



MACKENZIE WILDFIRE ADVISORY COMMITTEE TERMS OF REFERENCE

PURPOSE:

The Mackenzie Wildfire Advisory Committee is a partnership between the District of Mackenzie and the McLeod Lake Mackenzie Community Forest. It was established in response to the Number One Priority identified in the ***District of Mackenzie Community Wildfire Protection Plan 2017 Update***; that is, the formalizing of an Interface Steering Committee consisting of all key stakeholders. This committee will provide a forum for key stakeholders and government agencies to share information; coordinate efforts and collectively direct wildfire initiatives and ensure impactful, efficient and timely action to mitigate wildfire threats to the community.

MANDATE:

Wildfire Advisory Committee will, consistent with the purpose described above, undertake the following:

- Review and provide feedback on the Mackenzie Community Wildfire Protection Plan (CWPP) and work to meet the priorities outlined in the CWPP.
- Provide a community perspective, advice and information on fuel mitigation, Fire Smart activities, and emergency preparedness in regards to wildfire.
- Work with staff and Council to increase public engagement and enhance the strategic decision-making process regarding the Fire Smart program, Emergency Preparedness and the CWPP recommendations.

STRUCTURE:

The Committee membership shall be comprised of a combination of persons representative of diverse community interest groups, stakeholder representation and persons with a vested interest in matters associated to wildfire prevention and awareness.

MEMBERS:

Members may include but not restricted to representation from the following organizations/groups

- District of Mackenzie
- McLeod Lake Mackenzie Community Forest
- McLeod Lake Indian Band
- Mackenzie Fire Department
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- BC Wildfire Service
- Mackenzie Community Parks and Trails Advisory Committee
- Trappers
- Industry

All members shall remain members of the Committee until such time as a resignation is tendered or departing member appoints their respective successor.

Members who are unable to attend meetings are able to appoint alternates.

MEETING PROCEDURES:

1. The General Manager of the McLeod Lake Mackenzie Community Forest will preside over the meetings.
2. After the first meeting is called, subsequent meetings will be scheduled as required, at the discretion of the Chairperson.
3. Continuous absence of a member at three (3) consecutive meetings, without prior consent of the Chair/Committee or reasonable need (illness) will be reviewed by the Committee, which may recommend to Council that the member be removed from the Committee.
4. The quorum shall be a majority of all members, providing at least six members are present.

DECISIONS:

Decisions will be made by majority vote.

STAFF SUPPORT:

The McLeod Lake Mackenzie Community Forest will provide administrative support to the Committee as needed to prepare notices, agendas and record minutes for Committee meetings. This staff member will not be a voting members of the Committee.