

Board Membership and Composition Procedures

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1. *Board Roles and Responsibilities*¹

The Advisory Board, appointed by the Premier, will advise 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 will be responsible for:

- (a) conducting semi-annual reviews of the issuance of tenures and approval of operational activities to examine the achievement of management plan objectives through local strategic planning and operational activities,
- (b) reporting, at least annually, to the public and the Premier on the results of the Board's semi-annual reviews and any other issues related to the management of the Muskwa-Kechika Management Area,
- (c) providing advice to the Inter-Agency Management Committee on corporate priorities for and coordination of local strategic planning in the Muskwa-Kechika Management Area,
- (d) facilitating provincial, national, and international exposure of the values and management of the Muskwa-Kechika Management Area,
- (e) recommending and implementing measures to raise money for a Muskwa-Kechika Fund,
- (f) reviewing proposals and funding requests for, but not limited to, research projects; and making recommendations for expenditures from the Muskwa-Kechika Fund,
- (g) supporting the initiation of local strategic plans for the Muskwa-Kechika Management Area, to achieve the management plan objectives,
- (h) ensuring adequate public consultation in the preparation and approval of local strategic plans, amendments to the Muskwa-Kechika Management Plan, any other significant policy issue for the Muskwa-Kechika Management Area, or as requested by the Inter-Agency Management Committee, and
- (i) providing recommendations to the Environment and Land Use Committee on any proposed amendments to the Management Plan.

For various reasons (financial constraints, referenced committees no longer existing, data sources are no longer clear, etc.) the Board's roles and responsibilities have narrowed to sections (b) and (f) with section (d) being partially delivered through the Board's website.

Further, the Advisory Board is prepared to provide advice prior to any contemplated amendments or changes to the M-KMA Management Plan, any contemplated modification or (re)defining the composition and responsibilities of the advisory board and respecting the adequacy of planned consultation with the public, including first nations, on proposed amendments to the M-KMA Management Plan and the establishment of, or changes to, a resource management zone¹.

¹ Section 17(3) of the *Muskwa-Kechika Management Area Act*.

2. Board Membership

The Chair (or ex-officio in collaboration with the Chair) and attending working group will assess the membership of the Board in the fall of each year to assess what skills or competencies are required to meet the Strategic Direction of the Board. To assist their assessment, they will refer to the Board's competencies matrix. The competencies that the Board has identified are deemed to be the foundation upon which the Board's membership and composition can change in response to changing priorities.

The Chair will be accountable for the appointment/re-appointment process.

3. Board Composition

The *Muskwa-Kechika Management Area Regulation* requires that Advisory Board members will be individuals noted for their scientific, financial or community service, experience, and expertise.

As well, the regulation stipulates that 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, labour, and Fort Nelson and Fort St. John Land and Resource Management Plan participants. Kaska Dena representatives would be appointed in accordance with the Letter of Understanding between the Kaska Dena Council and the Province of British Columbia, signed September 24, 1997 ([https://www.muskwa-kechika.com/uploads/board_appointments/Kaska LOU 1997.pdf](https://www.muskwa-kechika.com/uploads/board_appointments/Kaska_LOU_1997.pdf)).

4. Board Appointment and Re-appointment Procedures

The Chair and attending working group will lead the appointment process and will be guided by our appointment/re-appointment document ([https://www.muskwa-kechika.com/uploads/board_appointments/BOD Appointment Guidelines.pdf](https://www.muskwa-kechika.com/uploads/board_appointments/BOD_Appointment_Guidelines.pdf)) which is based, in part, on the Crown Agency and Board Resourcing Office's (CABRO) appointment/re-appointment guidelines. It is recommended that the Chair and working group members familiarize themselves with our document.

Advisory Board appointments/re-appointments will be for a period of 1 to 3 years (for a total term limit of 9 years on the Board) and will be staggered to provide continuity of Board operations and institutional knowledge.

Government-to-Government discussions are rightfully not an accountability or responsibility of the Board or CABRO with respect to the appointment/re-appointment process. Indigenous representation on the Board should not be construed as representing Indigenous Rights and Title. They are there to share their experience, perspective, and wisdom that arise from their unique relationship with the M-KMA to assist the Board to achieving its mandate and vision for the area.

The appointment/re-appointment process itself is a partnership that requires open communication and co-operation among the CABRO, responsible ministers, ministries, and individual organizations.

Throughout this process, informal consultation and communication should take place as and when required. While, ultimately, it is the government's responsibility to appoint directors, ideally, after consultation with the organization, the organization should be satisfied that the appointee has the skills and knowledge necessary to enhance the effectiveness of the board and will be a good fit with the board culture.

Appointments and re-appointments to public sector organizations and to organizations within the broader public sector are the prerogative of government, exercised either collectively by Cabinet (by Order-In-Council) or individually by responsible ministers (by Ministers Order).

It is through the exercise of its appointing powers that government ensures public accountability for the performance of these organizations. An organization acts to a greater or lesser extent at arms length from Ministers, although Ministers remain accountable for the organization's performance.

Our responsibilities pertaining to appointments/re-appointments to the Board are:

- Advising CABRO and our ministry representatives that we must adhere to the Letter of Understanding between the Government of British Columbia and the Kaska Dena Council (1997) pertaining to the appointment/re-appointment of Kaska Dena Council members to the Board ([https://www.muskwa-kechika.com/uploads/board_appointments/Kaska LOU 1997.pdf](https://www.muskwa-kechika.com/uploads/board_appointments/Kaska_LOU_1997.pdf)).
- in consultation with CABRO, confirming the approach and respective roles and responsibilities of the MKA-B in a specific recruitment and evaluation initiative.
- in consultation with CABRO, preparing member selection criteria which sets out the general qualifications to be used in the identification of potential candidates.
- in consultation with CABRO, preparing a Notice of Position ([https://www.muskwa-kechika.com/uploads/board_appointments/Notice of Position - 2022 MKAB Final.pdf](https://www.muskwa-kechika.com/uploads/board_appointments/Notice_of_Position_-_2022_MKAB_Final.pdf)) to be used as the foundation for establishing the skills and experience required for candidates for appointment.
- in consultation with CABRO, preparing a Request for Appointment ([https://www.muskwa-kechika.com/uploads/board_appointments/Request for Appointment Checklist.pdf](https://www.muskwa-kechika.com/uploads/board_appointments/Request_for_Appointment_Checklist.pdf)) and compiling the material that must be submitted with it.
- submitting the Request for Appointment to CABRO and the host ministry.

- participating in the identification and evaluation strategy as agreed.
- as requested, providing additional information or advice to CABRO or the responsible minister on candidate selection. and
- notifying CABRO and our parent ministry immediately upon becoming aware of a resignation.

5. *Board Appointment/Reappointment - Terms*

To align with Membership and Chair best practices of other Public Service Boards, we will institute the following term limits over the next couple of appointment/re-appointment cycles (see Figure 1 for a schematic of the following guidelines).

Terms for Board members will be as follows:

- The term of Board members, including those serving on Executive, may be for up to 9 consecutive years (original appointment for 1 year, one reappointment for 2 years, plus two additional reappointments of 3 years each for a total of 9 years). This may vary to achieve a staggered appointment/re-appointment cycle to ensure continuity of knowledge and business of the Board.
- After their term, Board/Executive members will have a minimum of a 1-year absence from the Board before they may apply for appointment to the Board.
- At the end of the Chair's term, he/she may continue as ex-officio for an additional year, expressly to provide mentorship and guidance to the new Chair. As ex-officio, the former Chair may not vote on Board proceedings, nor be eligible for travel compensation. After his/her term as ex-officio, he/she will have a minimum of a 1-year absence from the Board before he/she may apply for appointment to the Board.
- Where possible, Board/Executive members who have reached the end of their nine-year cycle may be asked for recommendations for potential candidates for consideration for appointment to the Board.
- If there are no candidates to fill a vacancy created by a Board/Executive member who has reached the end of his/her nine-year cycle or where his/her expertise/knowledge is required to help complete a Board initiative, he/she may apply for re-appointment for another 1-year term to the Board.
- The Chair and Vice-Chair will develop a succession plan/recruitment strategy to replace themselves prior to the end of their 9-year term. The succession plan/recruitment strategy will be presented to the Board for review, comment, and approval.

Figure 1 Board Member Appointment/Reappointment Terms Cycle

