YOUR NAME HERE

Community FireSmart and Resiliency Committee

TEMPLATE YYYY Terms of Reference

This template is provided as an example of a Terms of Reference, please edit and adjust to suit your specific needs and goals

Background Information

The Community FireSmart® and Resiliency Committee (CFRC) fills a key level of collaboration and organization across B.C. It takes the collaborative efforts of multiple stakeholders working together to achieve wildfire resilient communities. This may include local fire departments, First Nation and/or local government staff and elected officials, provincial government such as Emergency Management BC (EMBC) and BC Wildfire Service (BCWS), Land Mangers (e.g. Natural Resource District/BC Parks), industry representatives and other community stakeholders. The CFRC will provide the missing link, bringing partners together under a common vision connected to the seven FireSmart disciplines.

Purpose

The purpose of the CFRC is to strengthen collaboration between key partners including local communities and provincial agency staff (EMBC, FLNRORD) with stakeholders to coordinate, plan and share information on how to successfully implement the seven FireSmart disciplines at a regional or scalable level.

Scope

A Community FireSmart and Resiliency Committee will focus on growing the seven FireSmart disciplines within their region or on the multi scale level. They will work collaboratively with FireSmart BC and be considered a member in good standing with FireSmart Canada. The committee will evaluate, review and/or develop procedures, guidelines, best practices and promote the FireSmart program resources and information through education and public relations. The CFRC will be the contact point within the region for public that are interested in taking advantage of the seven FireSmart disciplines to increase their wildfire resiliency.

Membership

The CFRC structure should build on the diversity that is currently present in the BC FireSmart Committee (BCFSC) including all agencies that are directly impacted and can influence wildfire risk reduction in and around a community or multiple communities.

There is no concrete list of agencies that would need to be involved but below are some suggested agencies to start with. Of course, the structure of each CFRC would be dependent on the region and level of FireSmart engagement.

List of suggested participants and agencies:

- *Government of B.C. as represented by:*
    - o *BC Wildfire Service local staff*
    - o *Emergency Management BC (EMBC)*
    - o *Regional or district forest staff linked to the Crown Land Wildfire Risk Reduction collaborative planning*
- *Fire Departments (i.e. Fire Chiefs Association of BC)*
- *Local government(s) depending on the scale of the committee*
- *First Nations and Indigenous communities*

- *First Nations' Emergency Services Society of BC (FNESS) local staff*
- *Forest industry partners including Community Forest Areas*
- *Local business and non-government organizations*
- *Community emergency support service organizations*
- *Active emergency preparation advocacy groups*
- *Funding agencies (i.e. Columbia Basin Trust)*
- *Agriculture contact (Ministry of Agriculture)*

Decision Making

The members will make decisions and provide advice and recommendations for projects that fall within the purpose and scope of the CFRC.

Decision making parameters should be up to the individual CFRC. Does quorum need to be met? Do members all have one vote? Should meetings be held weekly or monthly?

Creation of Committees

The CFRC may create standing, ad hoc (special project) or advisory (related to another board, committee or project) committees as required. Each sub-committee that is created by the CFRC will be governed by a document that clearly defines its purpose, goals and deliverables

It should be outlined whether committees have decision-making authority, or rather complete task/project assignments and make recommendations to the CFRC.

Suggested Deliverables

- Develop or maintain a Community Wildfire Resiliency Plan.

- Collaborate on a communication and public education strategy with multiple local governments.

- Develop a fuel management planning table in collaboration with FLNRORD and other agency staff.

- Work with FireSmart BC to ensure the CFRC's goals align with FireSmart BC's provincial goals.

- Develop/update, implement and monitor the success of your community wildfire resiliency plan.

- Streamline FireSmart Home Assessment and FireSmart grant programs by sharing capacity between multiple local governments.

- Develop a network of Local FireSmart Representatives in the area and coordinate their activities within the region.

- Create an advocacy program for participation in the FireSmart Canada Neighbourhood Recognition Program and work towards increasing the number of recognized neighbourhoods and communities in the region each year.

- Coordinate applications to the Community Resiliency Investment program and other funding opportunities.

- Identify FireSmart activities that should be undertaken by communities to best build wildfire resiliency in higher risk areas.

- Collaborate with the FireSmart BC social media team to help raise FireSmart awareness.

Meetings

It should be expressed how often the CFRC will meet and in which format (i.e. online, face-to-face where possible, etc.)

Chairs and co-chairs can be selected by members annually. It can be a rotating chair, partnership or chair by committee.

Conference call meetings may be held. The meeting Chair will decide agenda topics and may assign administrative duties. Administrative duties include preparing the agenda, recording the minutes, sharing the draft minutes for correction, sending out meeting minutes and properly filing the minutes.

Member organizations are expected to provide a representative, however when extenuating circumstances arise preventing attendance, an alternate representative will be designated and briefed prior to the meeting.

A meeting may be cancelled at the decision of the Chair.

Terms of Reference Approved

Terms of reference will be reviewed on a yearly basis.

Name of Member	Date	Name of Member	Date

Name of Member	Date	Name of Member	Date

Name of Member	Date	Name of Member	Date

Name of Member	Date	Name of Member	Date