



Peace Region
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Information for Public Board Member Applicants Peace Region Board

The [Fish & Wildlife Compensation Program \(FWCP\)](#) is seeking a public representative to join its Board in the Peace region for a three-year term starting August 1, 2020.

As a public representative on the 16-member Board, you will contribute to annual FWCP planning and implementation, including review and approval of proposed fish and wildlife projects in the [FWCP Peace Region](#).

The FWCP is seeking a public representative who lives in, or in close proximity to, the FWCP's Peace Region, is committed to supporting thriving and sustainable watersheds, brings a regional perspective to fish, wildlife, and environmental issues, , and represents a broad range of public interests and not the interests of a single or specific organization(s).

Interested candidates are encouraged to read the following information regarding responsibilities, level of commitment and remuneration. See also our [Governance Manual](#) and [Our Story](#).

Interested applicants must **submit a completed Public Board Member Application form by June 15, 2020** to the FWCP's Peace Region Manager. See www.fwcp.ca or contact the Peace Region Manager to **request an application form**.

Chelsea Coady
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The Public Board Member Application form should be accompanied by:

1. letter(s) of endorsement that provide(s) evidence of community support for your application; and
2. your cover letter and resume.

Applications will be kept on file for a period of 12 months, in case an additional vacancy needs to be filled.

Thank you in advance for your interest in the Fish and Wildlife Compensation Program. For more information on the FWCP visit www.fwcp.ca.

Purpose of the FWCP Peace Regional Board

Operating under the policy and strategic framework established by the Policy Committee, the purpose of the Regional Board is to provide local oversight to the planning and implementation of the FWCP at the Regional level. More specifically, the purpose is to:

1. Act as the local decision-maker on strategic priorities and on annual expenditures / investments by the Program;
2. Ensure regional Program delivery is aligned with the policy, principles and strategic priorities established for the FWCP (at both the provincial and regional level);
3. Ensure that all of the partner perspectives (agency, First Nations and public stakeholders are considered during decision-making processes;
4. Facilitate regional communications with local communities to bring forth public ideas, concepts and concerns to the regional Board;
5. Ensure that the Program operates within the available budget, makes fiscally responsible investments and can report effectively on expenditures; and
6. Report to the Policy Committee on FWCP expenditures, accomplishments and emerging issues.

Roles and Responsibilities of Board Members

The specific roles and responsibilities of the Regional Board and its members are to:

1. Support the strategic direction and priorities of the Program as identified in the Peace Basin Plan and its six Action Plans;
2. Establish annual priorities, guided by the Basin and Action Plans, available budget, and changing needs in consultation with Technical Committees and the First Nations Working Group;
3. Ensure that Board direction on annual priorities and budget availability is communicated to the Technical Committees, First Nations Working Group and project proponents (through the Program Manager);
4. Receive proposed annual operating plans from the Program Manager and review proposed projects against Program principles, the established strategic plans and any direction or prioritization established by the Board (see #2 and #3 above). The Board may also establish more specific (non-technical) criteria for reviewing and prioritizing projects;
5. Approve Annual Operating Plans (and associated annual budget);
6. Review, recommend revisions and approve the regional component of the annual communication plan;
7. Participate in the implementation of the annual communication plan including the review of draft products and participation in events as appropriate;
8. Initiate and maintain regular communications (to be determined by each regional Board in a manner consistent with partner expectations) with communities, First Nations, fish and wildlife conservation groups and more broadly the public, within the constituency area- including responding to direct inquiries;
9. Review finances of the Program at regularly scheduled meetings and as may be deemed necessary to ensure that the program stays within budget and resources are being effectively used;
10. Support Program reviews at defined intervals;
11. Provide an annual report of Program finances and accomplishments to the Policy Committee; and
12. Provide annual feedback and recommendations to the Policy Committee on Program administration and the Program Manager's performance of duties.

Expectations of Public Board Members

Once selected, Public Representatives will be expected to be:

1. Responsible (committed to reflecting the legitimate mandates and interests of Partner Agencies, First Nations, public stakeholders and others as affected by this program);

2. Professional (upholding professional standards and best practices in accountability, partnering, and multi-stakeholder decision-making);
3. Committed to protecting program integrity, accountability, and reputation;
4. Supportive of a range of groups and interests in the region being represented at the FWCP’s Peace Board table; and
5. In compliance with the FWCP Conflict of Interest Guidelines *(as outlined on pages 4 and 5)*.

All Board members are expected to participate in Board meetings and conference calls. The Board meets in-person approximately three to four times each year and each meeting may last one to two days. The Board may also hold periodic conference calls and Board members are expected to participate.

Board members are expected to review all funding applications for proposed projects received in October/November of each year and contribute to decision making related to funding applications which typically occurs in February each year.

Selection Criteria for Public Board Members:

The FWCP uses the following selection criteria in assessing candidates:

1. Length of residency in the Peace Region *(with consideration made to ensure there is representation from various areas within the region)*;
2. Involvement in conservation activities and/or organizations;
3. Fisheries and wildlife technical/biological knowledge;
4. Oral and written communications skills;
5. Communications skills with public stakeholders and First Nations;
6. Ability to represent a regional perspective;
7. Experience and network within stakeholder groups;
8. Experience in committee/board work using consensus decision-making;
9. Knowledge of the Fish and Wildlife Compensation Program; and
10. Ability to meet time commitment required of Board members.

Public Board Member Remuneration¹:

Honorariums	Expenses*
<p>\$60 per hour for eligible activities (see list below) to a maximum day rate of \$450.</p> <p>For activities less than one hour, no remuneration will be provided.</p>	<p>Per diems: Breakfast \$11.00 Lunch \$14.00 Dinner \$26.00</p> <p>Mileage: 2x4 rate: \$0.55 per km for first 1,000 km and \$0.49 per km after first 1,000 km 4x4 rate: \$0.765 per km for the first 1,000 km and \$0.49 per km after first 1,000 kms</p> <p>Other travel expenses: Accommodation and other travel expenses such as taxi, parking, and airfare will be reimbursed at cost, with appropriate documentation/invoices.</p>

* Per diems provided for meals not provided at meetings.

Note:

¹ See Appendix E FWCP [Governance Manual](#) for more details on remuneration.

- Reasonable administrative expenses (telephone, fax, photocopying, etc.) will be reimbursed at cost, with appropriate documentation.
- Note there is an element of in-kind support implied in accepting an appointment to a regional Board, in particular as it relates to communicating with a member's respective organization or community on FWCP-related initiatives. This is also reflected in the fact, for example, that per diem or honorariums will not be paid for short-duration (less than one hour) teleconferences that are held to address Board priorities and/or ad hoc issues.

Conflict of Interest Guidelines:²

Appendix D. Conflict of Interest Guidelines

Note: The following guidelines are designed to be in addition to, rather than in replacement of, any existing conflict of interest policies in place by the Program's agency Partners. All staff members of Partner agencies remain subject to their own organization's Conflict of Interest policies, procedures, and penalties.

All Policy Committee, regional Board, Technical Committee, and First Nations Working Group members, the Program Manager, Regional Managers and any Partner agency staff involved in the Program, including full-time, part-time, and casual staff, (herein jointly referred to as "Program Representatives") will conduct themselves in a way so as to preserve and retain the confidence of stakeholders, First Nations, and the public in the Program's ability to discharge its responsibilities properly, accomplish its purpose, and carry out its functions in a fair, objective, and transparent manner, without real or perceived conflict(s) of interest. In particular, Program Representatives will avoid any situation where they might be in a position of real or perceived conflict of interest in relation to the Program.

A Program Representative has a real conflict of interest when, in performing a duty or function of the position, he/she has the opportunity to further his or her personal or financial interests, or the personal or financial interests of their relatives or personal friends. A financial interest includes pecuniary or economic interest or advantage, and includes any real or tangible benefit that personally benefits the Program Representative.

A Program Representative has a perceived conflict of interest when, in performing a duty or function of the position, he/she has an appearance of an opportunity to further his or her personal or financial interests, or the personal or financial interests of their relatives, or personal friends.

For clarity, Program Representatives may be in a conflict of interest when they:

- are personally involved in a Program project application that has or will be submitted; and/or
- are from the same company, research group, centre, institute, First Nation, Provincial Ministry, Federal Department or Agency, organization or other type of institutional group as an applicant named in a project application; and/or
- are or have been a close personal friend or relative of a project applicant; and/or
- for some other reason believe they cannot, in good faith, provide an objective review of the project application; and/or

² Appendix D FWCP [Governance Manual](#)

- request or accept from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises from his or her activities with the Program, other than:
 - the exchange of hospitality between persons doing business together;
 - token exchanges as part of protocol; and/or
 - the normal presentation of gifts to persons participating in public functions.

An example of a *real* conflict of interest includes when a Program Representative's immediate family member is a private applicant who would receive financial benefit from funding. An example of a potential *perceived* conflict of interest includes when a Program Representative has provided a letter of support to an applicant for a "project".

Program Representatives do not have a conflict of interest when they:

- do not have the opportunity to further their own personal or financial interests, or the personal or financial interests of their relatives, or personal friends; and/or
- represent the views of their respective organizations; and/or
- provide services required by their employer as part of their normal job function (e.g. technical or design input, issuing permits, licences, drafting safety plans, or other aspects of a project application); and/or
- act in a fair and objective manner such that real conflicts of interest and/or bias do not occur; and/or
- refer requests, such as for "letters of support" or "pre-application project planning," to other appropriate individuals, where possible, with the relevant expertise or involvement within or outside their respective organization.

Declaration

All Program Representatives will:

1. Perform their duties conscientiously and not put themselves in a position in which their private, family, or business interests and those of the Program might actually be, or might be perceived to be, in conflict;
2. Declare any real or perceived conflicts of interest to their Regional Manager, as soon as such conflicts are known. For any known real or perceived conflicts of interest that will arise during the Program year, such declarations must be made at the outset of each Program year, and then throughout the Program year, as soon as the real or perceived conflict of interest becomes known.
3. Declarations shall include all information and facts that give rise to the real or perceived conflict of interest, including the nature of any relationship with an applicant and the nature of the possible personal or financial interest involved. For example, the Program Representative is a relative of an applicant.
4. Ensure that any relationship or involvement with a project application or applicant, even where it may not lead to a real or perceived conflict of interest, is fully declared before participating in any evaluation or decision relating to that application or applicant.
5. Recuse themselves from any participation in a project application where there is a real or perceived conflict of interest that cannot otherwise be mitigated. Participation includes discussion, review and decision-making. Where project applications with a real or perceived conflict of interest are expected to be discussed at a meeting, the Program Representative shall note the conflict at the start of the meeting immediately following a review of the agenda, or if not recognized during agenda review, at the time a project application is being considered, as soon as the person recognizes they may be in actual or perceived conflict. The Program

Representative shall exit the meeting during any discussion of the project application. The meeting minutes shall capture the conflict of interest and recusal of the Program Representative.

6. Where a Program Representative perceives the potential for conflict of interest with respect to a project application, that Program Representative should refer any questions regarding the potential conflict of interest and project application to their applicable Regional Manager (i.e. Peace, Coastal, or Columbia).

Process for Dealing with a Real or Perceived Declared Conflict of Interest

1. Upon receiving a declaration of a conflict of interest, the applicable Regional Manager shall review the declaration and determine whether a real or perceived conflict of interest exists. Where it is not evident whether a conflict of interest exists, the Regional Manager may discuss the declaration with the Program committee or group on which the Program Representative sits, the Board, Program staff, and any Program advisors, as deemed necessary, to make a determination.
2. Should a determination be made that a declared real or perceived conflict of interest exists on a project application, the Regional Manager will consider whether any steps can be taken to mitigate the conflict of interest such that it does not pose an unacceptable risk to the public interest. Where mitigation is not feasible, the Program Representative shall recuse themselves from participating in that application/project in accordance with these Guidelines. . The Regional Manager may discuss the matter with the Program committee or group on which the Program Representative sits, the Board, Program staff, and any Program advisors, as deemed necessary, to establish appropriate mitigation measures.
3. The Regional Manager shall record the details of all conflict of interest matters, including the final determination and any mitigation measures adopted, and shall maintain such records with the Program files.

Process for Dealing with a Real or Perceived Undeclared Conflict of Interest

1. Should the Program become aware of a potential real or perceived conflict of interest on the part of a Program Representative that has not been declared, the Regional Manager shall promptly discuss the matter with that Program Representative, collect all pertinent information from relevant sources, and make a determination as to whether a real or perceived conflict of interest exists. The Regional Manager may discuss the declaration with the Program committee or group on which the Program Representative sits, the Board, Program staff, and any Program advisors, as deemed necessary, to make a determination.
2. Should a determination be made that an undeclared conflict of interest exists, the Regional Manager will consider whether any steps can be taken to mitigate the conflict of interest such that it does not pose an unacceptable risk to the public interest. Such measures may include removal of that Program Representative from the Program committee or group on which they sit. Where the Program Representative is a First Nations Representative in the Peace Region, the First Nations Working Group will be notified of the undeclared conflict of interest. Where the Program Representative is an agency staff member, the Program Representative's supervisor will be notified of the undeclared conflict of interest.
3. The Regional Manager shall record the details of the undeclared conflict of interest, including the final determination and any mitigation measures adopted, and shall maintain such records with the Program files.