



Ontario Association Of Fire Chiefs

Home Fire Sprinkler Working Group Terms of Reference

Version No: 001—10-24-2017



1. Purpose/Mandate

The purpose of the OAFIC Home Sprinkler Working Group is to review and address matters of life and fire safety related to home fire sprinklers. The working group is also responsible for drafting policies, procedures and legislation for recommendation to the Board of Directors.

2. Scope of the OAFIC Home Sprinkler Working Group

The OAFIC Home Sprinkler Working Group falls under the Development Services portfolio of the OAFIC. The working group is expected to raise and discuss issues of concern that affect OAFIC members, which relate to home fire sprinklers. When necessary, the committee is expected to make recommendations, via the Chair, to the Board of Directors for further action or resolution. This working group will also address issues submitted to them by the Board for deliberation and recommendation. The working group does not lobby for legislative change to sprinkler legislation, but can identify potential roadblocks within statute that may impede or delay the voluntary installation of home sprinklers.

3. Role/Authority of the OAFIC Home Sprinkler Working Group

Working group roles include the discussion of home fire sprinkler issues raised by the Board of Directors, OAFIC members, OAFIC committees or government agencies. The working group may engage in discussion, research, data collection and the review of existing or emerging procedures or guidelines. The working group may invite speakers or content experts as approved by the Executive Director. The working group will report back to the Board for further action or resolution of issues. Meeting minutes will be maintained by OAFIC staff and will be posted on the OAFIC website for member reference.

3.1 General Membership

The working group is led by the appointed Vice President. Meetings are co-chaired by the appointed Board member and a second co-chair, who must be an OAFIC member. Members of the working group are appointed by the Board of Directors. The OAFIC Board may appoint non-OAFIC members to the working group; however, at least half of the membership must be comprised of OAFIC members. The OAFIC Home Sprinkler Working Group has twelve (12) positions in total. Current working group members are provided in "Schedule A."

3.2 Convenor/Chair

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



3.3 Appointment and Term

Appointments on the OAF Home Fire Sprinkler Working Group are for the duration of the working group. The OAF Home Fire Sprinkler Working Group will also set the duration of the group, with final approval by the chair and co-chair, or by final approval of the Board of Directors. The association will post interest for working group members, if and when required. If a vacancy or position on the committee is required, letters of interest for the OAF Home Fire Sprinkler Working Group should be submitted to the Program Manager. Letters of interest will be reviewed and approved by the Executive Director, chair and co-chair. Members will be selected based on applicable skills and knowledge of home sprinklers.

3.4 Meeting Agenda

The Program Manager is responsible for the development of an agenda for OAF Home Fire Sprinkler Working Group meetings based on consultation with the co-chairs. All members of the working group may submit agenda items for deliberation by the working group once a meeting has been scheduled. The agenda will be provided to the working group three-working days prior to the working group 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 OAF Home Fire Sprinkler Working Group 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 OAF Home Fire Sprinkler Working Group meeting will be monitored and maintained by the assigned staff representative as a complete record. The approved minutes will be distributed to the OAF Home Fire Sprinkler Working Group members and the Board of Directors. Meeting minutes will also be posted on the OAF website for member reference within three days of approval.

3.6 Frequency of Meetings

The working group will meet in person or by teleconference as needed, determined by the co-chair.

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 OAFIC 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.

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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 working group, including the co-chair are to provide a report and/or recommendations from the OAFC Home Fire Sprinkler Working Group to the Board of Directors and take no independent action on behalf of the working group or the Board of Directors without approval.

8. Decision Making Requirements

A quorum of half (1/2) PLUS one (1) working group 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 Home Fire Sprinkler Working Group Terms of Reference will be reviewed annually by the working group, and shared with the Board of Directors. However, the Terms of Reference do not require Board approval.

Last approved by the working group: October 12, 2017