



## **1. Establishment and Authority**

The FireSmart Funding Committee (the "Committee") is hereby established by resolution of Council pursuant to section 48 of the **Towns and Local Service Districts Act**. The Committee is established solely as an advisory committee of Council and shall exercise only those functions expressly set out in these Terms of Reference.

## **2. Purpose**

The purpose of the Committee is to review, advise, and make recommendations to Council regarding the use of funding (\$30,000) received under the FireSmart program to support wildfire risk reduction and community preparedness initiatives within the Town.

## **3. Advisory Role and Limitations**

The Committee shall act in an advisory capacity only and has no authority to make decisions binding on the Town, approve expenditures, enter into contracts, direct Town staff, or implement projects. All recommendations are non-binding and subject to the sole discretion of Council.

## **4. Mandate**

The Committee's mandate is to review FireSmart-eligible initiatives; identify and prioritize wildfire mitigation and preparedness needs; provide recommendations to Council; and support Council in fulfilling its oversight and accountability responsibilities. It will also support future funding requests regarding the FireSmart Program.

## **5. Scope of Responsibilities**

The Committee may review and recommend vegetation management activities in residential areas and along walking or ATV trails; provide advice on the acquisition of evacuation kits; and support community engagement initiatives.

### **5.1 Vegetation Management**

The Committee may review and provide recommendations to Council concerning:

- Tree cutting and vegetation management ideas in residential areas;
- Tree cutting and vegetation management along common walking trails, ATV trails, and similar community access corridors; and

### **5.2 Evacuation Kits**

The Advisory Committee may review and provide recommendations to Council respecting:

- The acquisition of evacuation kits using FireSmart funding;
- General considerations related to kit contents and quantities.
- How to best distribute evacuation kits to ensure best outcomes.

### **5.3 Community Engagement**

The Committee may provide advice to Council on:

- Public awareness and communication related to FireSmart initiatives; and
- Incorporation of community input into advisory recommendations.

## **6. Reporting Relationship and Decision Authority**

The Advisory Committee shall report directly to Council. Council retains full and exclusive authority to approve, modify, or reject recommendations, approve expenditures and contracts, and determine the course of action.

**7. Financial Accountability and Procurement**

Any unused FireSmart funding must be returned to the Provincial Government. All purchases and procurement activities must comply with the **Public Procurement Act** and the Town's purchasing and procurement policies. The Advisory Committee has no authority over procurement or spending.

**8. Membership**

The Committee shall be composed of:

- Two (2) members of Council, appointed by Council;
- Four (4) members of the public, appointed by Council;
- One (1) member of the Recreation Committee;
- One (1) representative of the Fire Department, determined by the Fire Chief;
- One (1) representative of Public Works; and
- The Town Clerk Manager

Any vacancies for public members on the Advisory Committee will be publicly advertised by the Town to ensure fair and equal opportunities for interested residents to apply.

Applications will be reviewed by Council, and public members will be appointed by resolution of Council, in accordance with the Committee's Terms of Reference.

**9. Chair**

The Chair shall be appointed by Council and shall preside over meetings and ensure recommendations are forwarded to Council.

**10. Meetings**

Meetings shall occur bi-weekly until September 30, 2026, after which the schedule shall transition to monthly or quarterly. The Advisory Committee is anticipated to operate for approximately three years. The Advisory Committee meetings are not

**11. Conflict of Interest**

All members shall disclose any real or perceived conflicts of interest and comply with all applicable legislation and Town policies.

**12. Administrative Support**

Administrative support, including meeting coordination and reporting to Council, shall be provided by the Town.

**13. Amendment or Dissolution**

These Terms of Reference may be amended or rescinded at any time by resolution of Council. At the first meeting of the Advisory Committee, the Terms of Reference shall be reviewed by the Committee, and any recommended amendments or clarifications shall be brought forward to Council for consideration and approval.

Recommended by: Shelly Butt  
Shelly Butt, Town Clerk Manager

Date: April 9/'26

Approved by: Christopher Stamp  
Christopher Stamp, Administrative

Date: Apr 9/26