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 partners working together to achieve wildfire resilient communities. This may include local First Nations, fire departments, and/or local government staff and elected officials, provincial government such as Emergency Management and Climate Readiness (EMCR) and BC Wildfire Service (BCWS), Land Mangers (e.g., Natural Resource District/BC Parks), industry representatives and other community stakeholders and partners. 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 (EMCR, MOF) 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. Each program area will retain authority for spending and prioritization decisions to meet its mandates (e.g CLWRR, FESBC) and will provide knowledge and information sharing to the CFRC committee. Approval of activities by this committee does not replace approvals by funding programs of the BC Provincial Government.

**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.

To ensure true partnership, collaboration, and diversity, it is suggested to include First Nations in the creation of the CFRC from the beginning and at all levels of planning, decision making and implementation. The First Nations’ Emergency Services Society (FNESS) can also play an essential role in connecting with and supporting First Nations in this process.

While there isn’t a concrete list of agencies and partners that need to be involved, below are some suggestions:

* Government of B.C. as represented by:
	+ BC Wildfire Service local staff
	+ Emergency Management and Climate Readiness (EMCR)Regional or district forest staff linked to the Crown Land Wildfire Risk Reduction collaborative planning
* First Nations and Indigenous communities
* First Nations’ Emergency Services Society of BC (FNESS) local staff
* Fire Departments (i.e., Fire Chiefs Association of BC)
* Local government(s) depending on the scale of the committee
* 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 key activities 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.

Other standalone wildfire planning tables may be asked to present to or have members be part of CRFC’s committee. The decision-making authority of these planning tables remains outside the scope of the CRFC Committee.

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

**Suggested Activities for the CFRC Committee:**

* Develop or maintain a Community Wildfire Resiliency Plan.
* Develop a CFRC structure, including a list of agencies, partners and First Nation communities that is diverse and can influence wildfire risk reduction.
* Collaborate on a communication and public education strategy with multiple local governments.
* Participate in or liaise with a government led fuel management planning table in collaboration with MOF 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](https://firesmartcanada.ca/programs/neighbourhood-recognition-program/) and work towards increasing the number of recognized neighbourhoods and communities in the region each year.
* Share information to facilitate the coordination of applications to the [Community Resiliency Investment](https://www.ubcm.ca/cri) program and other funding opportunities.
* Identify FireSmart activities within the CWRP 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 an annual basis.



Name of Member Date Name of Member Date



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