

FWCP-Coastal Region

Public Board Member Information and Application

The Fish and Wildlife Compensation Program (FWCP) is seeking a public representative to join its Board in the Coastal region for a three-year term starting June 1, 2015.

As a public representative on the nine-member Board, you will contribute to annual FWCP planning and implementation, including review and approval of proposed fish and wildlife projects in the 14 watersheds where FWCP's Coastal Region operates. The FWCP's Coastal Region includes Vancouver Island, the Lower Mainland and parts of the Southern Interior.

The FWCP is seeking a public representative who lives in the Coastal Region, is committed to supporting thriving and sustainable watersheds, brings a regional perspective, and may represent a broad range of public interests. Public representatives on the FWCP's Board in the Coastal Region are expected to represent the broad public interest 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.

Interested applicants must submit a completed Public Board Member Application form by April 30, 2015 to the Program Manager. See last page for application form.

Trevor Oussoren, Program Manager
FWCP-Coastal Region
trevor.oussoren@bchydro.com 250 365 4551

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 two years, 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 fwcp.ca.

Purpose of the FWCP-Coastal Board

Operating under the policy and strategic framework established by the Policy Committee, the purpose of the 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 FWCP;
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 FWCP's 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 Coastal Region's Watershed and Action Plans;
2. Establish annual priorities, guided by the Watershed and Action Plans, available budget, and changing needs in consultation with Technical Committees;
3. Ensure that Board direction on annual priorities and budget availability is communicated to the Technical Committees, 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 community engagement and communication plan;
7. Participate in the implementation of the annual community engagement and 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-Coastal 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 two to four times each year and each meeting may last two to three days. The Board may also hold periodic conference calls and Board members are expected to participate.

Board members are expected to: review all annual work plans; review funding applications for proposed projects received in November of each year; and contribute to decision making related to annual funding which typically occurs in January each year.

Selection Criteria for Public Board Members

The FWCP uses the following selection criteria in assessing candidates:

1. Length of residency in the Coastal 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 the time commitment required of Board members.

Public Board Member Remuneration

Honorariums	Mileage	Per diem to attend external meetings, community events promotions, etc.	Expenses*
\$350.00/day	First 1,000 km/month – 53.5 cents Over 1,000 km/month – 47.5 cents	No	Breakfast \$11.00 Lunch \$14.00 Dinner \$26.00 Accommodation at cost

* Meal expenses reimbursed when not provided at meetings.

Note:

- Reasonable administrative expenses (telephone, fax, photocopying, etc.) will be reimbursed at-cost, with appropriate documentation.
- There is an element of public service implied in accepting an appointment to the FWCP Coastal Board. This is reflected in the fact, for example, that no per diem will be paid for meeting preparation time (except approximately two days for the annual project application review) or for public consultation activities.

Conflict of Interest Guidelines¹

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 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, and any Partner agency staff involved in the Program (in roles other than Board or Technical Committee members, herein all called 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 actual or apparent conflict of interest. In particular, they will avoid any situation where they might be in a position of actual or apparent conflict of interest in relation to the Program.

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

A Program Representative has an apparent 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 private interests or the interests or relatives or personal friends.

All Program Representatives will:

1. Declare a conflict of interest for any situation that arises where they might be in a position of actual or apparent conflict of interest in relation to the Program, and absent themselves from further decision-making involvement with the particular issue.
2. Declare any apparent or actual conflict of interest at the start of each meeting, immediately following a review of the agenda, or if not recognized during agenda review, at the time an item is being considered as soon as the person recognizes they may be in actual or perceived conflict. Any declarations, or the absence of declaring a conflict of interest, are to be recorded in the meeting record.
3. 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 be, or perceived to be, in conflict;
4. Ensure that any relationship or involvement with a project application or applicant is fully disclosed before participating in any evaluation or decision relating to that application or applicant;
5. Remove themselves as a voting member if it is determined there is a real or perceived conflict of interest. The Program Manager, however, is not restricted from discussing the Program and proposed projects with applicants.
6. Where a Committee member perceives the potential for conflict of interest with respect to a specific proponent's project, that member should indicate to the proponent that:
 - advice on preparation of applications can be obtained from the Program Manager; and
 - a personal view of a committee or staff member may not reflect consensus views developed during the review process.

¹ Appendix D FWCP Governance Document

Conflict of Interest Examples

In the performance of official duties by a Program Representative, examples of conflict of interest or unfair advantage may include:

1. giving preferential treatment to an individual, corporation, or organization in which he/she has an interest, financial or otherwise;
2. benefiting from, or is reasonably perceived by the public to have benefited from, a Program transaction or decision over which the individual(s) in question can influence decisions; and
3. requesting or accepting 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:
 - o the exchange of hospitality between persons doing business together;
 - o token exchanges as part of protocol;
 - o the normal presentation of gifts to persons participating in public functions; or
 - o the normal exchange of gifts between friends.

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

1. represent the views of their respective organizations;
2. are directly or indirectly involved in a Program project but have no 'private interest' in the project as defined above. Representatives should still declare their involvement in projects to avoid the appearance of conflict of interest. Representatives should not take part in rating and ranking projects for which they have submitted proposals.
3. provide services required by their employer as part of their normal job function (e.g., technical or design input, permits, licences, safety plan, or other aspect of an application);
4. act in a fair and objective manner such that real conflicts of interest and/or bias do not occur; or
5. refer requests, such as for "letters of support" or "pre-application project planning," to other appropriate individuals within their organization.

Process for Dealing with Perceived or Real Disclosed Conflict of Interest

Step One: The person who believes he/she may be in a situation of perceived or real conflict of interest outlines the situation to the Committee (or the Committee Chair if it is before the meeting).

Step Two: The person who has disclosed a potential conflict of interest removes him/herself from the room.

Step Three: If consensus cannot be achieved, the viewpoints are recorded in the minutes and the matter is tabled and presented, via the Program Manager, to the Board Chair who will make the final determination.

Process for Dealing with Perceived or Real Undisclosed Conflict of Interest

Step One: Program Manager collects all pertinent information from relevant sources and prepares a written briefing.

Step Two: Program Manager briefs Board Chair.

Step Three: Board Chair determines whether there is a perceived or real undisclosed conflict of interest.

Step Four: If there is determined to be an undisclosed conflict of interest and it is a:

- **Public Representative:** The matter is forwarded to the Policy Committee to recommend the course of action, which could include removal of the person in question from the committee.
- **First Nations Representative:** In FWCP-Coastal, the matter is forwarded to the First Nations Working Group for review, which will recommend a course of action to the Policy Committee. In FWCP-Coastal, the matter is forwarded directly to the Policy Committee to recommend a course of action, which could include removal of the person in question from the Board/Committee.
- **Agency staff member:** The matter is referred to the supervisor of the person in question and dealt with internally by the agency.

FWCP-Coastal Region

Application Form for Public Board Members

Public Board Member applications must be received by April 30, 2015.

Applicant Information			
Name:			
Address:			
Postal Code:		Phone:	Fax:
Email Address:			
Please submit this completed Public Board Member Application Form along with the following (see below).			
	One-page cover letter highlighting relevant experience, background and knowledge.		
	Your resume.		
	Letter(s) of endorsement demonstrating community support for your application to join the FWCP's Board as a public representative.		

Applications may be sent to the Program Manager via email or Canada Post:

Trevor Oussoren, Program Manager
FWCP-Coastal Region
11th Floor, 6911 Southpoint Drive
Burnaby, BC V3N 4X6
trevor.oussoren@bchydro.com 250 365 4551

I have been fully apprised of the responsibilities of a Public Board Member and, if chosen, I am willing and able to commit to the time required.

Candidate's signature: _____

Date: _____