



Ontario Association Of Fire Chiefs

Training and Education Advisory Committee Terms of Reference

Version No: 001—10-24-2017



1. Purpose/Mandate

The purpose of the OAFC Training and Education Advisory Committee is to address issues and matters relating to firefighter and fire officer training, education, certification and development in Ontario.

2. Scope of the OAFC Training and Education Advisory Committee

The OAFC Training and Education Advisory Committee falls under the Development Services portfolio of the OAFC. The committee is expected to raise and discuss issues that affect OAFC members, which relate to training, education, certification and development in the fire service. When necessary, the committee is expected to make recommendations, via the chair, to the Board of Directors for further action or resolution. This committee also acts as liaison with the Ontario Association of Fire Training Officers, Regional Training Centres, the Office of the Fire Marshal and Emergency Management (OFMEM) and other identified agencies responsible for developing or delivering training to the fire service. This enables the association staff to disseminate timely and appropriate information to members. The committee will also address issues submitted to them by the Board for deliberation and recommendation.

3. Role/Authority of the OAFC Training and Education Advisory Committee

Committee roles include the discussion of fire service training and education issues raised by the Board, the membership, government agencies and Regional Training Centres. The committee, or assigned members, 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 will report back to the Board for further action or resolution of issues. Meeting minutes will be maintained by staff and will be posted on the OAFC website for member reference.

3.1 General Membership

The committee is led by the appointed Vice President. Committee meeting are chaired by the appointed Board member. Committee members are appointed by the Board of Directors. The OAFC Training and Education Advisory Committee has twelve (12) positions in total and are structured as follows:

- One (1) is held for the chair
- Two (2) are held for the Ontario Association of Fire Training Officers (OAFTO)
- One (1) position to be held for the Office of the Fire Marshal and Emergency Management (non-voting position)
- Eight (8) are appointed by the Board

Current committee members are provided in "Schedule A."

3.2 Convenor/Chair

The appointed Board member will chair the committee and be responsible for convening the scheduled meetings through OAFC staff. A co-chair will be appointed from the committee.



3.3 Appointment and Term

Appointments on the OAFC Training and Education Advisory Committee are for one year or until the next annual general meeting. Vacancies can be filled as required; however, after every annual general meeting of the OAFC, the association will post interest for committee members. Letters of interest for the OAFC Training and Education Advisory Committee should be submitted to the Program Manager. Members who wish to remain on this committee, who were appointed or served previously, may also submit a letter of interest to the Program Manager to remain on the committee. Letters of interest will be reviewed by the Executive Director and submitted to the Board for consideration and approval. Committee members will be selected based on applicable skills and knowledge regarding firefighting training and education. Committee members will be appointed by the Board.

3.4 Meeting Agenda

The Program Manager is responsible for the development of an agenda for OAFC Training and Education Advisory Committee meetings based on consultation with the co-chair. All members of the committee may submit agenda items for deliberation by the committee once a committee meeting has been scheduled. The agenda will be provided to the committee three working days prior to the committee meeting. Items not included in the agenda may be raised as new or other business during the meeting.

3.5 Meeting Minutes

The minutes of each OAFC Training and Education Advisory Committee meeting will be prepared by the Program Manager/staff representative, or a co-chair, in the absence of a staff member. Full copies of the draft minutes, including attachments, shall be provided to the co-chair for review, revision, approval and return no later than three working days following each meeting.

The minutes of each OAFC Training and Education Advisory Committee meeting will be monitored and maintained by the assigned staff representative as a complete record. The approved minutes will be distributed to the OAFC Training and Education Advisory Committee members and the Board of Directors. The minutes will also be posted on the OAFC website within three days of approval.

3.6 Frequency of Meetings

The committee will meet in person or by teleconference on a quarterly basis. Any unscheduled meeting may be called at the request of either co-chair as necessary to address time sensitive, urgent or legislative issues that can't be delayed until the next scheduled meeting.

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 OAFC 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 committee, including the co-chair are to provide a report and/or recommendations from the OAFC Training and Education Advisory Committee to the Board of Directors and take no independent action on behalf of the committee or the Board of Directors without approval. This committee also acts as liaison with the Ontario Association of Fire Training Officers, Regional Training Centres, the Office of the Fire Marshal and Emergency Management (OFMEM) and other identified agencies responsible for developing or delivering training to the fire service.

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 OAFC Training and Education Advisory 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: October 12, 2017

Last approved by the Committee: October 12, 2017

Last approved by the Board: October 24, 2017



Schedule A – 2017/18 Committee Members

Executive member assigned: Cynthia Ross-Tustin, Chief, Essa

Board member assigned: Ted Bryan, Chief, Otonabee-South Monaghan

Members:

- Shawn Aymer, Deputy Chief, Tay Township
- Craig Dart, Division Chief, Toronto
- Jeff Dean, Deputy Chief, Kingsville
- Olaf Lamerz, Deputy Chief, Bradford - West Gwillimbury
- Colin Shewell, Chief, Clearview
- Brent Thomas, Assistant Chief, Orillia (OAFTO)
- Paul Calleja, Training Officer, Huntsville (OAFTO)