

TERMS OF REFERENCE

STRATHCONA PARK AND STRATHCONA-WESTMIN PUBLIC ADVISORY COMMITTEE

Mandate

The Committee shall provide advice to the Environmental Stewardship Regional Manager 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,
- c. specific issues referred by the Regional Manager, staff and SPPAC
- d. permit applications,
- e. public issues and concerns.

Meeting Requirements

- a. The Committee will meet formally at least two times a year. Meeting location will usually be at the BC Parks Rath Trevor office in Parksville.
- b. The Committee may be requested to attend public meetings.
- c. Additional Committee meetings may be called to review specific issues.
- d. Committee meetings will be open to the public and will be advertised in local newspapers 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 diversity of relevant interests, expertise and knowledge.
- c. The Committee will reflect the principles of employment equity.
- d. With the exception of the Protected Areas Section Head who will be a permanent member, no employee of Environmental Stewardship Division, operations contractor, or permittee shall be a member of the Committee.

- e. Environmental Stewardship Division staff will solicit volunteers to serve on the Committee by:
 - i) mail out to the SPPAC mailing list
 - ii) other advertising methods: eg: word of mouth, letters to known clubs, groups, organizations and individuals.
 - iii) Public Notices in all Vancouver Island newspapers and advertise on the Ministry of Environment website.
- f. Potential candidates will be asked to submit a resume of qualifications and experience, a brief statement outlining their reasons for wanting to be a member of this Committee and letters of recommendation or endorsement.
- g. The Regional Manager, along with the current chair of the existing Advisory Committee, will review all applications and select the Committee members to fill vacant positions.

Selection Criteria

To insure the Committee embraces a broad range of knowledge and abilities, the following criteria will be used in selecting Committee members.

- a. At least one person will have a provincial prospective on outdoor recreation issues and/or knowledge of BC's Park System.
- b. At least three persons will have an awareness of Strathcona Park and related issues.
- c. At least five persons will have a strong interest, expertise or knowledge in one or more of the following areas:
 - i) Park interpretation,
 - ii) human and natural history,
 - iii) resource conservation and management,
 - iv) outdoor recreation,
 - v) environmental law,
 - vi) planning and research,
 - vii) engineering/trades
 - viii) aboriginal issues and culture
 - vix) landscape architecture/design, and
 - x) geology/mine reclamation/environmental monitoring.
- d. All members will have a strong commitment to the vision and philosophy of the Master Plan.
- 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.
- f. Members may be selected to provide regional representation.

Procedures

- a. The Committee will operate on a consensus basis. If consensus cannot be achieved, all positions will be forwarded to the Regional Manager.
- b. Six Committee members will be considered a quorum.
- c. The Committee will elect a chairperson and review annually.
- d. Committee members will serve a minimum of two (2) years, with a minimum of (2) committee members leaving annually. Outgoing members may re apply to continue to be on the committee. The maximum term for membership will be seven (7) years.
- e. The Committee is appointed by and reports to the Regional Manager who reserves the right to make amendments to the committee structure as required, appoint new members to the Committee or to terminate the committee. The reasons for any decisions in these matters will be publicly stated.
- f. The Chairperson and Environmental Stewardship Division staff will prepare agendas. Environmental Stewardship will provide relevant background information on issues referred to the Advisory Committee for consideration.
- g. Environmental Stewardship Division will provide a secretary to record minutes and those minutes will be distributed to each member.
- h. The Committee has no authority to call public meetings, commit funds, enter into contracts or represent Environmental Stewardship Division.

Recommendations

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

Remuneration

Members of the Committee will serve without remuneration, but Environmental Stewardship Division will pay appropriate and necessary 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.