

## Self-Assessment Report Template

### Background and Instructions

The intent of the Self-Assessment Report is to allow operators an opportunity to describe in writing how they have demonstrated leadership and commitment to maintaining the conservation and recreation values and objectives of the park(s) or protected area(s) in which they operate.

In the reports submitted to Parks, the primary assessment is done by operators scoring themselves on the criteria in Table 2.

The Self-Assessment Report criteria in Table 2 below were developed through discussions between government, tourism operators and conservation/environmental groups. They are the key issues of concern in the context of guided adventure tourism in parks and protected areas.

Operators are encouraged (but not required) to submit annual reports to BC Parks to ensure on-going communication about issues and solutions (this is normally done in conjunction with annual reports to FCBC for operations which straddle park and protected area boundaries). Although an operator is not required to prepare and submit these reports as part of its PUP obligations, if it wishes to apply for midterm replacement, the report is mandatory.

### Content of Report

The report must include:

- a self-assessed score for each of the sub-issues (see report below)
- a written description of how the operator has addressed each of those sub-issues. This would normally be a few short paragraphs for each item, providing details and (where relevant) links to attachments or web-sites. This should also include specific examples to support and explain the self-assessed score for each item.

### Reporting Term:

Normally, these reports cover the entire term of the existing permit, but it is expected that they will cover at least the most recent five year period.

### Public Review:

When these reports are submitted to BC Parks by operators, they will be posted by BC Parks on a web-site accessible to the public for a 30-day comment period. Operators should assume that all materials submitted can be seen by anyone and that claims made and scoring done in the Self-Assessment Reports will be examined carefully.

### Evaluation:

BC Parks will review the reports and if acceptable, will sign-off the reports and forward a signed copy back to the operator. Where concerns are raised about the reports by either BC Parks staff or members of the public, BC Parks will enter into discussions directly with individual operators to resolve those concerns.

### Continuous Improvement:

Over time, a key point is that the operator is showing continued improvement throughout the duration of the Park Use Permit. If applying for a mid-term renewal, an operator is required to have submitted at least two reports to be eligible, and improvement will be assessed based on reports submitted.

### Consistency with Park Management Plans:

It is important to note that many of the issues are expressed in the context of park management plans. Where park management plans are in place (including Management Direction Statements, Purpose Statements, etc.), the operator is expected to explain its approach in that context. But if park management plans are not in place (particularly true for new parks, conservancies or protected areas), the operator will be expected to first discuss park management objectives with BC Parks staff (e.g. Area Supervisor) and then respond to the issues in the context of any provided materials (e.g. Annual Park Operating Plan) and/or those discussions.

Additional Information:

Operators are also encouraged (but not required) to include in their reports additional information about:

- their operational history and the nature of their commitment to continued improvement over time
- the community stewardship activities they undertake; and
- the nature of their economic investments and the resulting contribution of these investments to the economy through employment and taxation (operators should assume that this information will be available to the public, so should take care in the nature of detail they offer here).

This information, while not scored in the table below, will provide additional background to the scope of the operator's commitment and will influence the degree to which the submission may be scrutinized.

Table 1 – background to Self-Assessment Report scores

| Score | Definition                                                                                               | Background                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | The operator has addressed the issue at a minimum or base-line level                                     | Normally, this means that the operator is operating in a way that is consistent with the minimums required in the operation's management plan and/or permit, minimum industry practice, or minimums required by provincial policy.                                                                                                                                                                                                                                                                          |
| 2     | The operator has undertaken some enhanced actions.                                                       | For these issues, the operator will provide specific examples of where it is undertaking enhanced actions or acting in a leadership role. This takes them beyond their minimum required. For example, an operator might describe a specific situation where they have assisted BC Parks staff in park management activities in a manner that goes beyond what is required to do so by their permit.                                                                                                         |
| 3     | The operator has gone well beyond minimum requirements and is showing a significant level of commitment. | For these issues, the operator will be expected to explain specific examples where it has gone well beyond what is expected of it in its permit, and/or well beyond normal industry practice. The focus here will be on demonstrating leadership and innovation. For example, an operator might explain in detail how it has used its circle of influence to encourage improvements in environmental or social/community stewardship within the park and beyond, and describe the results of those efforts. |

Permittee/business name: \_\_\_\_\_

Authorization #: \_\_\_\_\_

| Main Issue                | Sub issue                                 | Description of criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Scoring/ranking                                          | Notes |
|---------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------|
| Environmental Stewardship | Wildlife management                       | <ul style="list-style-type: none"> <li>The business exceeds the <i>"Wildlife Guidelines for Backcountry Tourism/Commercial Recreation"</i></li> <li>The business communicates specific objectives for wildlife management in the context of the park management plan, and reports on the success of its activities toward those goals</li> <li>The business has developed and is implementing and participating in plans for addressing the needs of "Species at Risk" that may reside in the area</li> </ul> | <p>___ (1 – 3)</p> <p>___ (1 – 3)</p> <p>___ (1 – 3)</p> |       |
|                           | Habitat management (vegetation and soils) | <ul style="list-style-type: none"> <li>The business exceeds vegetation management standards or requirements of the park management plan</li> <li>The business exceeds soil management standards or requirements in the park management plan</li> </ul>                                                                                                                                                                                                                                                        | <p>___ (1 – 3)</p> <p>___ (1 – 3)</p>                    |       |
|                           | Water management                          | <ul style="list-style-type: none"> <li>The business exceeds water management standards or requirements in the park management plan.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                | <p>___ (1 – 3)</p>                                       |       |
|                           | Waste management                          | <ul style="list-style-type: none"> <li>The business has developed, and is implementing a plan to reduce, including recycling, the amount of waste generated by the business</li> </ul>                                                                                                                                                                                                                                                                                                                        | <p>___ (1 – 3)</p>                                       |       |
|                           | Facility management                       | <ul style="list-style-type: none"> <li>The business manages facilities (owned by it or the province) to a standard that exceeds the objectives outlined in the park management plan</li> </ul>                                                                                                                                                                                                                                                                                                                | <p>___ (1 – 3)</p>                                       |       |

|                                       |                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                            |                                                          |  |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--|
|                                       | Climate change                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>The business has identified its carbon foot-print</li> <li>The business has in place an action plan for reducing that foot-print</li> <li>The business has demonstrated how it is addressing provincial goals and targets for green house gas reductions</li> </ul>                 | <p>___ (1 – 3)</p> <p>___ (1 – 3)</p> <p>___ (1 – 3)</p> |  |
| <b>Social / Community Stewardship</b> | Park management planning                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>The business assists in the development, implementation or review of park management plans</li> </ul>                                                                                                                                                                               | ___ (1 – 3)                                              |  |
|                                       | Collaboration in the retention of the quality of wilderness experience                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>The business operates so that its effect on public experiences in the protected area exceeds the objectives in the park management plans (e.g. noise, visuals, location of facilities, nature of use and timing, the degree to which level of change is acceptable, etc)</li> </ul> | ___ (1 – 3)                                              |  |
|                                       | Support of BC Parks staff                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>The company supports the efforts of BC Parks staff at a local (park), regional or provincial level, where such opportunity exists</li> </ul>                                                                                                                                        | ___ (1 – 3)                                              |  |
|                                       | Contribution to park stewardship projects                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>The business supports and/or works with others on park stewardship projects</li> <li>In cooperation with BC Parks, the company takes a key role in identified park stewardship projects, where such opportunity exists</li> </ul>                                                   | ___ (1 – 3)                                              |  |
|                                       |                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                            | ___ (1 – 3)                                              |  |
| Contribution to public education      | <ul style="list-style-type: none"> <li>The business incorporates messages (consistent with park management plans) into its offering(s) for guests regarding stewardship and nature conservation.</li> <li>The business incorporates messages (consistent with park</li> </ul> | <p>___ (1 – 3)</p> <p>___ (1 – 3)</p>                                                                                                                                                                                                                                                                                      |                                                          |  |

|  |                                    |                                                                                                                                                                                                                                                                                               |             |  |
|--|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--|
|  |                                    | management plans) into its staff training                                                                                                                                                                                                                                                     |             |  |
|  | Client/staff management strategies | <ul style="list-style-type: none"> <li>The business trains and manages its staff (and encourages its guests) to enhance the wildlife and conservation values of the park in a fashion that is consistent with park management objectives</li> </ul>                                           | ___ (1 – 3) |  |
|  | Wielding its influence             | <ul style="list-style-type: none"> <li>The business uses its influence, through conservation leadership, with its supply chain, its sector colleagues, staff or communities to encourage improvements in environmental or social/community stewardship within the park and beyond.</li> </ul> | ___ (1 – 3) |  |
|  | Operations History                 | <ul style="list-style-type: none"> <li>The business has been in operation for several years, during which it has demonstrated ongoing commitment to the enhancement of park stewardship and nature conservation values.</li> </ul>                                                            | ___ (1 – 3) |  |

\_\_\_\_\_  
 Area Supervisor  
 BC Parks, Ministry of Environment

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Permit holder

\_\_\_\_\_  
 Date