
TERMS OF REFERENCE

STRATHCONA PARK AND STRATHCONA-WESTMIN PUBLIC ADVISORY COMMITTEE

Mandate

The Committee shall provide advice to the BC Parks, West Coast, Regional Director on the management of Strathcona and Strathcona-Westmin Provincial Parks by reviewing and commenting on:

- a. the implementation of the approved Master Plan,
- b. Annual Management Plans when requested by the Regional Director,
- c. specific issues referred by the Regional Manager, staff and SPPAC members,
- d. permit applications when requested by the Regional Director,
- e. public issues and concerns, and
- f. adjacency issues that have the potential to impact the Park.

Meeting Requirements

- a. The Committee will meet formally at least four times a year if required. One additional meeting will be held annually with Mine personnel and the SPPAC Chairperson, SPPAC designated mine representative and BC Parks. Other SPPAC members are encouraged and welcome to attend the annual mine meeting, but expenses cannot be covered. Meeting locations will vary, with the goal of increasing accessibility of the meetings to committee members and the public.
- b. The Committee may be requested to attend other additional public meetings as SPPAC members by the Regional Director (SPPAC members may not attend any public meetings representing themselves officially as SPPAC without prior authorization from the Regional Director). If members are attending meetings unofficially, to become more aware of issues and to collect information, they should refrain from commenting as a SPPAC member.
- c. Additional Committee meetings may be called to review specific issues.
- d. Committee meetings will be opened to the public and will be advertised on the BC Parks website, social media, or through other means as determined from time to time to increase the visibility of the ads.
- e. Committee meeting advertisements will be posted a minimum of two weeks in advance of the meeting.

Composition

- a. The Committee will be made up of no more than 11 people.
- b. The make up of the Committee should reflect a broad range of relevant interests, expertise and knowledge, while seeking the opinions, and acknowledging the overall diversity of the community as a whole.
- c. The Committee will reflect the principles of employment equity¹.

¹ Employment Equity is defined in Canadian law by the Employment Equity Act, and requires employment practices to increase the representation of four designated groups: women, people with disabilities, Aboriginal peoples, and visible minorities. The Act states that "employment equity means more than treating persons the same way but also requires special measures and the accommodation of differences.

- d. With the exception of the BC Parks Strathcona Area Supervisor who will be a permanent member, no employee of BC Parks, operations contractor, or permittee shall be a member of the Committee.
- e. BC Parks regional staff will solicit volunteers to serve on the Committee by:
 - i) Mail out to any existing appropriate mailing lists, i.e. BC Parks; SPPAC.
 - ii) Other advertising methods: e.g. word of mouth, email to known clubs, groups, organizations and individuals, social media.
 - iii) Public Notices on the BC Parks Strathcona website.
- f. Potential candidates will be asked to submit a resume of qualifications and experience, and a brief statement outlining their reasons for wanting to be a member of this Committee.
- g. The BC Parks Area Supervisor (or designate), along with the current Chairperson of the existing Advisory Committee and/or the new approved incoming Chairperson, will review all applications. Recommendations for new Committee members will be provided to, and confirmed by, the Regional Director.

Selection Criteria

- a. All members must have a general knowledge of the Park, and have a strong commitment to the vision and philosophy of the Master Plan.
- b. Potential committee members should also confirm they are able to listen and process information in an unbiased, professional manner, prior to providing their own opinions.
- c. The goal is for the Committee to be comprised of members with a broad range of knowledge and abilities. Therefore, some additional skills/knowledge that are desirable include, but are not limited to:
 - i. Provincial perspective on outdoor recreation issues,
 - ii. knowledge of BC's Park system,
 - iii. park interpretation,
 - iv. human and natural history,
 - v. resource conservation and management,
 - vi. outdoor recreation,
 - vii. environmental law,
 - viii. planning and research,
 - ix. engineering/trades, and
 - x. aboriginal issues and culture.
- d. Given the presence of a mine in the Park, there will be one committee person designated as the Mine Representative, who agrees to the responsibility of reviewing all relevant mines issues, as tasked by BC Parks. As consistency and continuance is important, there may be some selection priority to ensure that there is one person with expert knowledge of geology, or mine operations, on the Committee at all times.
- e. Members will be selected on their own merit, and not as representatives of any special interest group(s) with which they may be associated. Affiliation with a group will not preclude consideration for membership unless that affiliation negatively impacts a potential member's ability to remain unbiased.
- f. Members may be selected to provide regional representation.

Procedures

- a. The Committee will work on a consensus basis on issues requiring action or recommendations². The committee will work towards a unified position in a timely manner, appropriate to the issue(s), guided by the Chairperson and/or deadlines provided by the Regional Director/BC Parks staff. If a unified action or recommendation cannot be achieved, all positions will be forwarded to the Regional Director.
- b. 50% + 1 of all Committee members will be considered a quorum, i.e. a Committee of 10 would have a quorum with 6 committee members. If an official quorum is not possible for any specific meeting, the chairperson will first decide if a quorum is necessary for that meeting, and if not, may choose with the input of other members to still hold the meeting. Note – while it is preferred to have members attend all meetings in person, when possible and agreed to by the chairperson, a member may participate by conference call or equivalent.
- c. The Committee will elect a chairperson, and review as needed to maintain the effectiveness of the Committee.
- d. Committee members will serve a minimum of two (2) years, and a maximum of five (5) years. To provide some continuity to the Committee, an attempt will be made to limit the annual turnover to two (2) committee members. Variances to these terms may be made by the Regional Director to maintain the effectiveness of the Committee after soliciting input from Committee members.
- e. The Committee is appointed by, and reports to the Regional Director, who reserves the right to make amendments to the committee structure and membership as required. The reasons for any decisions in these matters may be publicly stated, if deemed appropriate by the Regional Director.
- f. The Chairperson and the BC Parks Strathcona Area Supervisor will prepare agendas. BC Parks will provide relevant background information on issues referred to the Advisory Committee for consideration. The public may suggest topics for discussion/presentation, if submitted in writing, to either the Chairperson or BC Parks staff, at least two weeks in advance of the next meeting. This will allow the committee brief discussion regarding the relevance and appropriateness of the topic and, if supported, confirm which meeting it should be presented at. The Chair should ensure that, prior to any issue being presented at SPPAC, the public is referred to BC Parks first to provide them with the opportunity to address it directly.
- g. BC Parks will provide a secretary to record the rough minutes and those minutes will only be distributed to the Chairperson and BC Parks representative for initial review and editing. Once initial review and editing is complete, these minutes will then be forwarded to each member for their review and opportunity to comment. The Chairperson may set a date for responses to facilitate adoption of minutes by email, prior to the next meeting. If adoption of minutes is not finalized by email, they must be adopted at the next meeting where a quorum exists. Once adopted, the minutes will be posted on the Strathcona Park website and/or other digital forums for public viewing as deemed appropriate by the Regional Director.
- h. The Committee may request approval from the Regional Director to arrange public meetings or use other methods (e.g. email, social media) to gather information, and receive input on an issue. Funding for public meetings will be at the discretion of the Regional Director.
- i. The Committee may utilize subcommittees (made up of current SPPAC members) to advance the work of the Committee. Funding for subcommittees will be at the discretion of the Regional Director.
- j. The Committee has no authority to commit funds, enter into contracts, or represent BC Parks.

² Consensus: Is an acceptable resolution that can be supported, even if not the "favourite" of each individual. A consensus decision making process attempts to generate as much agreement as possible, where participants contribute collaboratively to shape a decision which meets the concerns of all group members as much as possible. All participants should have equal input into the process and strive to reach the best possible decision for the group and all of its members, rather than competing for personal preferences.

Roles and Responsibilities

- a. Committee members will endeavour to stay informed of Park issues, and public perspectives, by gathering information from a variety of sources (e.g. personal activities within the Park; discussions with other Park users; monitoring the news or social media).
- b. Members will participate in email/conference call discussions between meetings as required, and come prepared to all meetings to discuss agenda topics, provide opinions, and develop recommendations.
- c. Members will make best efforts to attend all meetings. If a member misses two consecutive meetings, their membership will be reviewed by the Chairperson and BC Parks Strathcona Area Supervisor. Only the Regional Director can terminate a member from the Committee.

Recommendations

Concerns or advice from the Committee will be in the form of written recommendations to the Regional Director.

If the Committee cannot come to a single, unified recommendation, all positions will be forwarded to the Regional Director.

Where appropriate, the Regional Director will respond in writing to SPPAC's recommendations. In the event that SPPAC's recommendation is not followed, the Regional Director will provide a written rationale of how the recommendation was considered, and the reasons for not accepting the recommendation.

Remuneration

Members of the Committee will serve without remuneration, but BC Parks will pay appropriate and necessary pre-approved out of pocket expenses that arise directly out of the performance of their duties as members of the Advisory Committee, in accordance with the Financial Administration Act and Regulations.

Conflict of Interest

Conflict of interest occurs when a Committee member's personal interests are in conflict, or could be perceived to be in conflict, with the member's role as a Committee member.

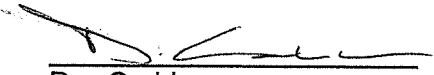
All members have a responsibility to identify potential conflicts, whether the conflict involves himself or herself, or another member, and regardless of whether the potential conflict is perceived or real.

If a member believes they have a conflict, they will declare it for discussion and confirmation, and if valid, leave the meeting while the issue is being discussed. The member will not try to influence the discussion or resulting decision in any way. The conflict will be recorded in the minutes. If there is any doubt, refer issue to the Regional Director.

This updated Terms of Reference has been developed and reviewed jointly by BC Parks staff and the Strathcona Park Public Committee members (February 2015).

IN WITNESS WHEREOF the Parties have duly adopted this Terms of Reference as of the day and year last written below.

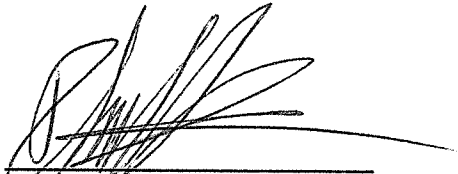
Signed and Delivered on behalf of the Province by a duly authorized representative of the Province.



Don Cadden
BC Parks Regional Director, West Coast

Signed on 2015/03/09 at NANAIMO, BC
(yyyy/mm/dd)

Signed on behalf of the Strathcona Park Public Advisory Committee (February 2015) by a duly authorized representative.



Philip Stone
SPPAC Chairperson

Signed on 2015/02/26 at Quadra Island, BC
(yyyy/mm/dd)