

# Williams Lake and Area Community Wildfire Preparedness Roundtable

## Terms of Reference

### Approved October 28, 2019

#### 1. Background

Fraser Basin Council (FBC) successfully received funding from BC Wildfire Service to support three community wildfire preparedness roundtables over two years. This support was in response to FBC's desire to support the implementation of recommendations from the George Abbott and Chief Maureen Chapman [report](#) on 2017 floods and wildfires, and the need for support to implement community wildfire protection plans in multi-jurisdictional areas where there is limited capacity.

#### 2. Roundtable Purpose

The purpose of the Roundtable is to ensure good coordination and communication about who's doing what around wildfire preparedness:

- FireSmart education
- Timber harvesting opportunities
- Fuel management
- Resources and capacity – volunteer fire departments, ranchers, agriculture sector, forest industry
- First Nations traditional burning

The activities above involve implementation of the Williams Lake and Area Community Wildfire Protection Plan.

#### 3. Roundtable Tasks and Responsibilities

The Roundtable members' tasks and responsibilities are anticipated to include, but not necessarily be limited to the following:

- Participate in meetings and fund their own participation (labour, travel)
- Communicate with their respective organization - bring forward their ideas and input, and report out on Roundtable business
- Work collaboratively with others to maximize effectiveness of efforts across organizations

#### 4. Membership

The Roundtable shall ideally be comprised of representatives of organizations involved in all aspects of wildfire preparedness and risk reduction in the area, including but not limited to:

- City of Williams Lake
- Cariboo Regional District
- T'exelc (Williams Lake Indian Band)
- Xat'sull (Soda Creek Indian Band)
- Esketemc
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- BC Wildfire Service
- Forest industry (major licensees, BC Timber Sales, woodlot licensees, community forests)
- Volunteer fire departments (whether within a local government, Improvement District, or independent)
- Other organizations, individuals or businesses that have infrastructure to protect, or resources or capacity to provide (e.g., agriculture organization, communications companies)

The desired mix of Roundtable members would also achieve the following:

- Mix of representatives with different perspectives and jurisdictions
- Mix of technical staff people and elected officials, driven by their interest in the topic
- Involvement of all actors who either have a responsibility or a role in wildfire preparedness
- Enable constructive discussions of wildfire risk and preparedness issues through a range of backgrounds and experiences

## 5. Quorum

A roundtable meeting must have at least one representative from each of the following:

- City of Williams Lake
- Cariboo Regional District
- First Nations
- MFLNRORD district
- BC Wildfire Service
- Forest industry (major licensees, BC Timber Sales, woodlot licensees, community forests)

## 6. Decision Making

The Roundtable will aim to make decisions by consensus, with the option to note dissenting views. Consensus is a decision making process based on understanding multiple perspectives, for moving from individual positions to common interests; consensus may not necessarily be unanimous agreement with all elements by all parties, but simply the absence of objection.

## 7. Roundtable Administration

The process for facilitating Roundtable meetings will be as follows:

- The Roundtable will meet quarterly, but more or less frequently as the need arises
- Meetings will be ideally in-person, but may also take place by conference/video call
- Participation in meetings may take place via conference call or web-meeting
- Meeting dates, times and locations will be convenient to the majority of the members
- FBC staff will arrange a meeting venue, refreshments, and lunch if the meeting occurs over the lunch hour.
- FBC staff will prepare and distribute the agenda and relevant meeting materials at least one week before a meeting, and prepare a meeting summary within one week of a meeting.
- FBC staff will arrange for guest presentations as needed.
- FBC staff will support funding applications as needed.

## 8. Term

The term of the Roundtable will end when members agree that the Roundtable has limited utility and value.

## Appendix 1 – Map of the Area

