



## NOTICE OF POSITION

**MUSKWA-KECHIKA  
MANAGEMENT AREA  
ADVISORY BOARD  
Month and Year Posted**

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### **Business Structure**

The Advisory Board is appointed by the Premier of the Province. The Board's mandate is to provide advice to government on natural resource management in the Muskwa-Kechika Management Area to ensure that activities within the area are consistent with the objectives of the Muskwa-Kechika Management Plan. The Advisory Board is accountable, and reports to the Premier.

As per the M-KMA Regulation - the Premier will appoint up to 17 members to the Advisory Board including a Board Chair, such that the Advisory Board represents a broad range of interests. These would include, but not be limited to, First Nations, environmental groups, business, and Fort Nelson, Fort St John Land and Resource Management Plan participants. Kaska Dene representatives would be appointed in accordance with the Letter of Understanding between Kaska Dene Council and the Premier of British Columbia, signed September 14, 1997. Advisory Board members will be individuals noted for their scientific, financial, or community service experience and expertise. Advisory Board appointments will be for a period of 1 to 3 years and will be staggered to provide continuity of Board operations. The Board has an Executive committee that is led by the Board's chair. Much of the Board's work is conducted through board members volunteering to work on subject specific working groups.

The Advisory Board maintains a Collaborative Partnership Agreement with the University of Northern British Columbia which administers a Muskwa-Kechika Management Area Endowment of one million dollars. The purpose of the Agreement is to align research priorities between the University and the Board to improve the quality and integrity of the Board's advice to Government.

The Board's annual operating budgeting is \$75,000 which is guided by its Strategic Plan and Operational Business Plan, from which an Annual Work Plan and Annual Forecasted Budget are developed. As an Advisory Board, there are no annual revenues, capital assets, employees, or offices. However, the Board is supported by a strategic coordinator under contract.

For more detailed information on the Advisory Board please go to <http://muskwa-kechika.com>.

### **Strategic Direction**

The preamble to the Act guides the development of a shared vision for the M-KMA and management decisions within the M-KMA. The mission of the Board is to provide respected and

trusted advice that ensures the dynamic ecosystems, wilderness, wildlife, and cultural diversity of the Muskwa-Kechika Management Area are maintained in perpetuity.

The purpose of this section is to provide a summary of the organization's main strategic objectives. This information should lay the foundation for defining the competencies required for the Board.

Include such things as:

- One of the Board's priorities is to finalize its Natural Resource Management Framework and to work with the Fort Saint LRMP Update Initiative to "test" the Framework.
- Over the next few years, the Board will continue to be asked to give advice on the conditions under which specific forestry related opportunities (forest industry as well as indigenous licenses), renewable energy opportunities and potential mineral exploration and extraction proposals should be evaluated and regulated.
- Over the longer term and using the Framework the Board envisions addressing how monitoring and reporting should unfold within the management area and how continuous improvement is embedded as a critical element in the on-going management of the area.
- The Board will continue its collaboration with UNBC on future research projects within the MK area to ensure alignment of mutual priorities, and
- Although there are several competencies identified for Board members the most critical are:
  - Relationship building with First Nations
  - Teamwork
  - Strong interpersonal skills
  - Keeping a broad perspective on all issues
  - Seeking solutions through collaboration, problem solving and consensus
  - Time commitment
  - Strategic thinking and planning
  - No undeclared conflict of interest
  - Knowledge of the M-KMA
  - Knowledge of current and emerging natural resource management and land planning issues,
  - Scientific/research experience and
  - Strong fiscal standards and integrity.

## **Governance Structure**

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The Board may have up to seventeen members that are appointed by the Premier of BC. Currently there are eleven of the seventeen seats accounted for within the Board's operational budget. Four of the eleven seats are reserved for Indigenous representatives (Kaska Dena). The Board has an Executive Committee that is led by its Chair and three other volunteer Board members. Most of the Board's business is conducted through subject specific working groups populated by volunteer Board members.

The working groups are:

- Natural Resource Management Framework
- Forestry
- Mineral Tenures
- Indigenous Relations
- UNBC Collaborative Partnership
- Kaska-Dena Conservancy Initiative
- Designated Access
- Diversified Funding Model
- Board membership and Composition
- Parks Management
- Strategic Direction and Operational Business Plan
- Government Engagement and Communications
- Tourism and Signs

## **Board Responsibilities and Accountabilities**

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### **Role**

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The Board's broad role is that of:

- Leader** - Set strategic direction for the management of resources within the M-KMA
- Overseer** - Evaluate performance measures and hold each other, Executive and working group members accountable
- Steward** - Provide meaningful, accurate, and measurable advice to proponents and government on the sustainable management of the Muskwa-Kechika Management Area; and
- Reporter** - Report to government, stakeholders, public, others through an "Annual Report to the Premier and Public of British Columbia".

### **Responsibilities**

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Board responsibilities fall into the following general categories:

**Managing Board Affairs:** Establish the processes and structures necessary to ensure the effective functioning and renewal of the Board. This includes monitoring and improving the quality of the Board and ensuring its Executive and appropriate Board working groups are in place, ensuring appropriate Board orientation, articulating roles and responsibilities for the Board working groups, defining Board process and guidelines; evaluating the effectiveness of the Board, working groups, members, chair and vice-chair and identifying potential member candidates. Member evaluation by the Chair occurs in the last year of their appointment. Board evaluation will be undertaken annually.

**Organization's Mandate:** Fully understand the Board's mandate set by government, review, and make recommendations to government regarding the mandate to reflect changing circumstances.

**Strategy and Plans:** Participate in the development, review, and approval of the Board's

Strategic Plan and Operational Business Plan to ensure consistency with the it's mandate as set by government.

**Human Resources:** Subject to government legislation and guidelines, select, appoint, compensate, evaluate, and terminate the M-KMA Strategic Co-ordinator and oversee management succession and development.

**Financial and Corporate Issues:** Review financial, accounting and control systems to ensure appropriate risk management systems, code of ethical conduct and conflict of interest guidelines are set in place.

**Monitor and Report:** Monitor Board performance against strategic plans and compliance with applicable legislation and government direction; account to government and stakeholders through appropriate reporting.

**Communications:** Oversee Board's communications policy.

## **Accountabilities**

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In carrying out its work, the Board operates within the broad policy direction and budget set by the Ministry of Land, Water and Stewardship Resources.

## **Board Composition**

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The individuals who make up the Advisory Board Membership should, collectively, have the necessary competencies required to:

- Add value and provide support for Executive Committee in establishing strategy and reviewing risks and opportunities
- Effectively monitor the performance of the Executive Committee and the Board, and
- Account for the performance of the Board.
- Reflect a cross-section of the North's cultures and character

## **Personal Attributes**

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All Board members should possess the following personal attributes:

- High ethical standards and integrity in professional and personal dealings
- Appreciation of the responsibilities to the public
- Able and willing to raise potentially controversial issues in a manner that encourages dialogue
- Flexible, responsive, and willing to consider others' opinions

- Capable of a wide perspective on issues
- Ability to listen and work as a team member
- No direct or indirect conflict of interest with responsibilities to the Board
- Strong reasoning skills
- Able and willing to fulfil the time commitment required to carry out responsibilities
- May include personal attributes relevant to the Board, and
- Commitment to continuous learning about the Board and its responsibilities.

### **Competencies**

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Collectively, the Board should have the following core competencies:

- No undeclared conflict of interest
- Governance Experience
- Relationship Building and Knowledge of Indigenous Peoples
- First Nations Perspective
- Teamwork (strong interpersonal skills, collaboration and consensus building)
- Strategic thinking and planning
- Examine/resolve issues broad perspective
- Ecosystem Management
- Scientific Research
- Natural Resource Sector Industry Knowledge
- Recreation Management
- Wildlife Management
- Renewable Energy Knowledge/Experience
- Cumulative Effects Knowledge/Experience
- Financial Knowledge/Experience
- Knowledge of the M-KMA and its attending Regulatory Framework
- Commitment to the values of the M-KMA as laid out in the Regulatory Framework and the Board's Vision
- Knowledge of current & emerging natural resource management & land planning issues

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- Legal Experience
- Northern Community experience
- Effective communications skills
- Awareness of Climate Change and potential impacts to the management of the MKMA.
- Successfully completed the Government's on-line training course "Governing in the Public Service"

### **Governance Experience**

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While previous experience as a Board member is not required, it is important that candidates for Board member positions understand the roles and responsibilities of a member of a governing board and have the necessary experience and demonstrated skills to enable them to contribute to board decision-making and oversight.

Part of the Board's commitment to good governance includes the provision of provide a comprehensive orientation for new Board members and ongoing professional development for new members.

### **Other Considerations**

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Within the context of the required board skills requirements, consideration is given to diversity of gender, cultural heritage, and knowledge of the Muslwa-Kechika Management Area and the communities involved.

### **Vacant Position(s)**

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There are currently two vacancies on the Board that will be appointed by the Kaska-Dene Council.

### **Time Commitment**

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Normally, the Board meets once per year, generally in the Fall from approximately 8:30 am to 4:30 pm for two days normally in Prince George or elsewhere in British Columbia. Occasionally, subject to available funding, this meeting can be held in other communities in the North of the province.

Should there still be issues surrounding the COVID 19 pandemic the Board and working groups will continue to meet via video conferencing.

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In addition, Board members are asked to serve on Board working groups and will meet through videoconferencing and/or face to face meetings. Board working groups typically meet monthly at times convenient to all members.

### **Term**

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There are 1, 2- and 3-year terms which enables the Board to keep the skills and knowledge of the group current and consistent. Board members will have one three-year re-appointment for a total of six years board membership. After a three-year hiatus from the Board, a former member may again apply for appointment to the Board.

The Chair and Vice-Chair of the Board will have twelve consecutive years on the Board which includes acting as ex-officio in the last three years of their term.

### **Compensation**

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The Chair of the Board receives an honorarium, quarterly, of \$1,500/quarter. Board members attending Board meetings and/or Working Group meetings are compensated for their travel, accommodation, and meals per FIN FSA 028 REV MAY/OS.

**List of Current Members**

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List all board members (including non-government appointees). Indicate if some are elected.

	<b>Appointed</b>	<b>Term Ends</b>	<b>Occupation</b>
<b>Appointed:</b>			
<b>Stephanie Killam (Chair)</b>	<b>April 1, 2022</b>	<b>March 31, 2025</b>	<b>Retired</b>
<b>David Luff (Vice-Chair)</b>	<b>March 31, 2018</b>	<b>March 31, 2021</b>	<b>Retired (Oil and Gas background)</b>
<b>Peter C. Baird</b>	<b>April 1, 2021</b>	<b>March 31, 2024</b>	<b>Forester, Canfor Industries</b>
<b>Shawna Case</b>	<b>April 1, 2021</b>	<b>March 31, 2024</b>	<b>Kaska Dene rep</b>
<b>Ruby Johnny</b>	<b>March 31, 2019</b>	<b>March 31, 2022</b>	<b>Kaska Dene rep</b>
<b>William Holland</b>	<b>April 1, 2021</b>	<b>March 31, 2024</b>	<b>Retired (wildlife emphasis)</b>
<b>Wayne Sawchuk</b>	<b>April 1, 2021</b>	<b>March 31, 2024</b>	<b>Eco-Tourism Operator</b>
<b>John Russell DeGrace</b>	<b>April 1, 2021</b>	<b>March 31, 2024</b>	<b>Regional Geologist</b>
<b>Johnny Mikes</b>	<b>April 1, 2021</b>	<b>March 31, 2023</b>	<b>CPAWS Rep</b>
<b>Sean Olmstead</b>	<b>March 31, 2019</b>	<b>March 31, 2021</b>	<b>Guide Outfitter Association Rep</b>
<b>Juergen Puetter</b>	<b>April 1, 2021</b>	<b>March 31, 2023</b>	<b>President Aeolis Wind</b>
<b>Vacancy (Kaska Dene)</b>			
<b>Vacancy (Kaska Dene)</b>			

**Senior Executive**

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- Stephanie Killam (Chair)
  - David Luff (Vice Chair)
  - Juergen Puetter
  - Wayne Sawchuk
- Phil Zacharatos- Strategic Coordinator

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### **Process for Submitting Expression of Interest**

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You may submit an Expression of Interest in serving on this board by clicking on the “Apply Online Now” button at the bottom of this page. For more information on the board, refer to the Crown Agencies and Board Resourcing Office website ([gov.bc.ca/cabro](http://gov.bc.ca/cabro)).

### **British Columbia Appointment Guidelines**

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Appointments to British Columbia’s public sector organizations are governed by written appointment guidelines. For more information about the appointment process, and to view a copy of the guidelines, refer to the Crown Agencies and Board Resourcing Office website ([gov.bc.ca/cabro](http://gov.bc.ca/cabro)).