

Notice of Position Organization

Date

FIN 902/WEB Rev. 2018 / 03 / 07



BRITISH  
COLUMBIA

Ministry of  
Finance

Board Resourcing Office

(CABRO)

[gov.bc.ca/cabro](http://gov.bc.ca/cabro)

Crown Agencies and

## NOTICE OF POSITION

MUSKWA-KECHIKA MANAGEMENT AREA

ADVISORY BOARD

January 2024

---

*Freedom of Information and Protection of Privacy Act (FOIPPA)* – The personal information on this form is collected for the purpose of administering a variety of statutes that authorize the appointment of individuals to public sector organizations under the authority of section 26(a) of the FOIPPA. Questions about the collection or use of this information can be directed to the Crown Agencies and Board Resourcing Office by email at [abc@gov.bc.ca](mailto:abc@gov.bc.ca) or by telephone at 604 660-0465.

---

### Strategic Direction Affecting Fiscal 2023/24 Appointments and/or Re-appointments

---

Although there are several competencies identified for Board members the most critical for the appointment/re-appointment of Board members for fiscal 2023/24 are:

- **Teamwork and strong interpersonal relations**
- **Strategic thinking and planning**
- **Relationship building with First Nations**
- **Communication skills, and**
- **Research/academia**

---

### Governance Structure

---

The Board may be comprised of up to seventeen members appointed by the Premier of British Columbia. Currently there are nine of the maximum seventeen allowed board members. Four of the eleven seats are reserved for Indigenous representatives (Kaska Dena Council

Notice of Position Organization

Date

FIN 902/WEB Rev. 2018 / 03 / 07

Letter of Understanding with the Premier of British Columbia, signed September 14, 1997) that are proposed directly to the Premier of BC for consideration for membership on the Advisory Board.

The Advisory Board represents a broad range of interests. These include, but are not limited to, First Nations, communities, environmental groups, business, and Fort Nelson, Fort St John and Mackenzie Land and Resource Management Plan (LRMP) participants.

Advisory Board members will be individuals noted for their scientific, financial, or community service experience and expertise.

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.

### **Term**

Advisory Board appointments and/or re-appointments will be for a period of three 3-year periods to a maximum of 9-years in total and will be staggered to provide continuity of Board operations.

Under extenuating circumstances (priority Board work needing support or former chair mentoring new chair) a member may be extended for one additional year at the discretion of the Board. These circumstances do not require Premier appointment and/or re-appointment as they are not formal members of the Board and do not enjoy the same benefits as premier appointments.

Former Board members must be absent from the Board for a minimum of one year after which they can apply for appointment back to the Board as per the procedures identified in the preceding two paragraphs.

---

Notice of Position Organization  
Date

FIN 902/WEB Rev. 2018 / 03 / 07

## **Business Structure**

---

The Board has an Executive Committee led by a Premier appointed Chair and three other volunteer Board members (one of which is the vice-chair). As an Advisory Board, there are no annual revenues, capital assets, employees, or offices. However, the Board is supported by a contracted strategic coordinator and volunteer Board members working on various working groups, which include:

### Active Working Groups:

- Strategic Direction and Operational Business Plan
- Indigenous Relations
- Government Engagement and Communications
- Board membership and Composition
- Planning
- UNBC Collaborative Partnership
- Wildlife Management

The Board's annual operating budgeting is \$75,000 which is guided by its Strategic Direction and Operational Business Plan, from which an Annual Work Plan and Annual Forecasted Budget is derived.

---

## **Board Responsibilities**

---

The Board's 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

Notice of Position Organization

Date

FIN 902/WEB Rev. 2018 / 03 / 07

**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”.

The Board is responsible for creating a common and shared vision for the management of the M-KMA with Government.

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.

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 processes 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.

Notice of Position Organization

Date

FIN 902/WEB Rev. 2018 / 03 / 07

**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**

---

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

### **Board Composition**

---

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

Notice of Position Organization

Date

FIN 902/WEB Rev. 2018 / 03 / 07

## **Personal Attributes**

---

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**

---

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

Notice of Position Organization

Date

FIN 902/WEB Rev. 2018 / 03 / 07

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

Notice of Position Organization

Date

FIN 902/WEB Rev. 2018 / 03 / 07

**Governance Experience:** 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**

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

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

There are currently two vacancies on the Board that will be appointed by the Kaska Dene Council and two vacancies arising from the departure of two members that have exceeded their 9-year maximum tenure on the Board.

### **Time Commitment**

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.

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.

---

### **Compensation**

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.



Notice of Position Organization  
Date

FIN 902/WEB Rev. 2018 / 03 / 07

**List of Current Members and Vacancies**

<b>Appointment Cycle Year</b>	<b>Name</b>	<b>Location</b>	<b>Position</b>	<b>By Order</b>	<b>Original Appointment Date</b>	<b>Expiry Date</b>
18+	Stephanie Killam	Mackenzie	Chair	Premier Order PO 69/22	31/03/2022	31/03/2025
18+	David Luff	Salt Spring Island	Vice Chair	Premier Order PO 69/22	31/03/2022	31/03/2025
18+	Wayne Sawchuk	Rolla	Member	Premier Order PO 130/21	31/03/2021	31/03/2024
6	Peter Baird	Prince George	Member	Premier Order PO 130/21	31/03/2021	21/06/2025
6	Ruby Johnny	Good Hope Lake	Kaska Dena Council	Minister Order 204/19	03/06/2019	03/06/2025
6	Sean Olmstead	Two Rivers	Member	Minister Order 204/19	03/06/2019	24/06/2024
18+	William (Barry) Holland	Charlie Lake	Member	Premier Order PO 130/21	31/03/2021	31/03/2024
9+	Shawna Case	Fort Ware	Kaska Dena Council	Premier Order PO 130/21	31/03/2021	31/03/2024
6	John DeGrace	Prince George	Member	Premier Order PO 130/21	31/03/2021	31/03/2024
	Vacant Jeff Richertt (In Process)		Member			
	Vacant		Member			

Notice of Position Organization

Date

FIN 902/WEB Rev. 2018 / 03 / 07

	Ryan Dickie (In Process)					
	Vacant		Kaska Dena Council			
	Vacant		Kaska Dena Council			

**Executive Committee**

---

- Stephanie Killam (Chair)
- David Luff (Vice Chair)
- Peter Baird
- Wayne Sawchuk

- Craig Sutherland - Strategic Coordinator (Secretariat)

**Process for Submitting Expression of Interest**

---

An Expression of Interest in serving on this board can be accessed by referring to the Crown Agencies and Board Resourcing Office website ([gov.bc.ca/cabro](http://gov.bc.ca/cabro)).

**British Columbia Appointment Guidelines**

---

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)).

