

Shuswap* Community Wildfire Preparedness Roundtable Terms of Reference

Tentatively approved as of May 9, 2024

*Secwepemc name to be provided

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, all aspects including prescribed burning
- Resources and capacity including emergency preparedness – volunteer fire departments, ranchers, agriculture sector, forest industry
- First Nations traditional or cultural burning

The activities above involve implementation of the community wildfire resiliency/protection plans.

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 Salmon Arm
- District of Sicamous
- Columbia Shuswap Regional District
- Neskonlith Indian Band
- 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)
- Ministry of Water, Land and Resource Stewardship
- Ministry of Emergency Management and Climate Readiness
- Neighbourhood FireSmart Committees
- Other organizations, individuals or businesses that have infrastructure to protect, or resources or capacity to provide (e.g., agriculture organization, communications companies)
- Adams Lake Indian Band
- Ministry of Forests
- Splotsin First Nation
- Skwłax te Secwepemcúl'ecw

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

- Mix of representatives with different perspectives and jurisdictions
- Mix of technical staff people 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 ideally would have at least one representative from each of the following:

- City of Salmon Arm
- District of Sicamous
- Columbia Shuswap Regional District
- One or more Secwepemc governments or a representative
- MOF
- 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.

Subcommittees may be struck to address specific issues or specific geographic areas, and report back to the larger roundtable.

7. Roundtable Administration

The process for facilitating Roundtable meetings will be as follows:

- The Roundtable will meet at minimum twice per year
- Meetings will be ideally in-person, but may also take place virtually
- 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 or contractor will arrange a meeting venue, refreshments, and lunch if the meeting occurs over the lunch hour.
- FBC staff or contractor 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 or contractor will arrange for guest presentations as needed.
- FBC staff or contractor 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.

9. Amendments

The terms of reference may be amended from time to time as needed.



Appendix 1 – Map of the Area

