Tracks progress on recommended actions and action plan items;
- Maintains Council records to enable the organization to function properly with a smooth transition from year to the next as host agencies rotate;
- Maintains and updates files and update mailing lists and changing memberships within the group;
- Prepares and distributes the annual report of the Council;
- Provides liaison between the Gulf of Maine organization and the public;
- Distributes information documents published by the Gulf of Maine or pertinent to the Gulf of Maine region;
- Responds to public inquiries regarding the Gulf of Maine Council, its activities and objectives;
- Maintains a position of neutrality on all issues brought before the Working Group so that each issue will receive unbiased treatment; and
- May have additional responsibilities as assigned to it by the Council

Working Group Chair

Reporting structure: reports to Working Group and Council

- Chairs and facilitates meetings of the Secretariat, Working Group and Management Committee
- Supervises the Gulf of Maine Coordinator and other appointed staff to carry out secretariat responsibilities
- Sets meeting agendas and conducts other business in consultation with the Secretariat, Management Committee and Working Group
- Facilitates management decisions and follow-up action to address recommendations of Council, Working Group and Management Committee on:
 - development of the annual work plan
 - tracking and implementation of the work plan and action plan
 - preparation of the annual report
 - other Council projects/activities that may arise
 - Identifies meeting/event locations and initiates planning
 - Reviews minutes and other documents
 - Briefs the Council Chair on Council agenda issues and topics of interest to Council

GOM Coordinator

Reporting structure: Reports to the Working Group Chair

A. Working Group, Council, Management Committee:

- facilitates communication among Council groups; in collaboration with Working Group (WG) Chair, plans four WG meetings and two Council meetings (logistics, agenda, notification) with logistical assistance from Administrative Assistant
- drafts and distributes agendas and action items for each of the above meeting
- arranges MC conference calls (up to fourteen), prepare agenda (with WG chair), and draft and distribute meeting summary and action items
- provides programmatic, and policy support as appropriate
- implements decisions, action items, policies, and procedures with support from the Administrative Assistant and appropriate Committees, Sub-committees,
- Task Forces, or other groups

B. Communications: responds to public inquiries with assistance from Administrative Assistant

C. Action Plan: coordinates reporting of progress on actions within the GOM Action Plan

D. Committees, Panels, Taskforces: assists Council issue groups in creating new and enhancing existing committees

E. Website and information management: assists Web Producer in website design, maintenance and coordination of information posted on the website; serves on the Web Guild; assembles meeting documents for placement on the website; assures that People Finder and Council listserves are up-to date

F. Reference handbook: provides coordination, counsel and support to Administrative Assistant in carrying out responsibilities relating to the reference handbook

G. Annual report: provides coordination and editorial services on annual report (information collection, performs layout and arranges printing or publishing on the Council website)

Other duties which could be considered in this position: responsibility as manager/copy editor of the *Gulf of Maine Times*, policy development, research, and implementation; **

GOM Administrative Assistant

Reporting structure: Reports to the GOM Working Group Chair

A. Administrative support:

- provides administrative support administrative support for Working Group Chair and Council Coordinator; maintains and updates People Finder and listserves in collaboration with Council Coordinator

B. Meeting and awards logistics:

- provides meeting logistics services for four Working Group and two Council meetings including associated fora, workshops, and conferences held in conjunction with the Working Group and Council meetings;
- assists in planning and coordination of the Visionary Awards ceremony

C. Annual Report: drafts initial text for review by Coordinator

D. Reference Handbook: maintains and updates online Reference Handbook and associated documents

E. Action Plan: Assists Coordinator with tracking actions and preparing quarterly updates

US Association

The US Association (similar to the Canadian Association) is a tax-exempt organization consisting of representatives from each member agency of the Gulf of Maine Council plus private sector representatives appointed by each state. The sole purpose of the association is to facilitate the Council in achieving its short and long-range agendas. The Association assists the Council human and financial resources permitting in a number of ways:

- providing technical assistance (policy formulation, project development, etc) directly to Council through standing committees;
- providing financial management in receiving and dispersing public and private support on behalf of Council;
- providing administrative support (e.g. arranging meetings, assisting the Secretariat, etc.);
- providing business development and constituent services - eg. outreach to interest groups, businesses, and other constituents in the Gulf's watershed; engage people to address the Council's Action Plan; bringing in resources to the Council for use in pursuing issues of priority concern to Council; acting as a catalyst for action on behalf of Council).

The US Association is responsible to the Council.

Executive Director, US Association

Duties and responsibilities:

- a) to receive and manage funds on behalf of the Board of Directors
- b) to disburse funds as directed by the Directors
- c) to solicit funds by writing grant proposals and other means
- d) to maintain and manage the financial records of the Association using prescribed accounting procedures which meet federal standards
- e) to ensure staff functions are performed including notifying Directors of meetings, preparing Directors for meetings arranging for special presentations as requested and arranging the
1. members' annual meeting and conducting research and preparing briefings and correspondence on behalf of the Association as necessary
- f) hire and supervise staff as deemed appropriate by the Board of Directors
- g) carry out day to day business and responsibilities of the Association and generally act on behalf of the Association in carrying out the Association's business

Actual duties of the US Association Executive Director are as follows:

- A. Manages grants and funds from multiple sources received by the Association for the work of the Council, including
 1. Administering a fund accounting system. Examples include: (collating payments with contracts and distributing payments to vendors and grant recipients; filing invoices; creating financial reports and reporting to the US Association and Council in coordination with the Secretariat)
 2. Tracking and assuring Association compliance with grant conditions
 3. Administering association bank accounts

4. Procuring and supervising work of a bookkeeping firm and check-writing service
 5. Procuring and supervising work of an auditing firm
 6. Reviewing auditor documents and drafting financial letters
 7. Submitting and appropriate filing of required audit documents
 8. Receiving, coding, and submission of invoices bi-monthly to bookkeeping firm
- B. Maintains required records and reports to grantors, including:
1. Completes semi-annual reports for federal funds
 2. Completes narrative progress reports to US Congressional offices, NOAA administrative office, and other federal agencies
 3. Works with auditing firm to: file IRS Form 990; complete and file A1– Single Audit, and to file state reporting
 4. Works with bookkeeping firm to file IRS Forms 1099 and 1096 for contractors and grantees
- C. Drafts and administers Association contracts to Council grantees, in coordination with others, including:
1. Preparation and distribution of requests for proposals
 2. Preparation of contract language and budgets
 3. Tracking and reporting on grantee performance, including schedule and delivery of work products, and distribution of work products for review as applicable
 4. Management of vendors and service contractors
- D. Maintains the Association as a nonprofit corporation, including:
1. Filing required documents with state and federal agencies as a nonprofit corporation
 2. Maintaining and administering the Articles of Incorporation and Bylaws, including organizing and scheduling any required meetings or events
 3. Maintaining and administering Association membership
- E. Organizes and coordinates Association business, including:
1. Conference calls, mailings, and related tasks
 2. Coordinating meeting dates, and arranging for a quorum
 3. Preparing agendas and drafting minutes for meetings, calls, and other events
 4. Keeping records of officers, actions, and other official business
 5. Invoicing, receiving, and managing annual dues and contributions from Association jurisdictions.
 6. Coordinates Association accounts with those of the Canadian Association
 7. Recommends changes to Articles of Incorporation and Bylaws
- F. Other duties assigned in writing to the Executive Director under Article 21 of the US Association by-laws.
1. Duties currently performed but not included in the above:
 2. Personnel management of Council staff overall (preparation of contracts, communication
 3. with new contractors concerning the organization, assist in preparing position announcements, organization of contractor and supervisor meetings).
 4. Organization of financial reporting and budgeting procedures.
- Note: Direct day to day supervision of Council staff is currently carried out by various members of the Working Group or Co-Chairs of Working Group Committees..

4) Options for Coordination of Council

Maintaining the status quo with a single coordinator staff position was no longer considered to be a practical option for Council due to the fact that program needs now extend beyond the capacity of one person to perform this function. Two staffing options were considered in terms of value and effectiveness, duties and scope of authority, and cost.

- a) Enhanced GOM Coordinator (with enhanced duties and authority)
- b) GOM Coordinator with enhanced duties in conjunction with logistical/administrative support

The following presents the perceived values (pluses and minuses) of these two options.

a) Enhanced Coordinator

Pluses

- Authority to act

Minuses

- Perceived as a leader as opposed to a support position
- Authority to speak on behalf of Council
- Less Working Group ownership of program implementation and management
- Perceived cross-border inequality
- Less Working Group ownership of program implementation and management

b) Coordinator in conjunction with Administrative Assistant

Pluses

- Enhanced leadership
- Greater coordination and tracking of tasks
- Greater liaison with others

Minuses

- Greater cost
- Perceived cross-border inequality

The Working Group further examined the advantages and disadvantages of a full-time coordinator hosted by an agency.

Advantages:

- brings continuity to the program.
- host agency provides valued staff support and help to minimize overhead costs to Council.

Disadvantages: one full time coordinator can no longer support program demands.

Working Group Recommendations

A. General organizational issues/operating principles recommendations

The Working Group reached consensus on the following issues:

1. the Council should continue to be a member-driven organization as opposed to a
2. staff-driven organization;
3. all staff should serve in a support capacity as opposed to having a leadership role; and
4. member agencies should continue to provide annual contributions and in-kind
5. assistance to implement the action plan;
6. the Secretariat should continue to rotate on an annual basis. The Working Group
7. favoured the current system of rotation brings an opportunity for each jurisdiction (every
8. five years) to be more and remain actively engaged as a lead in the management aspects of the program.

B. GOM Staffing Recommendations

1. the preferred option is to hire a coordinator (with added responsibilities in program and policy support) in conjunction with an administrative assistant. Where possible these positions should be hosted by a cooperating member agency.
2. September Working Group discussions suggested a full time GOM Coordinator and a half-time Administrative Assistant position. Comments back from the Working Group on this document in November agreed with having both positions but suggested alternatives on whether these positions should be full or part time (see Appendix A). Alternatives suggested were:
 - a) a half time GOM Coordinator and half time Administrative Assistant (NB Department of Environment and Local Government)
 - b) a half time- three quarter time GOM Coordinator and a half time Administrative Assistant (Pat Hinch)
3. Coordinator position should not rotate but remain in one jurisdiction and serve the rotating Secretariat. A host member cooperating agency should support the GOM Coordinator position by providing pro-bono office space, equipment, and limited clerical support.
4. Logistical planning, personnel, and fiscal management responsibilities should be removed from the GOM Coordinator position and transferred to the Executive Director of the US Association.
5. The recommended roles and responsibilities of Council Secretariat staff including qualifications, duties and compensation range are included in Appendix B.

Comments received from Working Group members on this document in November have been

incorporated into the above text in so far as they were consistent with my understanding of the Working Group discussions and consensus opinions in September and November 2003.

Recommendations to Council

1. Council to consider the Working Group preferences and make final recommendations to the Working Group.
2. Council to charge the Working Group with the development of position descriptions for a Council Coordinator and an Administrative Assistant for review and comment by Council by the end of January 2004 and final approval by mid- February 2004.

Appendix A

1. Comments received on Recommendations Comments from November Working Group review of the above recommendations on a full time coordinator and part time logistics person. Part time GOM Coordinator position in conjunction with a full time Administrative Assistant position. It was felt that removal of logistical administrative duties from the GOM Coordinator position would free up time for policy work but only to justify the GOM Coordinator as a part time position. This has the added benefit of saving money for the Council. The person mentioning this option indicated that this was discussed during the Working Group meeting in September and felt that should also be considered by Council.
2. Part-time GOM Coordinator in conjunction with a part-time Administrative Assistant to keep within budget provided by annual dues. Members suggested Council examine how the current operation of the Secretariat has worked over the last five months (i.e. one part-time GOM Coordinator and one part-time Administrative Assistant) as a potentially viable alternative.

Appendix B

GOM Coordinator

Qualifications

Highly self-motivated; proven technical competence; superior communications and writing skills; policy experience (policy review, research, development, ability to advance policies); program budget development and oversight; knowledge of coastal, marine and watershed issues within the Gulf of Maine/Bay of Fund; ability to work independently, capable of multiple task management; experience working with both governmental and non-governmental organizations at a regional, national, or international basis.

Duties

Coordination of the Gulf of Maine Council program; plan Working Group, Council and Management committee meetings and events; programmatic and policy support; implement decisions, action items, policies and procedures approved by Council and Working Group; track and report on action plan progress; assist in creating new and enhancing existing committees; information management; outreach, response to public inquiries/point of contact; coordinate production of the annual report; and layout of position descriptions for contract positions.

(Responsibility for fiscal management, personnel management, fundraising, and speaking on behalf of Council in public forums, would not be included in this position).

Compensation range

\$ 58,800 US for 46 weeks at approximately \$ 40 hours/week. (This position is currently contracted on a deliverables basis as opposed to hourly but could be paid on an hourly basis if the Council so chooses).

Attached is the current position description for the part-time coordinator (Michele Tremblay).

Administrative Assistant

Qualifications



Superior organizational, communication, and coordination skills; a background in environmental education natural science, marketing, communications or related field; knowledge of coastal, marine and watershed issues within the Gulf of Maine/Bay of Fundy; capable of multiple task management; experience working with both governmental and non-governmental organizations at a regional, national, or international level.

Duties

Administrative, logistical, and planning support for Working Group, Council meetings and events; information and database development and maintenance; assistance in tracking progress of committees on action plan/workplan items; and the preparation of annual and quarterly progress reports.

Compensation Range

\$15,300 US for 46 weeks at approximately 20 hours per week. (This position is currently contracted on a deliverables basis as opposed to hourly but could be paid on an hourly basis if the Council so chooses).

Attached is the position description for the current part-time administrative assistant (Josh McLean).

Pat Hinch

Species At Risk Act (SARA)

The purpose of the Species At Risk Act is to: prevent wildlife species from being extirpated or becoming extinct; to provide for the recovery of wildlife species that are extirpated, endangered or threatened as a result of human activity; and to manage species of special concern to prevent them from becoming endangered or threatened.

For any listed extirpated, threatened or endangered species, no person shall:

- kill, harm, harass, capture or take an individual
- possess, collect, buy, sell or trade an individual or any part or derivative of one
- damage or destroy the residence of an individual

The Government prefers to use stewardship as a first approach, however SARA will provide for new enforcement capability. As of November 2003, the following species are to be protected in Offshore Areas:

- Endangered
 - Beluga Whale
 - Blue Whale
 - Right Whale
 - Northern Bottlenose Whale
 - Leatherback Turtle
 - Atlantic Cod (NL pop'n)
 - Atlantic Salmon
 - Roseate Tern
- Threatened
 - Northern Wolffish
 - Spotted Wolffish
 - Atlantic cod (Laurentian North pop'n)
 - Cusk
- Special Concern
 - Fin Whale
 - Harbour Porpoise
 - Sowerby's Beaked Whale
 - Atlantic Wolffish
 - Atlantic cod (Maritimes pop'n)
 - Harlequin Duck
 - Barrow's Goldeneye
 - Ipswich Sparrow
 - Ivory Gull

Critical Habitat Protection - Federal Lands & Waters – is also a relevant aspect to SARA. Critical habitat regulations (in federal lands and waters) can prohibit certain activities deemed threatening to the recovery of a species. Critical habitat on federal lands and waters must be protected first and under a prescribed timeline (higher expectation for competent departments i.e. EC and DFO).

George Finney, Canadian Wildlife Service, Environment Canada

Bay of Fundy Ecosystem Partnership

The Bay of Fundy Ecosystem Partnership was established in 1997. Its mission is to “*promote the **ecological integrity, vitality, biodiversity and productivity** of the Bay of Fund ecosystem, in support of the **social well-being and sustainability** of its coastal communities; these to be achieved by facilitating and enhancing **communication and cooperation** among individuals and groups committed to **understanding, conserving and sustainably using Bay of Fundy resources, habitats and ecological processes.**”*

BoFEP was established as a virtual organization, with more than 400 listed members, most of whom live within the watershed of the Bay of Fundy. Collectively, they represent all sectors of society, and especially of the numerous groups that have independently formed to address one or more issues related to the Bay. We have seen ourselves as a facilitating network that tries to improve the effectiveness of these various groups and agencies without duplicating effort. The Partnership operates largely through a number of working groups whose *raison d’etre* may be in one or more of the following: increasing scientific knowledge of the Bay and its resources; increasing public awareness of environmental issues and facts; assisting interest groups (particularly NGOs) to achieve their aims and objectives; developing and testing new methods of resource or environmental management; identifying and working toward protection and/or rehabilitation of habitat. In 2002 and 2003, BoFEP’s Minas Basin Working Group, under the leadership of Ms. Pat Hinch and Dr. Michael Brylinsky, hosted a series of public forums aimed at issue identification and prioritization in the upper part of the Bay of Fundy. The last of these, on 28 October 2003³, represented one of the steps in the GPAC Summit process, yielding a consensus-based matrix of issues and conditions in the Bay of Fundy. . In short, BoFEP aims at the same outcomes as the Gulf of Maine Council on the Marine Environment

BoFEP is principally (and in principle) volunteer-based. It is financially supported almost exclusively by Environment Canada; other federal agencies, notably Fisheries and Oceans and Heritage Canada, underwrite some costs of specific working groups, rather than supporting the organization as a whole. On the other hand, BoFEP receives substantial in-kind support, mostly of time, by committed individuals from universities, government agencies, and the general public. As with all volunteer-based groups, ‘burn-out’ is a constant danger, and one that threatens the continuation of a worthwhile – if not essential – initiative.

Activities of the working groups during 2002-2003 include: the 5th Bay of Fundy Workshop entitled: “Health of the Bay of Fundy: Assessing Key Issues”, which included the Bay of Fundy Coastal Forum; preparation of the workshop report; preparation of a monograph on *Corophium volutator*; preparation of a nomination for the upper Bay of Fundy as a (UNESCO) Biosphere Reserve; an inventory of Bay of Fundy saltmarshes, and a plan for restoration of suitable sites; development of an Integration Management Plan for the Minas Basin; development of a pilot project for Integrated Management of Fisheries in the upper Bay of Fundy;; coordination of a GPAC Summit forum; and publication of new *Fundy Issues*. In addition, we have commenced discussions with Dr. Lewis Incze regarding the role BoFEP may take in the development of the Bay of Fundy component of the Census of Marine Life

Given the coherence between the goals and objectives of BoFEP, the Gulf of Maine Council on the Marine Environment, and GPAC, it is a striking fact that BoFEP submissions for financial support to these groups have been generally unsuccessful, except for welcome (but small) contributions to the Fundy Workshops. If BoFEP is to continue to align its activities to the Gulf of Maine Council’s Action Plan priorities, it needs to be resourced more than at present.

Graham R. Daborn

³ Delayed from a previous date by Hurricane Juan.

MA Office of Coastal Zone Management Oceans Initiative

Massachusetts coastal waters have been the focus of considerable attention recently due to several proposed offshore wind farms that raise important jurisdictional, regulatory, and public trust issues. In response, Governor Mitt Romney announced the Massachusetts Ocean Management Initiative, the purpose of which is to: (1) establish a more proactive process for managing ocean resources within state waters; (2) provide a seamless ecosystem approach by working with the federal government to improve management of ocean resources in federal waters; and (3) review, revise, and strengthen administrative, regulatory, and statutory provisions and policies to address environmental, planning, and public trust issues in both state and federal waters. This presentation will provide an update on and preliminary recommendations of the Task Force, which is scheduled to submit its final report in February, 2004.

Thomas W. Skinner

Halifax activities for free time

1. **Neptune Theatre** – From November 26 to December 24, 2003 a holiday show is playing: "A Gift to Last." The shows start at 8:00 PM, and cost from \$17.25 up to \$28.75 per person (including taxes). With a group of more than 20, there is a 20% discount. For more information call 902.429.7070 or visit www.neptunetheatre.com.
2. **Alexander Keith's Brewery Tour** – A one-hour tour costs \$9.95 per person. Only weekend tours take place during the winter, unless group tours are requested during the week. For more information call 902.455.1474.
3. **Museum of Natural History** – Open from 9:30 AM - 5:00 PM on Tuesday, Thursday and Friday. On Wednesday, they are open from 9:30 AM - 8:00 PM. The cost is \$3.00 for adults. The museum is showcasing new exhibits on silver, wolves, and the regular exhibits. Visits on Wednesday evening from 5:00 PM TO 8:00 PM are free! For more information call 902.424.6099 or 424.7353 or visit <http://museum.gov.ns.ca/mnh>.
4. **Maritime Museum of the Atlantic** – Open on Tuesday from 9:30 AM TO 8:00 PM, and from 9:30 AM TO 5:00 PM on Wednesday and Thursday. For information call 902.424.7490 or visit <http://museum.gov.ns.ca/mma>.
5. **Art Gallery of Nova Scotia** – Open from 10:00 AM TO 5:00 PM on Tuesday, Wednesday, and Friday. Daily tours also conducted at 2:30 PM (included in \$10.00 entrance price). For more information call: 902.424.7542 or visit www.agns.gov.ns.ca.
6. **Pier 21** – Open Wednesday to Friday, 10:00 AM TO 5:00 PM. The admission is \$6.75 per adult. Call 902.425.7770 for more information or visit: www.pier21.ca.
7. **Halifax Feast Dinner Theatre** – Adult price is \$41.98 with tax. Reservations are suggested. Call 902.420.1840 or visit www.feastdinnertheatre.com.
8. **Rebecca Cohn** – On December 5 the Symphony Nova Scotia Nutcracker Concert begins. To make reservations and for more information call 800.874.1669 or visit www.symphonymovascotia.ca/special.htm.

Josh McLean