



# **Ontario Association Of Fire Chiefs**

## **Provincial Advisory Committee Terms of Reference**

Version No: 004--01-07-2019



## 1. Purpose/Mandate

The O AFC Provincial Advisory Committee (PAC) is established after each general meeting. It will comprise of representatives from geographical areas, assigned by the Board of Directors, in the Province of Ontario. Each PAC area identifies an Individual Member whom will be appointed by the Board of Directors to serve as a PAC Leader on the committee. The PAC Leader shall be an O AFC member in good standing, as per the O AFC Constitution. PAC Leaders are responsible for disseminating information from the Board, through the appointed staff representative, as well as gathering and providing information and feedback to the Board and staff, from their assigned PAC areas.

## 2. Scope of the O AFC Provincial Advisory Committee

The O AFC Provincial Advisory Committee is expected to raise and discuss issues that affect O AFC members, which relate to the operation of a fire service, the delivery of public fire protection services and legislation or policies. The committee is expected to direct recommendations to the Board of Directors, via the chair, for further action and/or resolution. The committee is responsible to the Board of Directors. Please refer to Section 13 of the 2017 O AFC Constitution.

## 3. Role/Authority of the O AFC Provincial Advisory Committee

Roles that are undertaken by the committee include the discussion of issues related to the operation of a fire service, the delivery of public fire protection services and legislation or policies that affect either. The committee may engage in discussion, research, data collection and the review of existing or emerging procedures or guidelines. The committee may invite speakers or content experts as approved by the Executive Director. The committee is required to make recommendations to the Board for further action or resolution of issues. Meeting minutes are maintained by the appointed staff representative and will be posted on the O AFC website for member reference.

### 3.1 General Membership

The O AFC Provincial Advisory Committee is led by the appointed Board member. Committee meetings are chaired by the appointed Board member. Members of the committee are required to be current Individual Members of the O AFC as outlined in the O AFC Constitution. All PAC Leaders are appointed by the Board of Directors. The current O AFC Provincial Advisory Committee has sixteen (16) positions in total. One is held for the chair, the other fifteen (15) are appointed by the Board. Current committee members are provided in "Schedule A"

### 3.2 Convenor/Chair/Administration

The appointed Board member will chair the committee and be responsible for convening the scheduled meetings through a dedicated O AFC staff representative, as outlined in Schedule A. A co-chair will be appointed from the committee.

The staff representative is responsible for committee meeting coordination including scheduling meetings, forwarding meeting materials, collating agenda items, tracking/monitoring action items, internal communication(s)/tracking, and any other requirements as deemed by the chair.



### 3.3 Appointment and Term

Appointments on the O AFC Provincial Advisory Committee are for one year or until the next annual general meeting. Individual Members interested in becoming a PAC Leader should submit their interest to their local PAC area. PAC areas are to submit the name of the Individual Member they are recommending as their PAC Leader to the Executive Director, at which time will be forwarded at the annual general meeting. If the PAC area does not submit a name, the Board of Directors will appoint a member in that area to serve as PAC Leader. The Board may also fill a PAC Leader vacancy as needed. The Board of Directors appoints all Leaders on the PAC Committee. PAC appointments are made at the first Board of Directors meeting after the annual general meeting.

### 3.4 Meetings

Each PAC Leader will be expected to participate in two (2) PAC meetings a year with the Board of Directors. PAC Leaders will also participate and assist in organizing any other meetings that are required in their respective geographical area. Regular PAC meetings are outlined in 3.7. An O AFC representative will attend, if possible, all scheduled PAC area meetings. PAC area meetings must include an O AFC “business session” to discuss association matters or updates, where only O AFC members may attend. Non-O AFC members may attend other portions of the meeting, not deemed to be specific to O AFC matters; during those non-business area meeting portions, the PAC Leader is expected to promote the benefits of O AFC membership. PAC Leaders are responsible for taking area meeting minutes, embedded in the proper template. The assigned staff representative is responsible for ensuring information for upcoming PAC area meetings are distributed to the applicable PAC area members, and is posted on the O AFC member website.

### 3.5 Meeting Agenda

The staff representative is responsible for the development of an agenda for O AFC PAC meetings based on consultation with the chair and co-chair. All members of the committee may submit agenda items for deliberation by the committee once a committee meeting has been scheduled. The staff representative will put out a call for agenda items. The agenda will be provided to the committee one-day prior to the committee meeting. Items not included on the agenda may be raised as new or other business during the meeting.

### 3.6 Meeting Minutes

The minutes of each O AFC PAC meeting will be prepared by the appointed staff representative. Full copies of the draft minutes, including attachments, shall be provided to the chair for review, revision, approval and returned no later than three working days following each meeting. The meeting minutes will then be distributed to the committee. The minutes will also be posted on the O AFC website for member review, upon approval of the chair. At the next meeting, committee members may suggest amendments to the previous minutes, which must be agreed to by consensus in order for them to be amended.

The minutes of each O AFC PAC meeting will be maintained by the appointed staff representative as a complete record.



### 3.7 Action Items

Any action items identified during the meeting, must be noted as an action item, and be tasked to a specific person. It is the responsibility of the appointed staff representative to track and monitor all committee action items to ensure they are completed. The staff representative is responsible for apprising the chair on the status of action items before each meeting. The chair will discuss any outstanding action items during a committee meeting. Any action items that are flagged as an item to be brought forward to the Board of Directors, will be the responsibility of the chair.

The O AFC PAC does not issue motions, nor has the authority to act on its own behalf. Any issue requiring attention, should be considered by the committee by consensus, and then “actioned” to be brought forward to the Board of Directors by the chair, for further action.

### 3.8 Frequency of Meetings

The committee will meet monthly via teleconference. A meeting may be called at the request of the chair as necessary to address time sensitive, urgent or legislative issues that cannot be delayed until the next scheduled meeting. In addition, each PAC Leader will be expected to participate in two (2) meetings a year with the Board of Directors, and coordinate/host area meetings twice per year.

### 3.9 Decision Making Requirements & Meeting Quorum

A quorum of half (1/2) PLUS one (1) committee member is required for the meeting to be recognized as an authorized meeting for any recommendations or actions to be valid. If no quorum is reached, a record will be kept of those who were, and were not present. Decision making is based on consensus. Where consensus can't be reached, a vote will be conducted.

### 3.10 Commitment

To ensure the O AFC PAC operates efficiently, and that issues of importance are discussed and actioned, it is expected that committee members participate in the scheduled meetings and any relevant follow up. Three (3) consecutive absences from committee meetings will be reviewed by the chair. The chair will deem any appropriate action, in consultation with the Board of Directors.

### 3.11 Communications

Committee members are expected to communicate amongst each other as needed. The appointed staff representative must be copied on all committee communications and will ensure relevant communications are forward to the communications strategist. Any communications outside the committee (i.e. to other committees or the membership at large) must adhere to the O AFC Communications Protocol and be vetted through the O AFC office and sent by the O AFC office.

## O AFC Provincial Advisory Committee Terms of Reference



Information disseminated to PAC Area members, by PAC Leaders, which could be relevant to more than one PAC area (i.e. not local in nature), must be vetted and/or approved by the appointed staff representative in consult with the communications strategist. In addition, approved information disseminated to the PAC area members must also be copied to the committee chair, appointed staff representative and the communication strategist. This ensures a consistent, accurate flow of information to all O AFC members in each PAC area. PAC-specific or local topics\* can be communicated by PAC Leaders to PAC area members without approval from the O AFC Board office; however, the chair, staff representative and communications strategist must be copied on those communications so the O AFC is aware of all issues of concern to its members. All information shared with the O AFC PAC distribution list should adhere to this policy, with the chair, staff representative and communications strategist copied on all communications. Information sent to the O AFC PAC distribution list, even if not on behalf of or in the official capacity of a PAC committee member, contravenes this policy.

*\*Note: PAC-specific or "local" topics could include meeting or training dates, potential agenda or resolution topics to bring to the Provincial Advisory Committee, or upcoming O AFC-related community/public education events.*

### 3.12 PAC Area Member List

The appointed staff representative will provide an electronic list of the O AFC members in each PAC area, to the PAC Leader in that area, for purposes of communicating/organizing PAC area meetings and information sharing. Only O AFC members may attend PAC meetings (this excludes guest speakers).

The member lists are considered property of the O AFC and must adhere to all policies outlined in this Terms of Reference and any other relevant O AFC policies (e.g. privacy policy). The list will contain the member name, department, title and email address. In addition, the listing will include Individual members and Associates of the Corporation (as defined in section 6 of the O AFC Constitution).

## 4. Confidentiality

Respect for confidentiality is the cornerstone of trust and confidence as well as a legislated obligation. Employees, Board members, Committee members and Volunteers must at all times respect the confidentiality of any member, sponsor, staff, volunteer, or member names and/or circumstances, and all matters relating to those organization(s) and/or individual(s). Respect and maintain the confidentiality of information gained as an employee, board member, committee member and volunteer including, but not limited to, all computer software and files, meeting minutes, Ontario Association of Fire Chiefs business documents and printouts, and all membership, employee, candidate and vendor records.

Confidentiality means you may not relate such matters to anyone including immediate family members. The duty of confidentiality continues indefinitely after a Board member, Committee member, Employee or Volunteer has left the association.

Employees, Board members, Committee members and Volunteers shall agree to the Code of Conduct, Conflict of Interest Policy and Confidentiality Policy. Board members will also sign and comply with the O AFC Oath of Office.



### 5. Code of Conduct

The following Code of Conduct (“the Code”) is designed to allow the Ontario Association of Fire Chiefs to preserve its integrity and credibility within the association membership, affiliated organizations and the public. This Code applies to our Board of Directors, Committee Members, Volunteers and all Employees (permanent full-time, hourly, fixed term contract, permanent part-time).

1. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, and ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
2. Promote and support the objectives, the mission and mandates of the association in all dealings with members, vendors and the public on behalf of the Association. Serves the overall best interests of the organization rather than any particular constituency.
3. Provide a positive experience for those receiving service within and outside the Ontario Association of Fire Chiefs.
4. Respects principles of fair play and due process. Respects and gives fair consideration to diverse and opposing viewpoints.
5. Demonstrates due diligence and dedication in preparation for an attendance at meetings, special events and in all other activities on behalf of the organization.
6. Demonstrates good faith, prudent judgment, honesty, transparency and openness in their activities on behalf of the organization.
7. Avoids real or perceived conflicts of interest.
8. Act with honesty and integrity and in accordance with any professional standards and/or governing laws and legislation that have application to the responsibilities you perform for or on behalf of the Ontario Association of Fire Chiefs. The Ontario Association of Fire Chiefs policies apply to all Board Members, Committee Members, Volunteers and Employees. Policies are reviewed every year, or sooner, if an issue arises with its interpretation and use.
9. Adhere to the policies and procedures of the Ontario Association of Fire Chiefs and support decisions and directions of the Board of Directors and its delegated authority.
10. Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position. Publicly demonstrate acceptance, respect and support of decisions legitimately taken in transaction of the organization’s business.
11. Conforms to any By-laws and policies, in particular this Code of Conduct, the Oath of Office (board) and Confidentiality and Conflict of Interest policies.

#### 5.1 Personal or Sexual Harassment

**Sexual harassment** is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.

**Personal harassment** means any conduct whether verbal or physical that is discriminating in nature, based upon another person’s race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.



The Ontario Association of Fire Chiefs has a zero tolerance policy with respect to personal/sexual harassment.

Personal/sexual harassment in any form is strictly prohibited and may be grounds for termination as a board member or committee member/volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

### 6. Conflicts of Interest

In general, a conflict of interest exists for Board members, Employees, Committee members and Volunteers who use their position at the Ontario Association of Fire Chiefs to benefit themselves, friends, family or relatives.

Upon appointment of employment or appointment to the Board of Directors or an Ontario Association of Fire Chiefs Committee, Employees/Board Members/Committee Members/Volunteers shall arrange their private affairs in a manner that will prevent any conflict of interest from arising.

An Employee, Board member, Committee member or Volunteer's actions should not compromise or undermine our members or public's trust in the Ontario Association of Fire Chiefs.

Employees, Board members, Committee members and Volunteers should not place themselves in a position where they are, or appear to be, under personal obligation to any person who might benefit or seek to gain special consideration or favour resulting from the relationship.

Employees, Board members, Committee members and Volunteers shall avoid any situation in which there is, or may appear to be, a potential conflict which could appear to interfere with their judgment in making decisions in the best interest of the Ontario Association of Fire Chiefs. Employees, Board members, Committee members and Volunteers shall exercise care in the management of their private affairs so as not to benefit, or be perceived to benefit from:

- A. The use of information acquired solely by reason of their employment; or
- B. Any Ontario Association of Fire Chiefs transactions over which they can influence decisions (e.g. investment, borrowing, purchases, sales, contracts, grants, and appointments).

There are a variety of situations that could give rise to a conflict of interest. Employees, Board members, Committee members and Volunteers should make it known to the association, or delegated authority, if they believe they may be in conflict of interest. These include but are not limited to: accepting gifts, entertainment, favours or "kickbacks" from suppliers or other organizations, personal gain from relationships established through the Ontario Association of Fire Chiefs, close or family relationships with outside suppliers or other organizations, passing confidential information to competitors or other interested parties, or using confidential information inappropriately.



### 7. Reporting

Members of the O AFC PAC, including the co-chair, are to provide reports and/or recommendations through the action item process, to be brought forward to the Board of Directors through the chair. The committee is not permitted to take independent action on behalf of the committee, the O AFC, or the Board of Directors, without approval by the Board of Directors.

### 8. Decision Making Requirements

A quorum of half (1/2) PLUS one (1) committee member is required for the meeting to be recognized as an authorized meeting for the recommendations and/or resolutions to be valid. Decision making is based on consensus. Where consensus can't be reached, a vote will be conducted.

### 9. Review of Terms of Reference

The O AFC Provincial Advisory Committee Terms of Reference will be reviewed during the first meeting following the installation of the new Board of Directors.

*Annual review by the Committee for recommendation to the Board: June 7, 2018*

*Last approved by the Committee: June 7, 2018*

*Last approved by the Board of Directors: June 7, 2018*

*Last approved by the Board of Directors: January 22, 2019*

## O AFC Provincial Advisory Committee Terms of Reference



### Schedule A 2019 Provincial Advisory Committee Members

	Area\Position	Name	Title	Department
	Chair	John Hay	Fire Chief	Thunder Bay
1	1A	Vacant		
2	1B	Bruce Montone	Fire Chief	Amherstburg
3	2	Dave Upper	Deputy Chief	St. Catharines
4	3A	Bill Hunter	Fire Chief	Perth East
5	3B	Mike Givens	Fire Chief	Chatsworth
6	3C	Kevin Gallant	Fire Chief	Bradford - West Gwillimbury
7	4	Nancy MacDonald-Duncan	Assistant Chief	Mississauga
8	5	Mike Cavanagh	Fire Chief	Algonquin Highlands
9	6	Pasqual Meunier	Fire Chief	Carleton Place Fire Department
10	7	Frank Loeffen	Fire Chief	East Ferris
11	8	Vacant		
12	9A	Owen Cranney	Fire Chief	Manitouwadge
13	9B	Blair Arthur	Fire Chief	Shuniah
14	10A	Todd Skene	Fire Chief	Kenora
15	10B	Joshua Colling	Fire Chief	Rainy District, Alberton, Chapple, Emo & La Vallee

**O AFC staff representative:** Mark Tishman, Policy & Program Analyst

**Last updated:** May 2019