

Muskwa-Kechika Advisory Board Project Descriptions

Category 1 Advisory Board and Staff Operational Support

Table 1: Muskwa-Kechika Trust Fund Category 1 Project Descriptions for Fiscal Year 2005-2006

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| Project | M-KAB Coordinator & Associate Coordinator |
| Description | Contracted professional and administrative services of a full-time Advisory Board Coordinator and Associate Coordinator. Responsibilities include coordinating Advisory Board activities and programs, Board Committees, and the M-KMA Information Office as well as directing, participating in public outreach, information and communication programs. |
| Project | M-KMA Information Office Rental Fees |
| Description | The M-KMA Information Office serves as a central location from which information about the M-KMA and Advisory Board may be promoted, while facilitating Advisory Board business, hosting committee events and delivering outreach information to the public. |
| Project | M-KMA Information Office Administration Fees |
| Description | Includes costs associated with managing the publically-accessible M-KMA Information Office, located in the Fort St. John Visitor Information Centre. Costs of office materials and supplies, photocopying, printing, publishing, postage, and advertising, are included. |
| Project | M-KAB Member Travel Expenses |
| Description | Costs include expenses for travel and accommodation. Board members currently are only reimbursed for out of pocket expenses. Board members do not receive a per diem. |
| Project | M-KAB Committee and Staff Travel Expenses |
| Description | Expenditures may also include support for Committees, including expenses related to the Committee and staff travel and Committee support. Various Board members participate on committees of the Board, meeting frequently meet via conference call, an occasionally in-person to conduct the day-to-day business needs of the Board and work of the Committees. |
| Project | M-KAB Meeting Facilitation |
| Description | The Advisory Board contracts the professional services of consultants and facilitators, who may provide analysis and advice regarding certain strategic planning and governance matters of the Board, and who work in support of facilitating Board and Committee meetings. |
| Project | M-KAB Chair Honorarium |
| Description | In recognition of the demands, responsibilities and workload of the Advisory Board Chair, as well as time required for travel, meetings and conferences, this funding provides an amount of remuneration for the Chair that is consistent with government policy. |
| Project | M-KMA Outreach Events & Conferences |
| Description | Costs associated with outreach events and conferences attended by the Information Office staff and Board members that further the awareness and profile of the M-K. Costs include travel, accommodation, event fees, material display and development as well as development and delivery of outreach to local schools, tradeshows and international conferences. |