*The Ontario Association of Fire Chiefs mission is to lead innovation and excellence in public and life safety. Our vision is to inspire and influence a safer Ontario.*

*DEI vision: That every fire department in Ontario is equitable, inclusive, and reflects the*

*diversity of the community they serve.*

Thursday, November 23, 2022, 8:30 am – 10:00 am

**Niagara Falls Hilton**

Lake Huron Room

**Attendees**: Jeremy Parkin, Burt Lamoureux, Normand Beauchamp, Ashley Russell-Taylor, Todd Aitken

**Regrets**: Jeremy Inglis, Kalpana Rajgopalan, Vanessa Devolin, Nick Ruller, Ravjot Chhatwal

**Minute Taker**: Mark Tishman

1. **Welcome – Committee Chair**
* The Chair welcomed and thanked everyone for coming.
1. **Agenda Additions**
* None.
1. **Review of Previous Meeting Minutes**
* As there was no quorum, the previous minutes were not reviewed.
1. **Declaration of Conflict of Interests**
* None.
1. **Toolkit Program**
* History of toolkit, time is passing by and municipalities are moving forward
* Necessity of toolkit still applicable, but building on others success is important
* Relevance of using StatsCan data to understand your own community
* Burt put together a 5-step plan to analyzing the data
* Once municipality is understood, finding local organizations to see who is involved
* Data comprehension will assist with pub ed, CRA, recruitment & retention
* Requirement for committee members to share the workload, add comment and perspective, along with shared experience
* Burt to send out draft, members to complete from their own community to complete with comments and/or issues
* Will compile results, committee to meet and review

Action item: Burt Lamoureux to send out a draft; members to complete.

1. **Roundtable**
* Discussion about local projects related to engagement and recruitment
* Committee members to review document and get comments back to Burt by December 12th
1. **Next Meeting**
* Committee will reconvene in January 2023; date TBD
* Members to commit to 2023 term on committee
1. **Adjournment**
* The Chair adjourned the meeting at 10:00 am