



# ONTARIO ASSOCIATION OF FIRE CHIEFS

*Leading innovation and excellence in public and life safety*

February 5, 2024

Director Jason Whiteley  
Fire Chief  
North Bay Fire and Emergency Services

## **RE: 2024 Mandate Letter**

Dear Director Whiteley,

Thank you for your commitment to serving as an Ontario Association of Fire Chiefs (O AFC) Director. The O AFC plays an important role in ensuring firefighter and public safety, and your dedication and willingness to do more will leave an enduring legacy on the Ontario Fire Service.

The purpose of this letter is to outline the O AFC's priorities and expectations for the upcoming year, and to provide an open, transparent and formal mandate to you for the 2024 term specific to your areas of designated responsibility.

For the 2024 term, the O AFC has the following priorities that Directors are tasked with supporting and achieving:

- Improving member engagement & communication, including re-imagining the Provincial Advisory Committees and how to engage and represent members from all fire departments.
- Ensuring the continued success of O AFC events, and modernizing the Conference and Trade Show to ensure that it provides value to all members.
- Re-evaluating and improving member services and Chief Officer support, including completion of a "Chief Officer 101" program and implementation of a Chief Officer Peer Support Program.
- Strengthening our government relations & advocacy, including hosting another Queens Park Advocacy Day, having an increased presence at the AMO conference, maintaining regular engagement with key Ministries and providing all members with government relations speaking points to ensure consistent messaging.
- Ensuring effective business operations for the O AFC & OFAI, including ensuring staff are supported, diversification of revenue, and improvements to the Candidate Testing Services program.
- Conducting a comprehensive governance review, including constitution, code of conduct, election process and resolution process; and ensure adherence to the Ontario Not for Profit Corporations Act (ONCA).

For the 2024 term, in addition to your role as a Director, I am appointing you as the Board Chair of the Communications Committee, as the Board Alternate of the Urban Committee, as a member of the Standard Incident Report (SIR) working group and as the O AFC representative on the Canadian Association of Fire Chiefs (CAFC) National Advisory Council (NAC).



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My expectations, as it relates to the oversight of the Communications Committee, is as follows:

- The Communications Committee will meet quarterly (at minimum) with at least one in person meeting at the AGM
- Those meetings will be scheduled in advance for 2024 so that attendees have them locked into their calendars
- As the Board Chair, you are responsible for preparing the agenda and distributing it at least one week in advance of the meeting
- As the Board Chair, you are responsible for preparing meeting minutes and distributing them at least four weeks following the meeting
- In addition to these meetings, you shall maintain regular dialogue with the Communications Committee members, ensuring the OAFChiefs remains aware of emerging issues and offers support to members as quickly and effectively as possible

In addition to the Communications Committee expectations, I ask that you be the Board Alternate for the Urban Committee and assist the Board Chair with meeting their mandate, as well as replacing them as required.

Specific to your role as our representative on the Standard Incident Report (SIR) Working Group, the OAFChiefs wishes you to continue this important work and ensure that the fire service is considered in all matters related to these groups and that information is communicated back to our members on a timely basis.

Specific to your role as the OAFChiefs representative on the Canadian Association of Fire Chiefs (CAFC) National Advisory Council (NAC), this role is key to our success and we wish you to continue the strong work underway in that role.

On behalf of the Ontario Association of Fire Chiefs, thank you for your contributions to making the Ontario Fire Service better and safer.

Yours truly,

A handwritten signature in black ink, appearing to read 'Rob Grimwood'.

Deputy Chief Rob Grimwood  
President

cc: Jeremy Parkin, Vice President  
Mark MacDonald, Executive Director