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**APPROVAL OF
PREVIOUS
MINUTES**



Corporation of the Municipality of Calvin

REGULAR MEETING OF COUNCIL

Date: March 11, 2025

Time: 6:00 PM

1355 Peddlers Drive, Calvin, ON

Attendance: Mayor Gould, Councillors Grant, Latimer (by TEAMS), Manson, Moreton; Staff: CAO Donna Maitland, Public Works Superintendent Ann Carr and Deputy Clerk Trish Araujo.

Guests: Pamela, Government Frameworks, Alice and Laura, MPAC

1. CALL TO ORDER

Resolution Number: 2025-82

Moved By: Councillor Moreton

Seconded By: Councillor Latimer

NOW THEREFORE BE IT RESOLVED THAT this March 11, 2025, Regular Meeting of Council be called to order @6:01 p.m. by Mayor Gould who indicates that quorum has been achieved;

AND WHEREAS tonight's agenda includes an information, education and training component and there are people in the audience who may be here with questions related to the topic, we resolve to suspend the Procedural By-law for the purposes of allowing questions from the floor during agenda item 8.1 Presentation by MPAC;

AND WHEREAS we do have a Delegation to Council on tonight's agenda who is available to present at the end of our meeting. Delegation to Council be moved ahead of item 11 (Confirmatory By-Law).

Result: Carried

2. APPROVAL OF AGENDA

Resolution Number: 2025-83

Moved By: Councillor Grant

Seconded By: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT the Council for the Corporation of the Municipality of Calvin hereby approves the agenda as circulated.

Result: Carried

3. DECLARATIONS OF PECUNIARY OR CONFLICT OF INTEREST - NONE

4. APPROVAL OF PREVIOUS MEETING MINUTES

Resolution Number: 2025-84

Moved By: Councillor Manson

Seconded By: Councillor Moreton

NOW THEREFORE BE IT RESOLVED THAT the minutes for the Regular Council Meeting of Feb 25, 2025, be approved as presented and circulated

Result: Carried

5. DELEGATIONS TO COUNCIL- Government Frameworks Moved to Item 10

6. BUSINESS ARISING FROM PREVIOUS COUNCIL MEETINGS

6.1 District of Nipissing Social Service Administration Board Housing Services Information Material

Resolution Number: 2025-85

Moved By: Councillor Manson

Seconded By: Councillor Moreton

WHEREAS Councillor Moreton requested at the Feb 25, 2025 regular meeting of Council that the matter of mailing out the DNSSAB housing department's promotion materials to Calvin households be brought to the next council meeting for discussion,

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin hereby direct staff to approach DNSSAB to mail out or provide The Corporation of the Municipality of Calvin with copies to mail to households in Calvin, the District of Nipissing Social Service Administration Board's housing department's information materials as presented at the Feb 25, 2025 regular meeting of Council.

Result: Carried

6.2 CAO Report 17-2025 Hwy 17 Signage

Resolution Number: 2025-86

Moved by: Councillor Latimer

Seconded by: Councillor Moreton

WHEREAS Council for the Corporation of the Municipality of Calvin has received and discussed CAO Report 17-25,

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin hereby directs staff to proceed with obtaining 2 MTO permits to secure appropriate signage space along Hwy 17.

Result: Carried

6.3 Planning Information, Education and Training Session- Consent Application package for all applicants in Calvin, Papineau-Cameron, Mattawan as prepared by East Nipissing Planning Board

Resolution Number: 2025-87

Moved by: Councillor Grant

Seconded by: Councillor Moreton

WHEAREAS during the Tulloch Information, Education and Training Session delivered at the Feb 25, 2025 Council meeting made reference to the Consent Application and the process for obtaining a severance, and while the package is available on the Municipality's www and hardcopies available to those requesting such at the Calvin Municipal Office, for Council information purposes,

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receives the Consent Application Package.

Result: Carried

7. CONSENT AGENDA ITEMS FOR INFORMATION PURPOSES

Resolution Number: 2025-88

Moved By: Councillor Moreton

Seconded By: Councillor Manson

- 7.1 Town of Goderich- Support for an Ontario-wide licencing framework for rideshare
- 7.2 Cassellholme Board of Management Minutes
- 7.3 Board of Health Agendas
- 7.4 Good Roads Correspondence: Clarification on Reduced Load Period Exceptions
- 7.5 CBO Building Report February 2025

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin hereby receive the Consent Agenda Items as presented.

Result: Carried

8. ADMINISTRATIVE MATTERS:

8.1 MPAC 101 Presentation

Resolution Number: 2025-89

Moved By: Councillor Moreton

Seconded By: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin hereby heard and received information from the MPAC representative Alice Newton in an open public information session.

Result: Carried

8.2 Halton Hills Resolution No. 2025-0025 Ontario Deposit Return Program

Resolution Number: 2025-90

Moved By: Councillor Manson

Seconded By: Councillor Latimer

WHEREAS the Ontario Deposit Return Program has successfully incentivized the recycling of alcoholic beverage containers;

AND WHEREAS The Corporation of the Municipality of Calvin supports Halton Hills' resolution number 2025-0025 and Bradford West Gwillimbury's letter to the Minister of Environment, Conservation and Parks regarding the Ontario Deposit Return Program;

NOW THEREFORE BE IT RESOLVE THAT a copy of this resolution as well as Halton Hills' resolution and Bradford West Gwillimbury's letter be sent to the Premier of Ontario, Doug Ford; Minister of the Environment, Conservation and Parks, Andrea Khanjin; the Minister of Finance, Peter Bethlenfalvy; and the Association of Municipalities of Ontario (AMO), Rural Ontario Municipalities Association (ROMA) and FONOM.

Result: Carried

8.3 CAO15-2025 Ontario legislated reports, bylaws, policies

Resolution Number: 2025-91

Moved By: Councillor Moreton

Seconded By: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receives for information purposes, the report entitled CAO15-2025: Ontario legislated reports, bylaws and policies.

Result: Carried

8.4 Correspondence: Coleman Township – Improvements to Highways 11 and 17

Resolution Number: 2025-92

Moved by: Councillor Manson

Seconded by: Councillor Moreton

WHEREAS Council received and discussed correspondence from Coleman Township with respect to the need to support the Northern Highway Safety Plan proposed by MPP Guy Bourgoin, MPP Lise Vaugeois and MPP John Vanthof;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin supports Coleman Township's resolution highlighting the urgent need for improvements to Highways 11 and 17 in Northern Ontario;

AND FURTHER THAT a copy of Coleman Township's resolution accompanies this one and be forwarded to Coleman Township, the Federal and Provincial Ministers of Transportation; the Ontario Minister of Northern Development and Mines, the Minister responsible for Municipal Affairs and Housing; the Premier of Ontario, MPP Vic Fedeli, Rural Ontario Municipalities Association (ROMA) and FONOM.

Result: Defeated

8.5 CAO Report 2025-016: Appointment of Ontario Wildlife Damage Compensation Program Investigator

Resolution Number: 2025-93

By-Law Number: 2025-14

Moved by: Councillor Moreton

Seconded by: Councillor Latimer

THAT Council for the Corporation of the Municipality of Calvin hereby adopts By-Law 2025-14 being a By-Law to enter into an agreement with Pauline Carmichael to provide livestock valuer services on an as required basis, as presented, and that this By-Law take effect immediately upon its passing.

Result: Carried

8.6 Appointment of new Firefighter J. Gienow

Resolution Number: 2025-94

Moved by: Councillor Latimer

Seconded by: Councillor Moreton

WHEREAS By-Law 2024-51 being a By-Law to establish and regulate the fire department requires that the Chief of the department recommend to Council the appointment of any qualified person as a member of the department, subject to the approved hiring policies of the Corporation;

AND WHEREAS the Fire Chief submitted through her report submitted by email through her report to the CAO on March 06, 2025 a recommendation that Jason Gienow be appointed as a Firefighter;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin approve the recommendation and that Jason Gienow be welcomed as a Municipality of Calvin Firefighter **AND FURTHER THAT** all hiring related documents be submitted by the Chief/Deputy Chief to the CAO prior to March 30, 2025.

Result: Carried

8.7 Fire Chief Report

Resolution Number: 2025-95

Moved by: Councillor Moreton

Seconded by: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council for the Municipality of Calvin receive the Fire Chief report.

Result: Deferred

8.8 Township of Puslinch – Support for Federal and Provincial Call to Action to Buy Canadian

Resolution Number: 2025-96

Moved by: Councillor Moreton

Seconded by: Councillor Manson

WHEREAS Council for the Corporation of the Municipality of Calvin received the Township of Puslinch's resolution number 2025-051, a resolution adopted by Council with respect to the Federal and Provincial Call to Action to Buy Canadian, accompanied by correspondence from the Municipality of Hanover and the Town of Halton Hills supporting the matter of this resolution,

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin supports the Township of Puslinch's resolution and that staff be directed to forward a copy of this resolution to the Prime Minister of Canada, Premier Doug Ford, Vic Fedeli the Ontario Minister of Economic Development and Trade, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities ,FONOM, as well as the three municipalities mentioned aforehand in this motion.

Result: Carried

9. AGENCIES, BOARDS, COMMITTEES (No written reports provided)

Resolution Number: 2025-97

Moved By: Councillor Moreton

Seconded By: Councillor Manson

- 9.1 North Bay Mattawa Conservation Authority – Councillor Moreton
- 9.2 East Nipissing Planning Board- Mayor Gould, Councillor Grant
- 9.3 Physician Recruitment -Mayor Gould
- 9.3 Mattawa Regional Police Services Board - Councillor Grant
- 9.4 Canadian Ecology Centre – Mayor Gould
- 9.5 Cassellholme Exit Strategy-Mayor Gould

NOW THEREFORE BE IT RESOLVED THAT there were no update reports provided by members at this meeting.

Result: Carried

10. DELEGATIONS TO COUNCIL – Government Frameworks -Presentation

Resolution Number: 2025-98

Moved By: Councillor Manson

Seconded By: Councillor Moreton

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin received and will consider in the future, information provided by Pamela from Government Frameworks about the services they provide and how they could be of benefit to the Municipality.

Result: Carried

11. CLOSED MEETING – NONE

12. CONFIRMATORY BY-LAW

By-Law # 2025-15

Resolution Number: 2025-99

Moved By: Councillor Grant

Seconded By: Councillor Moreton

NOW THEREFORE BE IT RESOLVED THAT By-Law 2025-15 being a By-Law to confirm the proceedings of Council be approved.

Result: Carried

13. ADJOURNMENT

Resolution Number: 2025-100

Moved By: Councillor Moreton

Seconded By: Councillor Latimer

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin now be adjourned @8:18 p.m.

Result: Carried

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**BUSINESS
ARISING FROM
PREVIOUS
COUNCIL
MEETINGS**

CAO20-2025

CAO report to Council –Municipal By-Laws protected by copyright

PURPOSE:

To provide Council with the status of Municipal By-Laws protected by copyright

BACKGROUND:

February 25, 2025, Council Meeting:

Resolution Number: 2025-74 Carried

Moved by: Councillor Moreton

Seconded by: Councillor Manson

WHEREAS the current Municipality of Calvin Council had made a wish to redraft any Municipality of Calvin bylaws that had been copyrighted,

AND that some bylaws that were copyrighted may yet be on file,

NOW THEREFORE BE IT RESOLVED THAT:

Council for the Corporation of the Municipality of Calvin hereby moves to direct staff to search for the bylaws of the Municipality of Calvin for any copyrighted bylaws and bring them before council as a list for further direction.

FINDINGS:

By-Law records reveal that between 2019 and 2022, there were four (4) protected by copyright By-Laws or Policies adopted by Council. Each of these has since been repealed and replaced by Council.

1. 2022-51, To Codify Human Resource Management Policies for the Municipality of Calvin Fire Dept REPEALED Dec 09/22 (replaced with By-Law 2022-71)
2. 2022-65 Workplace Violence & Harassment REPEALED Dec 09/22 (replaced with By-Law 2022-72)
3. 2019-001 Code of Conduct REPEALED Dec 09/22 (replaced with By-Law 2022-75 which has also since been replaced)
4. 2022-027 Expected Conduct Policy (active)

RECOMMENDATION TO COUNCIL:

WHEREAS by Resolution Number 2025-74 Council for the Corporation of the Municipality of Calvin directed staff to search the by-laws of the Municipality of Calvin for any copyrighted by-laws and bring them before Council as a list for further direction;

AND WHEREAS Council for the Corporation of the Municipality of Calvin received and discussed CAO Report 20-2025 reporting that all but one by-law or policy protected by copywrite have since they were adopted been repealed and replaced;

The policy as written is clear and requires no adjustments.



Respectfully submitted, Donna Maitland, CAO

**THE CORPORATION OF THE MUNICIPALITY
OF CALVIN**



BYLAW NUMBER 2022-027

BEING A BYLAW TO ADOPT AN EXPECTED CONDUCT POLICY

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

Council for the Corporation of the Municipality of Calvin ("Council") acknowledges that a Municipality as a level of government from time to time receives feedback and requests from individuals about Township services or in other ways interact with the Township.

Council further acknowledges that it is necessary to promote a respectful, tolerant and harassment free workplace between Members of Council, Officers and Employees of the Township, and the public.

Decision

Council of the Corporation of the Municipality of Calvin decides it in the best interest of the Corporation to adopt a policy that clearly explains expected conduct of individuals interacting with the Township.

Direction

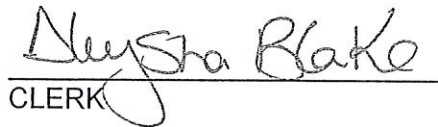
NOW THEREFORE the Council of the Corporation of the Municipality of Calvin directs as follows:

1. Schedule "1" – Expected Conduct Policy attached hereto forms part of this bylaw.
2. Any changes to Schedule "1" may be adopted by resolution.
3. This Bylaw supersedes any Bylaw previously passed that is contrary to this Bylaw.
4. This Bylaw takes effect upon its passing.

Read and adopted by Resolution #2022-090 this 12th Day of April 2022.



MAYOR



CLERK



Expected Conduct Policy

Township of Calvin

Important Disclaimer: this policy complies with the relevant provisions of the *Municipal Act, 2001*, SO 2001, c 25 (the "*Municipal Act*"). If you have any questions or concerns about this protocol or how to implement it, please contact Wishart Law Firm LLP. Wishart Law Firm LLP is not responsible for the results of any edit to this protocol other than as expressly authorized or directed by Wishart Law Firm LLP.

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1. Policy Statement

The Township of Calvin (the “Township”) aims to provide exemplary services to all members of the public and to address service requests and complaints equitably, comprehensively and in a timely manner, while promoting a respectful, tolerant and harassment-free workplace between Members of Council, officers and employees of the Township, and the public. To achieve these objectives, unreasonable behaviour and/or frivolous and vexatious complaints or requests from some members of the public who require services or access Township premises may need to be limited in a manner that is clear, consistent, reasonable, and proportional to the individual’s action(s).

2. Purpose

- (1) This policy contributes to the Township’s objective of dealing with all residents in ways that are consistent and fair while acknowledging that there may be a need to protect staff, Members of Council and residents of the Township from unreasonable behaviour and frivolous and/or vexatious actions.
- (2) Some situations arising from unreasonable behaviour may cause concern for the reasonable safety of other individuals on Township premises. Other situations may compromise the enjoyment of Township facilities for all users. Vexatious, frivolous and/or unreasonably persistent requests may consume a disproportionate amount of Member and/or staff time and resources and can compromise their ability to provide assistance or deliver good customer service efficiently and effectively. Such requests may also impede staff from attending to other essential issues. These situations and requests may require the Township to put restrictions on the contact that some individuals have with the Township.
- (3) This policy is not intended to deal with generally difficult clients and individuals. It applies to members of the public whose behaviours and actions are unreasonable, frivolous and/or vexatious. Determining whether particular behaviours or actions are unreasonable, frivolous or vexatious can be a flexible balancing exercise that requires all circumstances of a particular case to be taken into account. In many cases, the key question is whether the behaviours or actions are likely to cause distress, disruption or irritation, without proper or justified cause.
- (4) The decision to classify someone’s behaviour as unreasonable, or to classify a request as vexatious or frivolous, could have serious consequences for the individual, including restricting their access to Members of Council, Township staff, services and/or property. As such, this policy provides clear examples of behaviours and actions, as well as clear steps for staff to follow. Any restrictions made under this policy and the related trespass to property are dependent on particular circumstances, and there is an opportunity for the affected individual to have any restrictions reviewed and/or appealed.

3. Application

This policy, and the related trespass to property procedures, are to be implemented if behaviours or requests from an individual are determined to be unreasonable, frivolous and/or vexatious as defined herein. The following behaviours or requests may take place in circumstances including, but not limited to, one or more of the following:

- (a) Public meetings;
- (b) Written communication;
- (c) Telephone communication;
- (d) In-person communication
- (e) Electronic communication, including email and social media; and/or
- (f) Interactions at Township property, parks or facilities.

Examples of Unreasonable Behaviour

Examples of what might be considered unreasonable behaviour are shown below. The list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category:

- (a) Refusing to specify the grounds of a complaint, despite offers of assistance;
- (b) Changing the basis of the complaint/request as the matter proceeds;
- (c) Denying or changing statements made at an earlier stage;
- (d) Covertly recording meetings and conversations;
- (e) Submitting falsified documents from themselves or others;
- (f) Making excessive demands on the time and resources of staff with lengthy phone calls, emails to numerous staff, or detailed letters every few days, and expecting immediate responses;
- (g) Refusing to accept the decision/repeatedly arguing points with no new evidence;
- (h) Persistently approaching the Township through different routes about the same issue;
- (i) Causing distress to staff, which could include use of hostile, abusive or offensive language, or an unreasonable fixation on an individual member of staff;
- (j) Making unjustified complaints about staff who are trying to deal with the issues, and seeking to have them replaced;
- (k) Engaging in aggressive, disrespectful or intimidating behaviour, bullying, harassment or using coarse language while accessing a Township program, service, program, event or facility; and/or
- (l) Loitering, causing a disturbance or acting under the influence of drugs and alcohol while attending Township premises.

Examples of Vexatious or Frivolous Requests

Examples of what might be considered to be vexatious or frivolous are provided below. The list is not exhaustive, and for a request to be considered as vexatious or frivolous it is likely that more than one of the examples is relevant:

- (a) Submission of obsessive requests with very high volume and frequency of correspondence;
- (b) Requests for information the requester has already seen, or clear intention to reopen issues that have already been considered;
- (c) Where complying with the request would impose significant burden on the Corporation in terms of expense, and negatively impact the ability to provide service to others;
- (d) Where the requester states that the request is meant to cause maximum inconvenience, disruption or annoyance;
- (e) Where the request lacks any serious purpose or value. An apparent lack of value would not usually be enough on its own to make a request vexatious, but may when considered with other examples; and/or
- (f) Harassing the Township, which could include very high volume and frequency of correspondence, or mingling requests with accusations and complaints.

Furthermore, a pattern of conduct occurs when on several occasions an individual engages in one or more of the following:

- (a) Brings complaints concerning an issue that staff have already investigated and concluded;
- (b) Brings complaints concerning an issue that is substantially similar to an issue that staff have previously investigated and concluded and no new information is being introduced; and/or
- (c) Engages in unreasonable conduct which is abusive of the request for services or complaints process, including but not limited to the examples set out under the Application section of this policy.

Note: this policy is meant to complement, not replace, the Violence and Harassment in the Workplace Policy or Program, the Client Experience Policy, and the Code of Conduct for Members of Council.

4. Policy Requirements

(1) The decision to classify someone's behaviour as unreasonable, or to classify a request or complaint as frivolous and vexatious, could have serious consequences for the individual, including restricting his or her access to Township services and staff.

(2) The decision may be as a result of a repeated pattern of conduct when, on several occasions, a person engages in one or more behaviours or actions identified as unreasonable, frivolous and/or vexatious, or it may be a single significant incident that requires invocation of this policy.

If an incident presents an immediate threat, police and/or emergency services shall be contacted.

5. Responsibilities

(1) All users of this policy are required to **document** the actions of the individual, and their own actions, in as much detail as possible.

(2) Certain situations involving unreasonable behaviour on Township property, parks or facilities may require **immediate action** by way of a trespass notice, after all possible alternative measures are considered and/or implemented.

(3) For situations involving unreasonable behaviour that does not require such immediate action, as well as those circumstances that involve frivolous and vexatious requests, specific responsibilities include as follows:

Employees

- (a) If a staff member experiences or witnesses any incident or behaviour that makes the staff member uncomfortable or unsafe, the staff member should report the matter to their supervisor, providing any supporting material;
- (b) If a staff member believes that a request or a complaint is unreasonable, frivolous or vexatious, the staff member should consult with their supervisor, providing any supporting material.
- (c) Staff are responsible for advising their supervisor of the steps that have been taken to resolve the issue, which may include the following:
 - (i) Length of time that staff have been in contact with the individual and the history of interactions;
 - (ii) Amount of correspondence that has been exchanged with the individual;
 - (iii) Number of requests that the individual has brought and the status of each;
 - (iv) Nature of the individual's behaviour and the amount of time that has been consumed; and
 - (v) Maintaining detailed records of staff interactions with individuals in order to justify any actions taken to restrict the individual's access to staff or services.
- (d) If applicable, ensure compliance with any relevant duties and procedures pertaining to trespass to property.

Supervisors

- (a) Review the information provided by staff and determine if the individual's behaviour warrants the application of restriction(s);

- (b) Work with staff to determine appropriate restriction(s), including how to inform the individual of the restriction(s);
- (c) Determine a proposed review date for removing, modifying or continuing the restriction(s);
- (d) Meet with the Clerk-Treasurer and outline the situation, including the proposed restriction(s) and review date; and
- (e) If applicable, ensure compliance with any relevant duties and procedures pertaining to trespass to property.

Clerk-Treasurer

- (a) Except as otherwise provided for hereunder, to make the determination to classify an individual's behaviour as unreasonable or to classify a request as frivolous and/or vexatious;
- (b) Determine the restriction(s) to be imposed on the individual and communicate these restrictions to the individual;
- (c) Maintain all documentation related to the review and determination of restriction(s);
- (d) Conduct reviews of any restriction(s) and communicate the outcome to the individual; and
- (e) If applicable, ensure compliance with any relevant duties and procedures pertaining to trespass to property.

Members of Council

- (a) Consult with the Clerk-Treasurer and the Integrity Commissioner regarding cases of unreasonable behaviour and/or frivolous and vexatious action that the Member wishes to address, as described in this policy. Upon being consulted by a Member of Council, the Integrity Commissioner shall provide advice to the Member respecting any proposed action under this policy as it relates to the Member's obligations under the Code of Conduct for Members of Council.
- (b) The appeal mechanism for any restriction(s) placed on an individual through the procedure for Members of Council is the Integrity Commissioner.

Communications Committee

- (a) Undertake all responsibilities of the Clerk-Treasurer hereunder where the behaviour at issue is substantially directed towards the Clerk-Treasurer.
- (b) The appeal mechanism for any restriction(s) placed on an individual by the communications committee is the Integrity Commissioner

6. Monitoring/Contraventions Course of Action

(1) **Information Review:** Based on the information provided by staff and supervisors, a review shall be conducted by the Clerk-Treasurer to determine if an individual's behaviour warrants the

application of restriction. Each case should be considered on an individual basis. This determination, or any restrictions, shall consider the specific circumstances of the matter as well as the following:

- (a) The individual's personal circumstances, level of competency, literary skills, etc. that may be known to staff;
- (b) If applicable, whether the request or complaint has been dealt with properly and in line with the relevant procedures and statutory guidelines;
- (c) If applicable, whether staff have made reasonable efforts to satisfy or resolve the request or complaint;
- (d) If applicable, whether the individual is presenting new material or information about the situation or making a new request or complaint.

(2) **Notice:** Upon determination that an individual's behaviour is unreasonable or to classify a request or complaint as frivolous or vexatious, and depending on the severity of the incident, the Clerk-Treasurer shall:

- (a) Send a letter of warning to the individual indicating that the behaviour/requests are a violation of this policy and that restrictions may be imposed should they continue; or
- (b) Send a letter of notification to the individual indicating that the matter has been reviewed and that restrictions are to be imposed. This letter shall include a summary of the findings of the Clerk-Treasurer's review, including as follows:
 - (i) a summary of the matter which has led to the restrictions;
 - (ii) a summary of the interactions with the individual;
 - (iii) a description of the restrictions that are to be applied; and
 - (iv) the rationale for applying the restrictions.

(3) **Potential Restrictions:** Restrictions should be tailored to deal with the individual circumstances. Actions available to the Clerk-Treasurer (or the communications committee as applicable) to restrict the individual may include, but are not limited, to any one or combination of the following:

- (a) Limiting the individual's correspondence with staff to a particular format, time or duration;
- (b) Limiting the individual to a particular point of contact;
- (c) Requiring any face-to-face interactions between the individual and staff to take place in the presence of another staff member;
- (d) Requiring the individual to make contact with the Township only through a third party, such as a solicitor or counsellor;
- (e) Limiting or regulating the individual's use of Township services;

- (f) Refusing the individual access to a Township facility except by appointment or specific permission;
- (g) Requiring that the individual produce full disclosure of documentation or information before staff will further investigate a complaint;
- (h) Instructing staff not to respond to further correspondence from the individual regarding the complaint or a substantially similar issue;
- (i) Informing the individual that further contact on the matter will not be acknowledged or replied to;
- (j) Closing the complaint or request for service;
- (k) Instructing staff not to investigate any complaints regarding an issue that has already been investigated or which is substantially similar to an issue that has already been investigated;
- (l) Instructing staff to severely reduce or completely cease responses to further complaints or request and correspondence from the individual;
- (m) Directing that communications are forwarded to a communications committee whose terms of reference shall be to receive and vet communications from certain individuals or groups and make recommendations to Council about how such communications should be responded to;
- (m) Pursuing legal action including issuance of a notice of trespass. All staff who have the authority to issue notices are required to consider and/or implement **all possible alternative measures** before issuing a notice.

(4) **Restriction Review:** The letter of notification shall advise of a review date for the matter, depending on the severity of the incident and the nature of the matter and restriction/service provided. Generally, all cases where this policy is applied should be reviewed every three months or six months and not more than 12 months after the service change or restriction was initially imposed or continued/upheld.

(5) The affected individual will be invited to participate in the review process by providing a written submission or by way of another method as appropriate in the circumstances, unless it is determined that this invitation will provoke a negative response from the individual.

(6) Before the review date, staff and the Clerk-Treasurer (or the communications committee as applicable) shall meet and review the situation and determine if the restrictions should continue. During this review, consideration shall be given to factors such as:

- (a) Whether the individual has had any contact with the Township during the restriction period;
- (b) The individual's conduct during the restriction period;
- (c) Any information/arguments put forward by the individual for review;
- (d) The effect that continuing the restriction may have on the individual; and
- (e) Any other information that may be relevant in the circumstances.

(7) The individual shall be informed of the outcome of the review by way of letter within 10 business days of completion of the review and be given another date for review if any restrictions remain.

Appeals

(1) The individual shall have the ability to appeal any decision to impose restrictions by contacting the Clerk-Treasurer in writing within 10 business days from the date the restriction was issued. The Clerk-Treasurer Treasurer (or the communications committee as applicable) shall review all relevant information along with the appeal within 10 business days from the date the appeal was received and may confirm, rescind or amend the restrictions. The Clerk-Treasurer's is final.

(2) As noted above, if the communications committee is responsible for imposing restrictions hereunder the individual's appeal must be directed to the Integrity Commissioner.

(3) If the issue cannot be resolved through this policy, the individual may submit a complaint to the Office of the Ontario Ombudsman.

Monitoring

This policy shall be reviewed as often as necessary and at least annually.

7. Definitions

(1) "Vexatious" means that the complaint or request for service is initiated with the intent to embarrass or annoy the receipt, or is part of a pattern of conduct by the complaint of requestor that amounts to an abuse of the complaint process or request for service.

(2) A "frivolous" complaint is one that has no serious purpose or value, about a matter so trivial or one so meritless on its face that investigation would be disproportionate in terms of time and cost.

(3) "Unreasonable" behaviour involves conduct that is unacceptable in all circumstances – regardless of how stressed, angry or frustrated an individual is, because it unacceptably comprises the health, safety and security of staff, other service users or the individual themselves. Further, requests or complaints that are incomprehensible, inflammatory or based on conspiracy theories are also considered unreasonable.

CAO

From: Fire Dept
Sent: March 6, 2025 9:50 AM
To: Deputy Clerk; CAO; Jordan Whalley
Subject: Fw: council
Attachments: CFD Feb 29, 2025.docx; resolution Mar 25 jason gieow.docx; Calvin CRA.docx; SIR Monthly Summary Report [4822-00] - 19022025.pdf; CFD flyers.docx; Calvin FD February 2025 CACC.pdf; NEFEC Registration Information and Rates _ Ontario Association of Fire Chiefs.html; NEFEC Municipal Track _ Ontario Association of Fire Chiefs.html; Agenda _ Ontario Association of Fire Chiefs.html

From: Fire Dept
Sent: Thursday, March 6, 2025 9:46 AM
To: Deputy Clerk <DeputyClerk@calvintownship.ca>; CAO <CAO@calvintownship.ca>
Subject: council



Calvin Fire Department 1355 Peddlers Dr Calvin Township, Ontario 705-744-2291

Submitted for Council Meeting: March, 2025

1. Department Volunteer Status

# Active Personnel	# Resignations since last report to Council	New applicant(s) (application attached for Council approval) Name(s): Jason Gienow
<p>Deputy Chief Jordan Whalley</p> <p>Captain Chayse Walls O.J. Keown</p> <p>Firefighters Tyler Wright Steve Meecham Stephen Walls Liam Maxwell Les Whalley Codey Beaumont Brandon Apps Blair Grove Andres Barahona</p> <p>Diapatch Bill Moreton</p>		<p>Jason Gienow</p> <p>Jason is a certified Firefighter I & Firefighter II, Completed Courses:</p> <ul style="list-style-type: none"> • Driver/operator of fire apparatus equipped with fire pump • Hazardous Materials Awareness, Operations Core, PPE, Product Control <p>AZ license, BLS CPR and First Aid</p>
<p>Date of Notice of resignation (name/effective date) submitted to CAO: insert date or n/a</p> <p>Date of Completed New Applicant Package to CAO: if applicable, Council cannot approve new applicant prior to submission of complete package.</p> <p>Can Council please clarify that all new potential applicant will need to submit the complete package (Drivers license, criminal reference check, drivers abstract, first aid certificate, and certificate applicable to the fire service) to the CAO prior to Council approving the hire of a new applica</p>		

2. Incidents Attended –

Unfortunately I haven't received a copy of the January 2025 report, request has been made

3. Department Training

a. Mandatory Training Required

Course/Training Name	Who is required to complete (all, specific role etc.)	# of Active Volunteers who have completed	Comments re training plan this calendar year to meet requirements (method of delivery/where/when)
First Aid and CPR BLS	All firefighters are required to do recertification every 3 years	15	2 require recertification this year Gateway Matt will be providing the course on April 6, 2025
Fire Fighter I	All firefighters are required by 2026	3 & 4 are not required due to their roles	In house training following the NFPA IFST manual, NFPA Skills sheets

b. Other Training Provided Since Last Report to Council

Specific Training Delivered	Delivery Date	Method of Delivery and Provider (i.e. Chief, FMO etc.)	Number of personnel who completed the training	Comments
Wildland Interface (forest fire)	April or May Pending on MNRF	Jamie Barber from MNRF	13	MNRF will provide this training to all 3 departments during a weekend, all depending on the season of green up will dictate the exact date.
Hazardous Materials Awareness	April 4 2025	Online via OFM Dashboard registration	13	Dashboard is non operational at the moment I have sent Brian Maki an email requesting guidance

c. Fire Learning Management System

What is its purpose?

OFM Learning is a learning management system for Ontario's fire services. It allows users/firefighters a portal to access the course calendar, enroll in courses, access to their course completion. Chief and /or designate can manage learning for their organization via the portal, this is viable to verify the completion of courses, including the mandatory certification put forward by OFM.

Who needs to have an account? All firefighters within the fire service requires an account, for record keeping and if they choose to take courses offered by the OFM.

After the dashboard training, all the officers were invited to the portal as administrators they have the ability to view the progress of firefighters and approve any course registered by firefighters, if a cost is associated then the Chief needs to approve for budgetary reasons, and ensure the P.O. is sent in.

Comments re onboarding others who need to be on the portal: Only the fire service need to be part of the Portal.

4. Meetings attended by Chief/Deputy Chief

a. Mutual Aid Meetings (running table – latest meeting first)

Meeting Date	Attended by or indicate "not attended"	Meeting Highlights	Actions Necessary, this Dept	Comments
Jan 29 2025	Not attended	OFM learning portal Training issues and course updates MNR SP230 North Eastern Fire Education Conference Huntsville		Did not attend due to the weather

b. *Other Meetings/Conferences Attended or Planned to Attend (running table, latest meeting first)

Meeting Date	Meeting Name	Attended by:	Comments: such as purpose, benefit etc.
March 27, 30 2025	Northeastern Fire Education Conference	Fire Chief/Deputy Chief, Elected Municipal Officials	<p>The Northeastern Fire Education Conference and Trade Show, otherwise known as NEFEC, provides one of the most affordable educational and networking opportunities for senior fire officers, company officers, firefighters and elected municipal officials in northeastern Ontario.</p> <p>The Northeastern Fire Education Conference will have attendees hearing from informative speakers presenting on interesting topics relevant to today's fire service. The conference agenda includes professional and leadership development, modern technologies and science in the fire service, relevant and up-to-date topics concerning firefighter health and safety, public education, fire prevention and team building. On Sunday, attendees get to choose a workshop to participate in, covering diverse topics in the fire service, giving them specific professional development opportunities.</p>

6.

*Results: examples: date completed; # personnel who participated; of people reached; #of newsletters mailed; #of social media posts; # of funds raised etc.

Attach copies of newsletters sent, posters in advance of events etc.

7. Reports Due to Various Ministries in 2025 (running table)

Report Name	Due to	*Due by date & Frequency	Status
Standard Incident Report OFM		March 30, 2025 Annual	Completed see attached report
MNRF	Jamie Barber	September 2025 Annual	

*Attach all reports submitted since last report to Council.

8. Other

The Asset Management Inventory at the Fire Station has been completed, no electronic copy was provided but the form was filled out at the best of our knowledge.

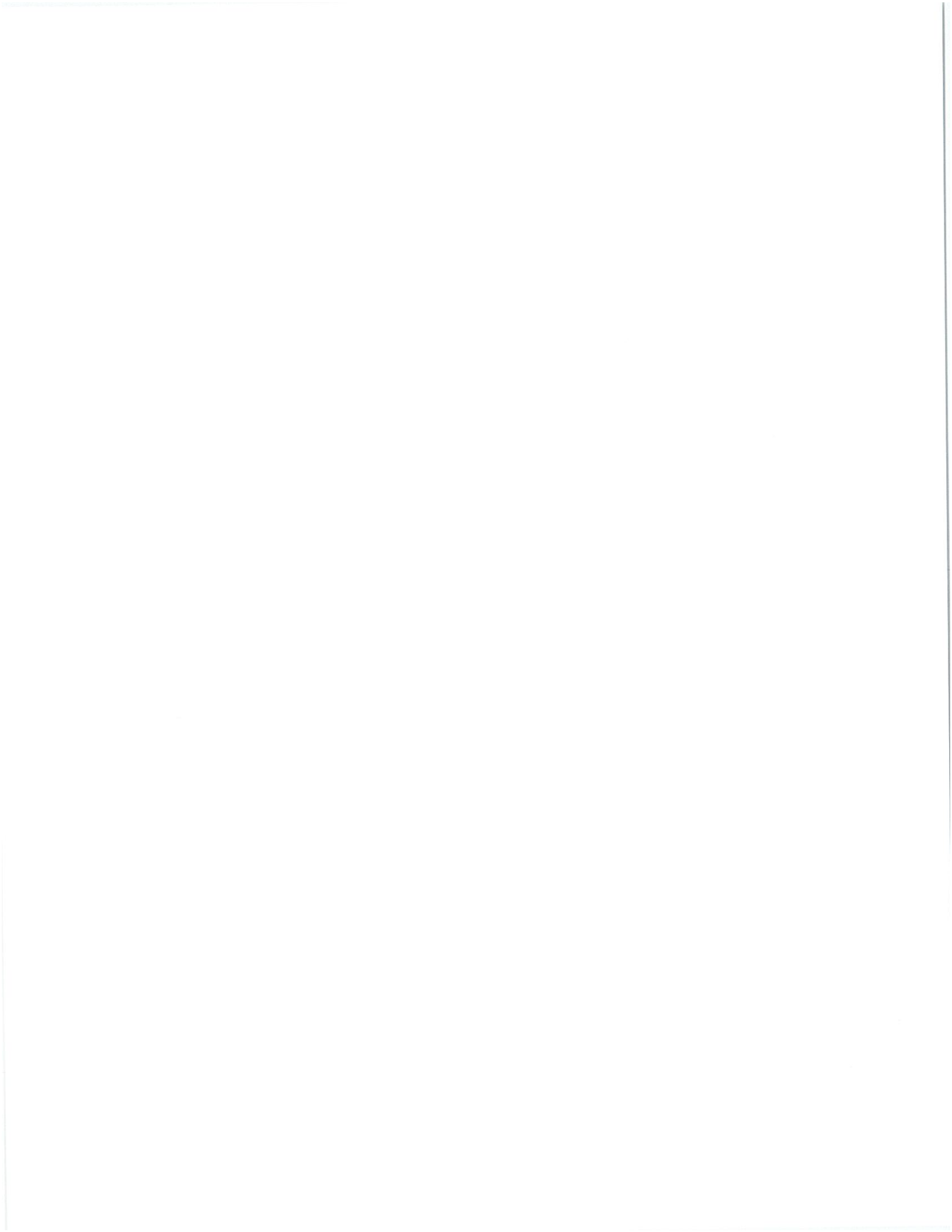
Submitted by Fire Chief

Marie Labreche

Date submitted to CAO: _____

I have received, reviewed and approve of this report submission

Donna Maitland, CAO





The Municipality of Calvin Community Risk Assessment 2024

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What is a Community Risk Assessment and Why is it Necessary

In Ontario, the Fire Protection and Prevention Act, 1997, ONTARIO REGULATION 378/18 states the following:

Mandatory use

1. Every municipality, and every fire department in a territory without municipal organization, must,
 - (a) Complete and review a community risk assessment as provided by this Regulation; and
 - (b) Use its community risk assessment to inform decisions about the provision of fire protection services.

What it is

2. (1) A community risk assessment is a process of identifying, analyzing, evaluating and prioritizing risks to public safety to inform decisions about the provision of fire protection services.
 - (2) A community risk assessment must include consideration of the mandatory profiles listed within this document.
 - (3) A community risk assessment must be in the form, if any, that the Fire Marshal provides or approves.

When to complete (at least every five years)

3. (1) The municipality or fire department must complete a community risk assessment no later than five years after the day its previous community risk assessment was completed.
 - (2) If a municipality, or a fire department in a territory without municipal organization, comes into existence, the municipality or fire department must complete a community risk assessment no later than two years after the day it comes into existence.
 - (3) A municipality that exists on July 1, 2019, or a fire department in a territory without municipal organization that exists on July 1, 2019, must complete a community risk assessment no later than July 1, 2024.
- (4) Subsection (3) and this subsection are revoked on July 1, 2025.

When to review (at least every year)

4. (1) The municipality or fire department must complete a review of its community risk assessment no later than 12 months after,
 - (a) The day its community risk assessment was completed; and
 - (b) The day its previous review was completed.
- (2) The municipality or fire department must also review its community risk assessment whenever necessary.
- (3) The municipality or fire department must revise its community risk assessment if it is necessary to reflect,
 - (a) Any significant changes in the mandatory profiles;
 - (b) Any other significant matters arising from the review.
- (4) The municipality or fire department does not have to review its community risk assessment if it expects to complete a new community risk assessment on or before the day it would complete the review.

1. Geographic profile: The physical features of the community, including the nature and placement of features such as highways, waterways, railways, canyons, bridges, landforms and wildland-urban interfaces.
 2. Building stock profile: The types of buildings in the community, the uses of the buildings in the community, the number of buildings of each type, the number of buildings of each use and any building-related risks known to the fire department.
 3. Critical infrastructure profile: The capabilities and limitations of critical infrastructure, including electricity distribution, water distribution, telecommunications, hospitals and airports.
 4. Demographic profile: The composition of the community's population, respecting matters relevant to the community, such as population size and dispersion, age, gender, cultural background, level of education, socioeconomic make-up, and transient population.
 5. Hazard profile: The hazards in the community, including natural hazards, hazards caused by humans, and technological hazards.
 6. Public safety response profile: The types of incidents responded to by other entities in the community, and those entities' response capabilities.
 7. Community services profile: The types of services provided by other entities in the community, and those entities' service capabilities.
 8. Economic profile: The economic sectors affecting the community that are critical to its financial sustainability.
 9. Past loss and event history profile: The community's past emergency response experience, including the following analysis:
 1. The number and types of emergency responses, injuries, deaths and dollar losses.
 2. Comparison of the community's fire loss statistics with provincial fire loss statistics.
- Note: Each profile is to be interpreted as extending only to matters relevant to fire protection services.

worksneet 1. TOWNSHIP OF CALVIN'S GEOGRAPHIC PROFILE

The physical features of the community, including the nature and placement of features such as highways, waterways, railways, canyons, bridges, landforms and wildland-urban interfaces.

The geographic profile identifies geographic features that:

1. Create potential risks to inhabitants
2. Create opportunities for recreational activities that may result emergency response
3. Influence fire department response to the area and
4. Identifies areas that are more affected by significant weather events

a. A Bird's Eye Overview of The Municipality of Calvin's



a) Roadways/Highways

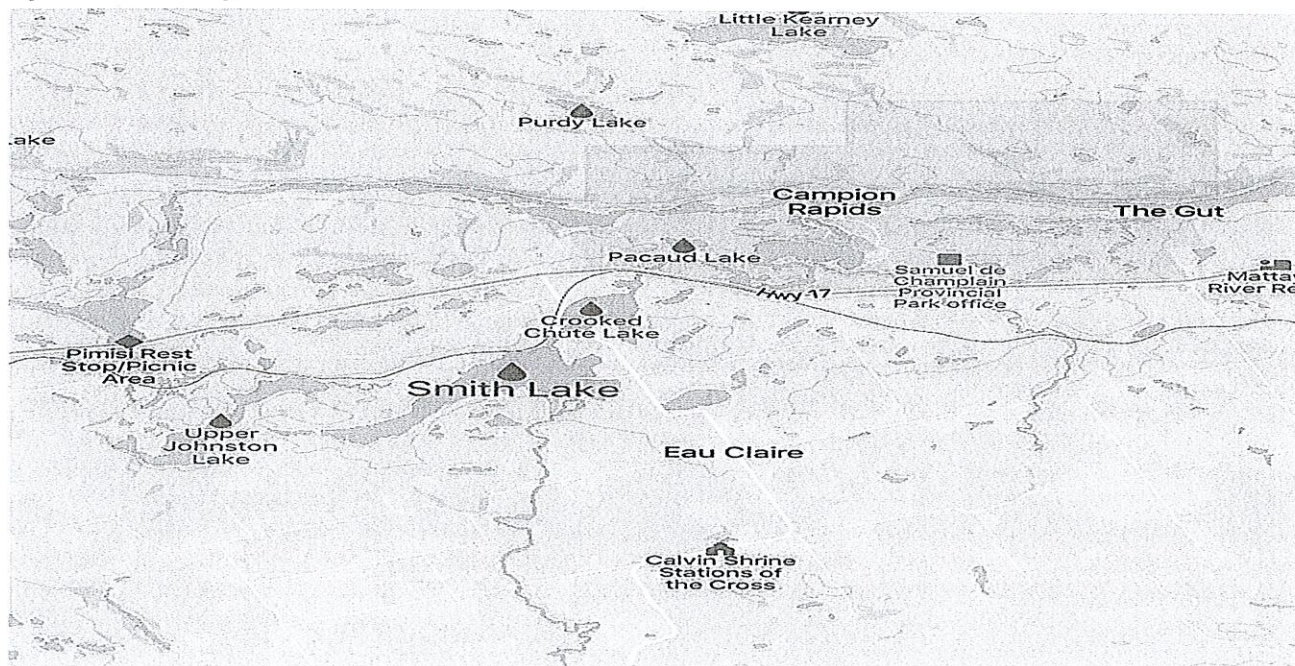
The Municipality of Calvin is accessed via the Trans-Canada Highway 17, the Highway run the length of the township on an east/ west direction, within the jurisdiction.

There is a high volume of traffic which includes passenger vehicles, transportation of good, flammable materials and the transportation of Dangerous Goods materials that could potentially be explosive, combustible, corrosive, reactive, radioactive, etc.... the potential for a substantial/catastrophic disaster with the mentioned above materials travelling though our municipality increases during the winter months.

Ontario Provincial Highway 630 runs North to South within the Municipality via the Trans-Canada Highway 17 to the Lauder Township, during the peak season the traffic increases due to outdoor enthusiasts making their way to Algonquin Park for recreational activities, although the park land is out of our jurisdiction, no response is required within Algonquin Park the vehicles do travel Highway 630 increasing the traffic flow within our Municipality, with potential of Motor Vehicle Accidents.

The roadway within the Municipality of Calvin consist of asphalt and gravel based roads, fewer roads have been deemed LSR such as Latimer Lane, and Stewards

b) Waterways



Residents and visitors alike are fortunate to live in Calvin surrounded by numerous waterways that are used for recreation purposes. During the summer months the increased risk of boating accidents/drowning as tourists are not familiar with the lakes and their risks. In the winter months snowmobiles/ice fishermen may fall through the ice as they are not familiar with the thickness of the ice or the water current beneath.

The response capabilities are hampered due to lack of access points and the parties involved are not familiar with the exact location.

The Lakes, Rivers and streams are prone to flooding in the spring impacting property, infrastructure and response time.

The Calvin Fire Department is permitted to only provide land-based rescues.

These lakes/waterways provide water sources for fire emergencies within the Municipality.

Lakes Included within the Municipality:

Smith Lake: 67 acres with 1056 feet of water frontage, with a depth of approximately 286 feet (80m), its located off of Highway 630, central in the Municipality, providing ampoule recreational activities year around, from summer and winter fishing, to canoeing, kayaking. This is a densely populated residential area, at the eastern area of the lake a camp ground has been in business for numerous years.

Crooked Lake: is known for the summer recreational activities mostly focused to the campers, there is little access to this lake other than the privately own camp ground.

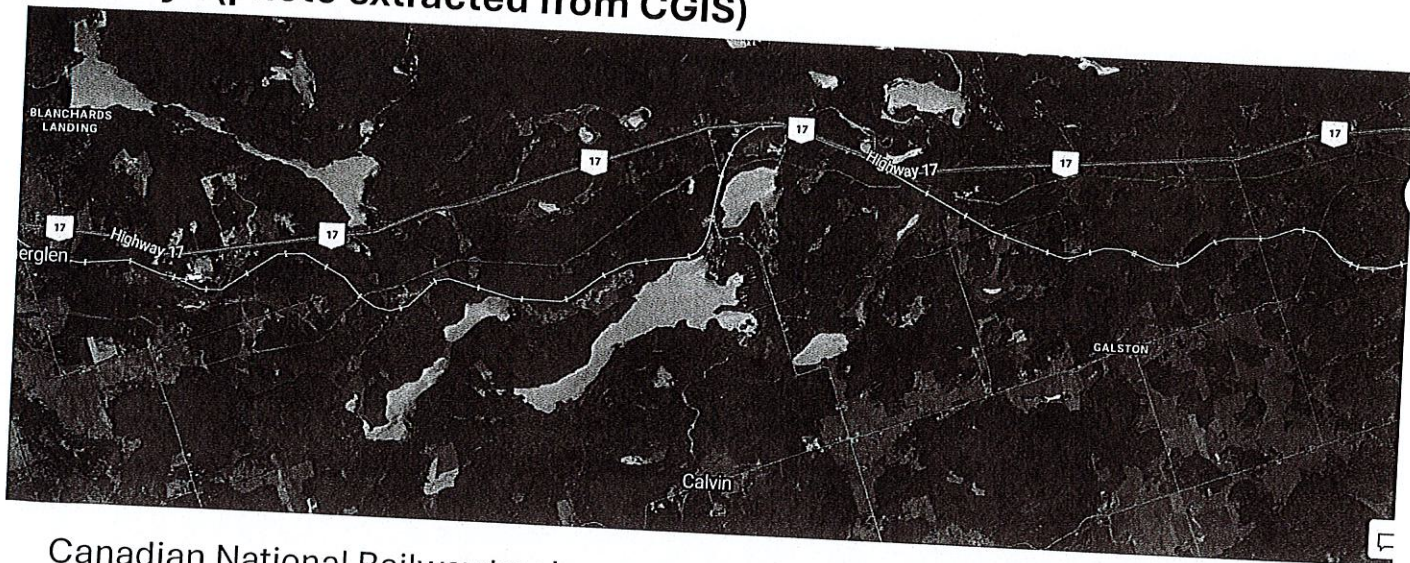
Mattawa River: is North of the Municipality of Calvin, the river flows from Lake Talon through the rock-walled canyon up to 150 metres in places, The Mattawa River is a popular recreational destination for weekend canoe/camping trips, camping alongside the riverbank making their way to Samuel de Champlain or the Town of Mattawa.

Burbot Lake & Upper Johnson Lake: smaller in size with access via Highway 630, very low activity on this lake

Pimisi Bay part of the Mattawa River system, it's a well-known rest stop off the Trans-Canada Highway, this area is used to launch manual watercraft to trek to the Talon Chutes or the Mattawa River.

Amble du Fond: these rapids connect the Mattawa River then flows to Crooked Lake to Smith Lake, this is a popular fishing spot for locals.

c) Railways (photo extracted from CGIS)



Canadian National Railway tracks are operated by Great Western/Ottawa Valley Railway, runs east to west of the Municipality of Calvin, the risk of a derailment or train fire involving dangerous goods in a community could result in severe consequences, such as potential widespread of fires, explosions, hazardous materials released, endangering infrastructure, residents and wild life, at the worst casualties, property damage and environmental contamination.

d) Bridges Reference Bridge study www.calvintownship.ca . HP Engineering INC

The Municipality of Calvin has 6 Bridges see the chart below for Type, Year Constructed/upgraded and location. During the spring

Bridge #	Bridge Name	Bridge Type	Year Built	Location
B1	Hackenbrook Bridge	Concrete Rigid Frame	2018	Peddler Dr
B2	Whalley Bridge	Steel Girder	No date indicated in study	Peddler Dr
B3	Crothers Bridge	Steel Girder	1988	Adams Rd
B4	Stewarts Bridge	Timber Girder	No date indicated in study	Stewart Rd
B5	Pautois Bridge	Steel Girder	2012	Peddler Dr
B6	Crosses Bridge	Concrete Rigid Frame	1983	Homestead Rd

e) Landforms

With a land area of 140.13 km² (54.10 sq mi), it had a population density of 4.0/km² (10.3/sq mi) in 2021.^[3] the Municipality of Calvin is an agricultural established community, the combination of rolling hills, farmed fields and mixed forest area. The Mattawa River has a rock-walled canyon up to 150 metres in places. The Eau Claire Gorge Conservation Area (managed by the North Bay-Mattawa Conservation Authority) is a waterfall at the open rock face of the Gorge, the white water rapids can be found on either sides.

f) Wildland-Urban Interfaces

In Calvin is primarily a rural community and intermix areas, where a development and structures on privately owned property are surrounded by wildland on two or more sides.

Having an intermixed areas increases the risks of wildfires, in the last few years the Bud Spruce Worm has infested a greater percentage of the local Spruce, therefore most have since snags (dead trees).

Calvin is composed of a coniferous (cedar, pine, spruce, redwood) and deciduous (maple, birch, poplar) forest.

Worksheet 2--BUILDING STOCK PROFILE

The building stock profile should consider the characteristics of the buildings in the community. This can include the use of the buildings, building density, building age and construction, and building height and area. This information will assist the fire department to identify the issues/concerns that will impact the delivery of fire protection services.

Assign probability, consequence and risk levels to each.

Assigning a risk level assists fire departments in prioritizing risks, which helps to determine how to address or treat each risk. The Risk Level Matrix in this section can assist fire departments to determine risk levels based on the probability and consequence levels of each identified risk. Risks can be assigned as low risk, moderate risk or high risk. The risk levels for each risk can be noted in the Assigned Risk Level column on the relevant worksheets in Appendix A.

The Matrix below can be used to determine the assigned risk level. Plot the assigned probability and consequence levels on the relevant worksheets in Appendix A to assign a risk level for each identified risk.

Risk Level Matrix

Probability ↑	ALMOST CERTAIN	Moderate Risk	Moderate Risk	High Risk	High Risk	High Risk
	LIKELY	Moderate Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
	POSSIBLE	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk	High Risk
	UNLIKELY	Low Risk	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk
	RARE	Low Risk	Low Risk	Low Risk	Moderate Risk	Moderate Risk
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
		Consequence →				

Community Classification		Issues/concerns(i.e. age and use of building, historic and culturally significant buildings)	Probability (suggested probability levels)	Consequence (suggested consequence levels)	Assigned Risk Level (refer to the Risk Level Matrix for suggested risk levels)
Group A Division 2	Assembly (2)	-Heavy timber -high fire load -high occupancy	Possible	Moderate	Moderate Risk
Group C	Single Family (220)	-lack of smoke alarm & Co alarms -lack of a home escape plan -lack of fire extinguishers -lack of fire extinguisher knowledge -Many structures of an older age (balloon construction) -hoarding or poor housekeeping practices -seasonal road, limited access route due to unmaintained road	Almost Certain	Major	High Risk
Group C	Mobile Home	-High combustibility due			

		to construction materials -high fire load in some cases of hoarding -seasonal use/ trailer parks with limited access route	Possible	Moderate	Moderate Risk
Group C	Recreational Camps (4)	-lack of knowledge for fire extinguisher location - lack of a home escape plan - in some cases increase of alcohol consumption	Possible	Moderate	Moderate Risk
Group E	(2)	- small local business -lack of current evacuation plan -poor housekeeping -unknown fire load	Possible	Major	Moderate Risk
Group F	(1)	-Unknown chemicals on site -lack of current emergency plan -high fire load Lack of sprinklers and alarm system (not required by code)	Possible	Major	Moderate Risk
Other	Occupancies not classified in OBC such as farm buildings	-very old construction Of heavy timbers -high fire load (i.e. hay, straw, farm equipment)	Likely	Major	High Risk

		-risk to livestock -open concept in driving sheds and barns -lack of fire stops -poor housekeeping -many abandoned structures -farm structures being used for non-intended purposes i.e. grow ops			
--	--	--	--	--	--

Worksheet 3: CRITICAL INFRASTRUCTURE PROFILE

Consider the community's critical infrastructure including electricity distribution, telecommunications, roads, Continuity of Government, Emergency Operation Centre, Emergency Shelters

Critical Infrastructure Profile Risks:

List the critical infrastructure in your community and the fire and other emergency issues/concerns relating to each.

Identified Critical Infrastructure	Issues/Concerns
Electricity transmission and distribution	<ul style="list-style-type: none"> • Hydro lines go down • Fires within transformers stations and on poles • Lack of fuel refill for multiple Municipal departments
Radio communications	<ul style="list-style-type: none"> • Effects multiple departments of the Municipality • Lack of means to notify fire firefighters • Very poor coverage in areas of the township with no contacts with fire service communication dispatch • Lack of uninterrupted power supply to radio systems and computers

Telecommunications	<ul style="list-style-type: none"> • Telephone lines/cell towers go down • Lack of means to notify the first responders • Lack of cell phone coverage throughout the township, many do not have adequate coverage • Lack of means to notify emergency agencies
Roads	<ul style="list-style-type: none"> • Impacted by weather events, traffic accidents, damage due to significant environmental events • Roads department not able to fulfill its responsibilities due to unforeseen circumstances
Natural gas	<ul style="list-style-type: none"> • Commence a leak in transmission line • Gas company infrastructure failure • Lack of natural gas could affect areas of commerce such as veneer plant
Continuity of Government	<ul style="list-style-type: none"> • Municipal government closed due to extreme weather events, computer hacking, health emergency, disrupted power supply
Emergency Operations Centre	<ul style="list-style-type: none"> • Unable to operate due to extreme weather events, • Lack of means to notify emergency agencies
Emergency Shelter	<ul style="list-style-type: none"> • Lack of/ or failure of generators • Evacuate due to hazardous materials incident • Unable to accommodate mass numbers of civilians • Food and accommodations/sleeping arrangements •

Worksheet 4. DEMOGRAPHIC PROFILE

Consider the characteristics of your community's demographic profile to identify potential fire safety issues/concerns. This will help the fire department prioritize its overall risk and decisions about the provision of fire protection services. For example, traditionally older adults, young children, recent immigrants, and people with disabilities are at the highest risk of fire. Knowing if your community has a high number of people in any of these demographic groups helps your fire department prioritize hour public fire safety education.

The composition of the community's population, respecting matters relevant to the community, such as population size and dispersion, age, gender, cultural background, level of education, socioeconomic make-up, and transient population.

According to Census Canada 2021, the following is the age, gender and % of total Population for the Municipality of Calvin.

Age characteristics

Total - Age groups of the population - 100% data			
	Total	Men	Women
0 to 14 years	90	40	50
0 to 4 years	20	15	10
5 to 9 years	30	15	10
10 to 14 years	45	15	30
15 to 64 years	350	175	175
15 to 19 years	25	10	15
20 to 24 years	25	10	10
25 to 29 years	25	10	10
30 to 34 years	25	5	15
35 to 39 years	25	15	10
40 to 44 years	30	10	15
45 to 49 years	30	10	15
50 to 54 years	55	30	25
55 to 59 years	65	35	30
60 to 64 years	45	25	25
65 years and over	115	55	60
65 to 69 years	35	15	15
70 to 74 years	30	10	20
75 to 79 years	25	15	10
80 to 84 years	10	10	0
85 years and over	15	5	10
85 to 89 years	15	5	5
90 to 94 years	5	0	5
95 to 99 years	0	0	0
100 years and over	0	0	0
	Total	Men	Women

Breakdown of Population by Ethnicity: (information gathered from Census Canada 2021)

Visible minority

Total - Visible minority for the population in private households - 25% sample data 117	505
Total visible minority population 118	
South Asian	0
Chinese	0
Black	0
Filipino	0
Arab	0
Latin American	0
Southeast Asian	0
West Asian	0
Korean	0
Japanese	0
Visible minority, n.i.e. 119	0
Multiple visible minorities	0
Not a visible minority 120	0
	495

Socioeconomic Breakdown of Income:

	Total	Men	Women
Total - Total income groups in 2020 for the population aged 15 years and over in private households - 100% data ²¹	460	230	235
Without total income	30	15	20
With total income	435	215	215
Under \$10,000 (including loss)	35	10	25
\$10,000 to \$19,999	70	30	40
\$20,000 to \$29,999	85	40	45
\$30,000 to \$39,999	55	30	25
\$40,000 to \$49,999	45	15	30
\$50,000 to \$59,999	35	20	15
\$60,000 to \$69,999	35	15	15
\$70,000 to \$79,999	20	10	10
\$80,000 to \$89,999	15	5	5
\$90,000 to \$99,999	10	5	0
\$100,000 and over	30	20	5
\$100,000 to \$149,999	20	15	0
\$150,000 and over	10	10	0

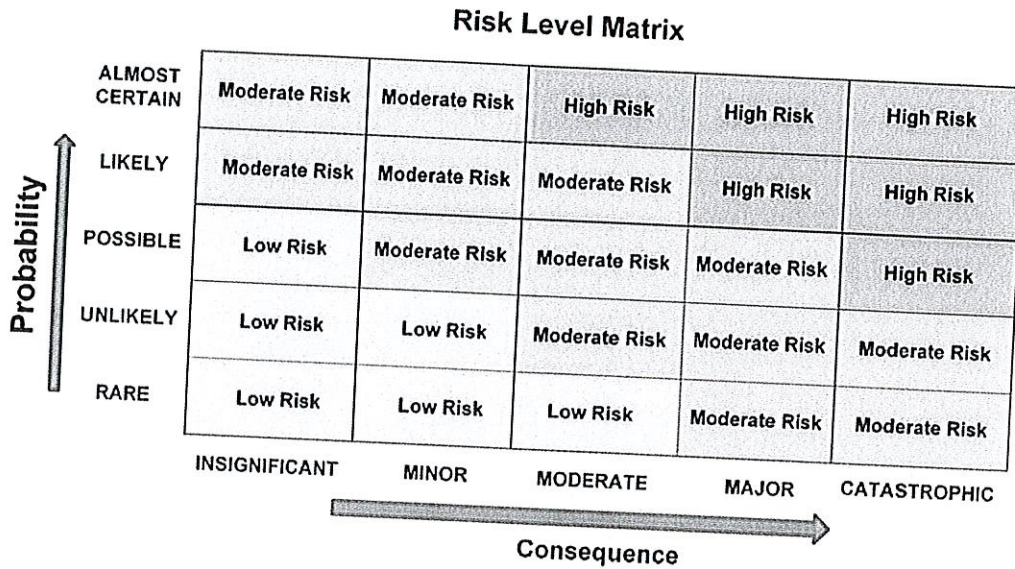
Highest certificate, diploma or degree

	Total	Men	Women
Total - Highest certificate, diploma or degree for the population aged 15 years and over in private households - 25% sample data 165	430	220	215
No certificate, diploma or degree	75	55	30
High (secondary) school diploma or equivalency certificate 167	120	50	75
Postsecondary certificate, diploma or degree	230	120	110
Postsecondary certificate or diploma below bachelor level	200	115	90
Apprenticeship or trades certificate or diploma	40	30	10
Non-apprenticeship trades certificate or diploma 168	35	25	10
Apprenticeship certificate 169	0	0	0
College, CEGEP or other non-university certificate or diploma 170	155	80	80
University certificate or diploma below bachelor level	0	0	0
Bachelor's degree or higher	35	0	25
Bachelor's degree	25	0	25
University certificate or diploma above bachelor level	0	0	0
Degree in medicine, dentistry, veterinary medicine or optometry	0	0	0
Master's degree	0	0	0
Earned doctorate 171	0	0	0
Total - Highest certificate, diploma or degree for the population aged 25 to 64 years in private households - 25% sample data 165	275	135	140
No certificate, diploma or degree	10	10	0
High (secondary) school diploma or equivalency certificate 167	95	40	55
Postsecondary certificate, diploma or degree	180	90	85
Postsecondary certificate or diploma below bachelor level	160	90	65
Apprenticeship or trades certificate or diploma	30	25	0
Non-apprenticeship trades certificate or diploma 168	25	15	0
Apprenticeship certificate 169	0	0	0
College, CEGEP or other non-university certificate or diploma 170	125	65	60
University certificate or diploma below bachelor level	0	0	0
Bachelor's degree or higher	25	0	25
Bachelor's degree	25	0	25
University certificate or diploma above bachelor level	0	0	0
Degree in medicine, dentistry, veterinary medicine or optometry	0	0	0
Master's degree	0	0	0

Worksheet 5. HAZARD PROFILE:

List potential hazards in the community including but not limited to hazardous materials spills, floods, freezing rain/storm, forest fires, cyber-attack, human health emergencies, energy supply (i.e. pipeline, electricity)

List the hazards in your community and the fire or other emergency risk of each. Assign probability, consequence and risk levels to each risk identified



Hazard Profile Risks

Identified Hazard	Probability	Consequence	Assigned Risk Level
Wildland Urban-interface Fires	Possible	Moderate	Moderate
Hazardous Material Transport/Rain Spill	Possible	Moderate	Moderate
Snowstorm/Blizzard	Possible	Minor	Moderate
Utility Disruption	Likely	Moderate	Moderate
Severe Wind Event Micro Burst/Tornado	Possible	Catastrophic	High Risk
Extreme Temperatures (communication, delayed access)	Possible	Minor	Moderate
Large Fire	Possible	Major	Moderate
Flood	Possible	Minor	Moderate

Critical Infrastructure Failure	Possible	Moderate	Moderate
Freezing Rain	Possible	Moderate	Moderate
Health/communicable Disease outbreak (i.e. Covid, influenza)	Possible	Moderate	Moderate
Road Incident (MVC)	Likely	Major	High Risk
Road Incident (MVC) Mass Casualty	Possible	Moderate	Moderate

Worksheet 6: Safety Response Profile

Consider other public safety response agencies (i.e. police, EMS) that might be tasked with or able to assist in the response to emergencies or in mitigating the impact of emergencies. Also consider the types of incidents each is able to respond to and any issues or concerns that may impact fire department response.

Public Safety Response Profile Risks

Identified Public Safety Response Agency	Types of Incidents they Respond to	What is their Role at the incident	Issues/Concerns
Ontario Provincial Police	<ul style="list-style-type: none"> • MVC (motor vehicle collision) • Fire Scenes • Any incident deemed suspicious • Scene Security until investigation is complete 	<ul style="list-style-type: none"> • Scene control • Traffic control • Investigation 	<ul style="list-style-type: none"> • none
Nipissing EMS	<ul style="list-style-type: none"> • MVC • Fire Scene 	<ul style="list-style-type: none"> • Take control and provide direction upon arrival in treatment of sick or 	<ul style="list-style-type: none"> • Likely will assist in a supporting role unless it is a mass casualty

		injured patient	
Ministry of Natural Resources and Forrest	<ul style="list-style-type: none"> • Wildland Fires 	<ul style="list-style-type: none"> • Fire suppression • Extinguish forest fires • Property conservation 	<ul style="list-style-type: none"> • None
Outside Fire Services	<ul style="list-style-type: none"> • Automatic or Mutual Aid Incidents • Hazmat Incidents 	<ul style="list-style-type: none"> • Fire suppression • Haz Mat Mitigation • MVC Extrication 	<ul style="list-style-type: none"> • Fire service will not provide full response but provide more of a supporting role • Be the lead agency during haz mat incidents
OFMEM	<ul style="list-style-type: none"> • Suspicious fires • Any fire in which there is either a civilian or fire fighter fatality • High dollar loss fires • Explosions of any type 	<ul style="list-style-type: none"> • Investigation-lead agency working in conjunction with the police 	<ul style="list-style-type: none"> • None

Worksheet 7: Community Services Profile

Consider community services agencies, organizations or associations that provide services that support the fire department of the delivery of public fire safety education, fire code inspection and enforcement and emergency response. This may include services in kind, financial support, provisions of venues for training, increased access to high risk groups in the community, and temporary shelter for displaced residents following an incident.

Community Services Profile Risks

List the community services agencies and the types of services they provide

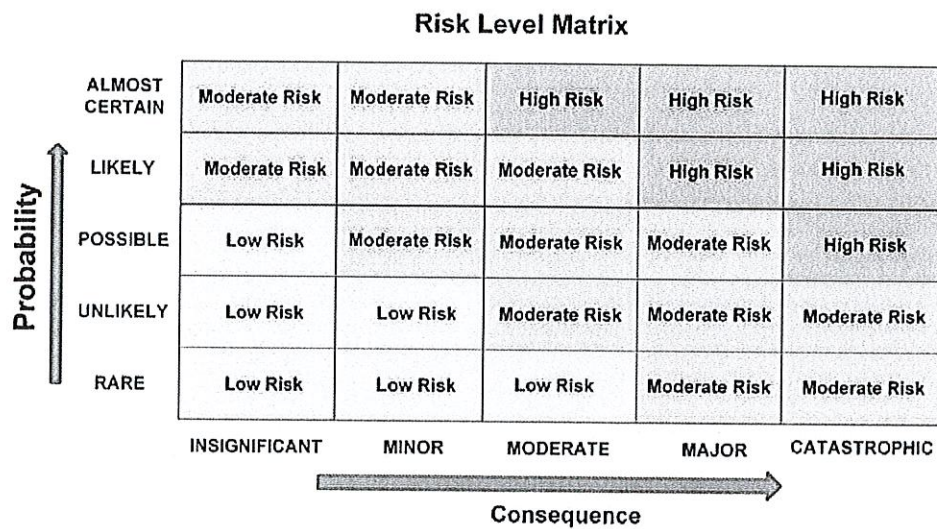
Community Service Agencies	Types of Assistance they can provide	Issues/concerns
Canadian Red Cross	Temporary shelter, Clothing, Food following an incident	none
Home Support	Assess to homebound populations	none
Canadian Ecology Centre	Temporary shelter, food	none
Calvin Community Centre	Temporary shelter, food, water	none
First Student Bus lines	Transportation	none

Worksheet 8: Economic Profile

Consider the industrial or commercial sectors that provide significant economic production and jobs to the local economy and the impact to the communities economy if a fire or other emergency occurred in occupancies housing those sectors.

Economic Profile Risk

List the industrial or commercial occupancies that provide significant economic production and jobs in the community. List the fire or other emergency risk in each occupancy. Assign probability, consequence, and risk levels for each risk identified.



Identified Occupancy	Key Risk	Probability	Consequence	Assigned Risk Level
Veneer Plant	Fire	Possible	Major	Moderate Risk
Veneer Plant	Weather event	Possible	Moderate	Moderate Risk
Small Business	Fire	Possible	Moderate	Moderate Risk
Small Business	Weather event	Possible	Minor	Moderate Risk
Small Business	Power Outage	Likely	Minor	Moderate Risk
Municipal Operations	Weather event	Possible	Major	Moderate Risk
Municipal Operations	Power Outage	Likely	Minor	Moderate Risk
Municipal Operations	Cyber Attack	Possible	Major	Moderate Risk
Municipal Operations	Fire	Possible	Major	Moderate Risk

Municipal Operations	Wildland Fires	Possible	Major	Moderate Risk
Campground	Fire	Possible	Moderate	Moderate Risk
Campground	Weather event	Possible	Moderate	Moderate Risk

Worksheet 9: Past Loss and Event History Profile

Consider previous response data to identify trends regarding the deaths, injuries, dollar loss, and causes of fire in various occupancy types. This assists in determining the leading causes of fires and high-risks location and occupancies. In the absence of fire loss data, local knowledge may be the most reliable predictor of fire risk in your community. Also provincial statistics can assist in determining the types of occupancies and locations where fire losses, injuries and deaths most commonly occur. Data sourced from OFM

Year 2023						
		# of fires	\$ loss	# of injuries	# of deaths	Causes
Group C	Residential	1	39,000	0	0	Electrical failure

Year 2022						
		# of fires	\$ loss	# of injuries	# of deaths	Causes
Group C	Residential		30,000	0	0	Undetermined

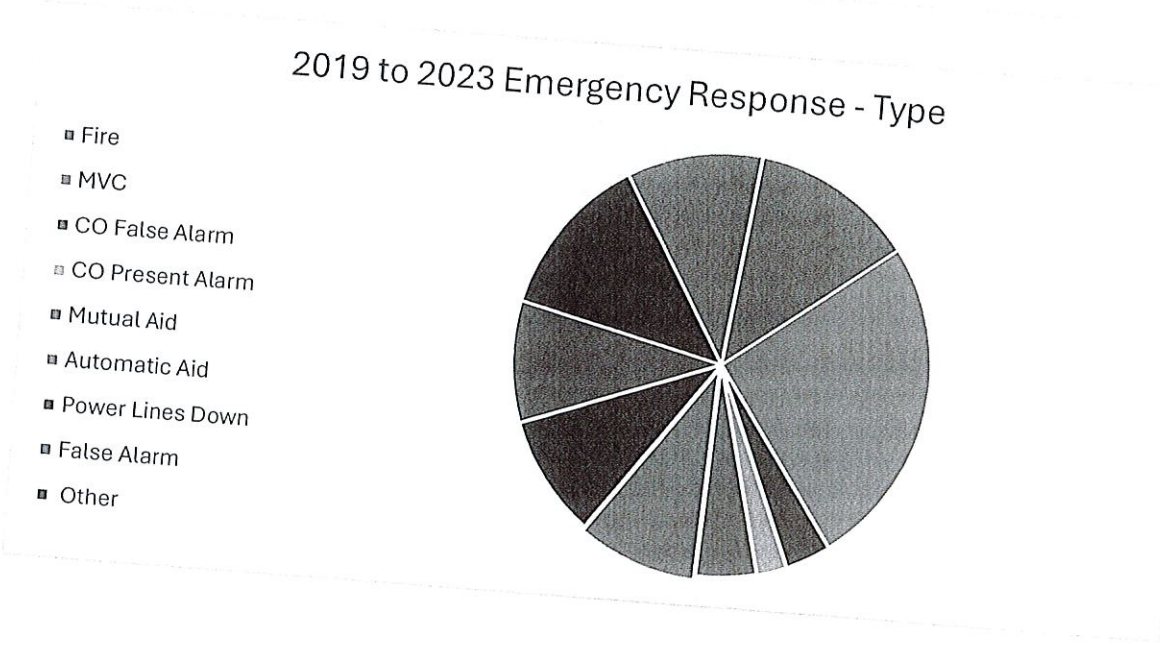
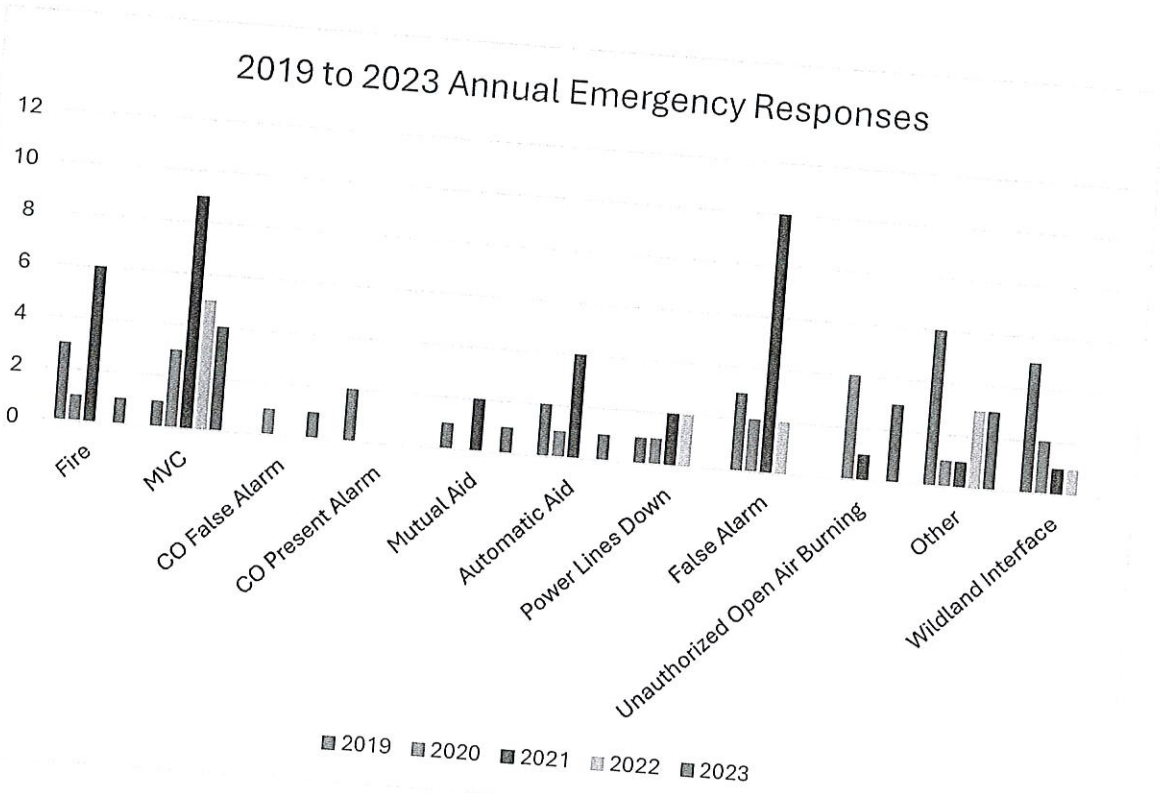
Year 2021						
		# of fires	\$ loss	# of injuries	# of deaths	Causes
Group C	Residential	3	135,000	0	0	Undetermined
						Improper handling of ignition source

Year 2020						
		# of fires	\$ loss	# of injuries	# of deaths	Causes
Group C	Residential	4	245,000	0	0	Undetermined
						Electrical failure

Year 2019						
		# of fires	\$ loss	# of injuries	# of deaths	Causes

Group C	Residential		250,000	0	0	Undetermined

The following graphs represents emergency calls for 2019 to 2023 for Calvin Fire Department. Sourced from Ontario Fire Marshall





Emergency Response Profile



Calvin Fire Department Section 5: Hazard Profile







Ministry of the
Solicitor General

OFFICE OF THE FIRE MARSHAL

Monthly summary report

Calvin Fire Department (4822-00)

2025 January

Call type	Total calls	Total injuries	Total fatalities	Total estimated loss
Fire	0	0	0	0
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	0	0	0	0

2025 February

Call type	Total calls	Total injuries	Total fatalities	Total estimated loss
Fire	0	0	0	0
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	0	0	0	0



Calvin Fire Department

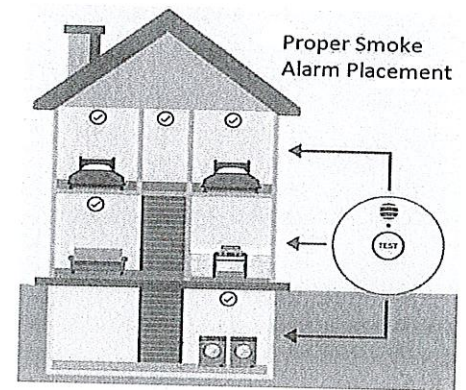


The Calvin Volunteer Fire Department has a proud history of serving our community, the dedication, commitment and resourcefulness continue to impress me daily. We meet and train weekly to reach our goal of becoming certified Firefighter I within the upcoming year. Fire protection is our responsibility as a fire department in our community but we can't do the job alone... WE NEED YOU HELP, you need to become an active participant in protecting your family from fires. Checking your smoke alarms monthly, practice your home escape plans, discarding of ashes away from any buildings, cleaning your chimney, cleaning dryer vents interior and exterior, always be present when burning candles, these are some of the steps you can take.

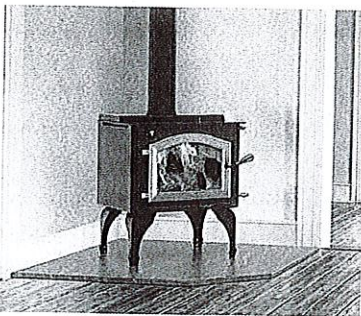
As spring approaches, we urge you to keep in close your pets off the ice as the fire department is a shore based rescue only, unfortunately we will not rescue your pets from the frigid water or thin ice, this will be a heart breaking situation for owners but we CAN NOT risk the safety of our members. We are currently exploring training programs to become Ice Water Rescue Certified.

Here are some smoke alarm safety tips:

- Choose interconnected smoke alarms so that when one sounds, they all sound.
- Put smoke alarms inside and outside each bedroom and sleeping area.
- Put alarms on every level of the home.
- Test each smoke alarm regularly and replace batteries annually.
- Replace smoke alarms that are more than 10 years old.
- Have a fire escape plan and practice it with your family twice a year.



Did You Know?

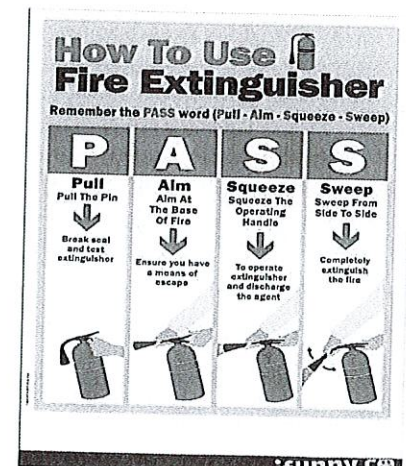


The largest source of fire in Canadian homes comes from fuel burning appliances. The main causes of fire include: inadequate clearance between the wood burner and walls, floors and furniture; creosote buildup in the chimney; poorly or improperly installed chimneys and improper installation of the wood burner itself.

Just a reminder to the residents, that the Fire Department is currently only trained to do shore based therefore

Before you decide to use an extinguisher ensure that you have...

- Please call 9-1-1 prior to extinguishing the fire
- Ensure you have a clear path out of the building
- Is you have the right extinguisher
 - Class A: combustibles (wood, paper, furniture, trash)
 - Class B: flammables (gas,oil, petroleum, greases, oil based paints, slovents, lacquers, alcohol)
 - Class C: electrical (energized electrical equipment plugged in



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Northwestern Fire Education Conference and Trade Show

Ontario

March 27 - 30, 2025

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2025 NEFEC Registration Information and Rates

What is included?	Fee
<p>Main Conference Track</p> <p>Deadline to register: March 14, 2025</p> <p>Includes the following:</p> <ul style="list-style-type: none"> • Main Conference Track on Friday March 28 to Saturday March 29 • Half Day Workshop on Sunday, March 30 *must choose which workshop at registration* • Welcome Reception on Thursday March 27 • Vendor Reception on the Trade Show Floor on Friday March 28 • 1 ticket to attend the Banquet on Saturday March 29 • Breakfast, lunch, AM and PM coffee breaks on Friday March 28 and Saturday March 29 • Breakfast and AM coffee break on Sunday March 30 <p>You must book your own accommodations.</p>	<p>\$660.00 + HST</p>
<p>NFPA 1041 Fire Instructor Level 1 (hybrid) OFC Course Track</p> <p>Deadline to register: January 24, 2025</p> <p>Online start date: February 13th, 2025</p>	<p>\$710.00 + HST</p>

Includes the following:

- NFPA 1041 Fire Instructor Level 1 on Thursday March 27 to Sunday, March 30
- Welcome Reception on Thursday March 27
- Vendor Reception on the Trade Show Floor on Friday March 28
- 1 ticket to attend the Banquet on Saturday March 29
- Breakfast, lunch, AM and PM coffee breaks on Thursday March 27, Friday March 28 and Saturday March 29
- Breakfast and AM coffee break on Sunday March 30

You must book your own accommodations.

NFPA 1521 Incident Safety Officer (hybrid) OFC Course Track

Deadline to register: January 24, 2025

Online start date: February 13th, 2025

Includes the following:

- NFPA 1521 Incident Safety Officer Course on Thursday March 27 to Saturday March 29
- Half Day Workshop on Sunday, March 30 *must choose which workshop at registration*
- Welcome Reception on Thursday March 27
- Vendor Reception on the Trade Show Floor on Friday March 28
- 1 ticket to attend the Banquet on Saturday March 29
- Breakfast, lunch, AM and PM coffee breaks on Thursday March 27, Friday March 28 and Saturday March 29
- Breakfast and AM coffee break on Sunday March 30

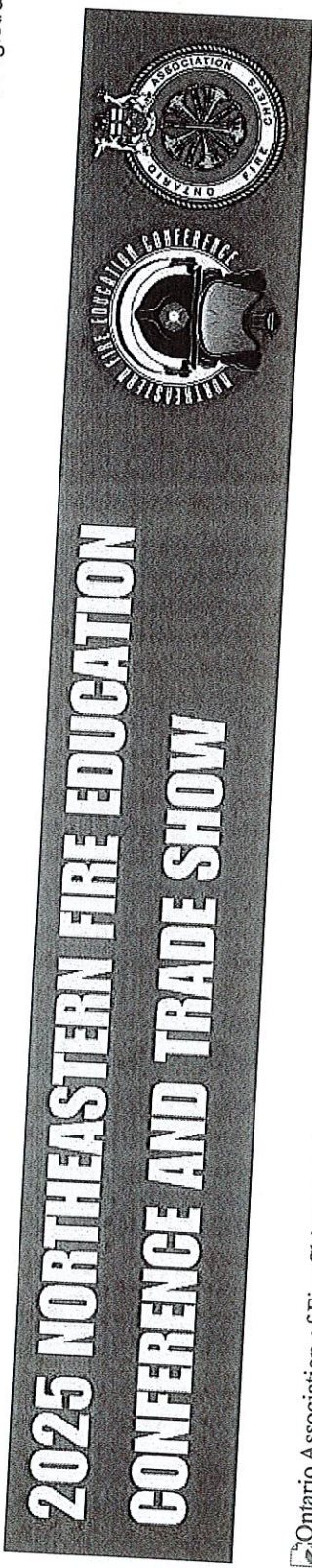
You must book your own accommodations.

\$710.00 + HST

<p>Municipal Track</p> <p>Includes the following:</p> <ul style="list-style-type: none"> • Municipal Track on Friday March 28 • Breakfast, lunch, AM and PM coffee breaks on Friday March 28 • Access to the trade show on Friday March 28 	<p>\$250.00 + HST</p>
<p>Additional Banquet Ticket</p> <p>Includes the following:</p> <ul style="list-style-type: none"> • 1 ticket to attend the Banquet on Saturday March 29 	<p>\$100.00 + HST</p>

Please note all registrations are non-refundable. Substitutions are permitted up until 7 days prior to the event (this is not applicable to Ontario Fire College courses.)

Please note: The conference does NOT provide invitation letters nor support towards the visa application process. Any out of country registrants would be responsible for securing their own travel visas and making their own arrangements. All registrants, regardless of their country, are subject to the same registration and cancellation terms.



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NEFEC Municipal Track

NEFEC Municipal Track

Municipal Track - Friday March 28

Please scroll down to below the agenda for presentation summaries.

Friday March 28, 2025			
Time	Topic	Presenter	Location
6:30am - 7:00pm	Registration		Activity Desk
7:00am - 8:00am	Breakfast		Waterhouse Ballroom
8:00am - 8:15am	Opening Remarks		Waterhouse Ballroom
8:15am - 8:45am	Office of the Fire Marshal (OFM) Update		Waterhouse Ballroom with the Main Track
8:45am - 9:15am	What is new at the Ontario Association of Fire Chiefs (OAFEC)?	Office of the Fire Marshal (OFM) Executive Team	Waterhouse Ballroom with the Main Track
9:15am - 10:15am	Keynote: Emerging Stronger: The 7 Gifts From Burnout	OAFEC President Deputy Chief Rob Grimwood	Waterhouse Ballroom with the Main Track
10:15am - 10:30am	Coffee Break	Arjuna George	Waterhouse Ballroom with the Main Track
10:30am - 11:30am	Cancer Prevention		Ballroom Conference Hallway
11:30am - 12:00pm	Asset Management and Fleet Replacement	Deputy Chief Rob Grimwood	TBD
12:00pm - 1:00pm	Lunch	Fire Chief Jeremy Parkin	TBD
1:00pm - 2:00pm	Mental Health		Peninsula
2:00pm - 2:45pm	Shared Services	Deputy Chief Rob Grimwood	TBD
2:45pm - 3:00pm	Coffee Break	Fire Chief Chris Harrow	TBD
3:00pm - 4:00pm	Mandatory Certification		Ballroom Conference Hallway
4:00pm - 5:00pm	Establishing and Regulating By-law/Level of Service to Provide Panel	Deputy Fire Marshal John McBeth, OFM	TBD
4:00pm - 8:00pm	Trade Show	Deputy Fire Marshal Carrie Clark, OFM and 3 Fire Chiefs	TBD
4:00pm - 8:00pm	Networking Reception on Trade Show Floor		Legacy Hall
			Legacy Hall

Office of the Fire Marshal (OFM) Update

An update from the Office of the Fire Marshal Executive Team.

What is new at the Ontario Association of Fire Chiefs (O AFC)?

Learn about what is new at the O AFC, including member services like the new Chief Officer Peer Support Program, as well as exciting changes to upcoming events, recent discussions with government leaders on strategic priorities and more.

Keynote: Emerging Stronger: The 7 Gifts From Burnout

The 7 Gifts from Burnout presentation is a 60-minute session aimed at fire chiefs, focusing on the transformative potential that burnout can offer when approached with the right mindset and tools. The presentation begins by exploring the nature of burnout, highlighting its emotional, physical, and mental toll on individuals. Through personal stories, such as "The Day I Almost Died," the presentation emphasizes the seriousness of burnout and introduces seven key gifts that can emerge from the experience:

- Gift of Awareness: Understanding one's stress, emotions, and physical body. Techniques such as box breathing and the physiological sigh are introduced as tools for self-regulation.
- Gift of Boundaries: Learning to set and enforce personal boundaries to protect against overwhelm, including the importance of saying "no" and managing one's "stress plate."
- Gift of Emotional Intelligence: Emphasizing self-regulation, purpose, and values, and how these contribute to greater resilience and understanding.

The session encourages self-care practices like TRE (Tension and Trauma Releasing Exercises), the importance of connection, and reframing time management as energy management to maintain overall well-being.

Cancer Prevention

A study by the Occupational Cancer Research Centre found that Ontario firefighters have an increased risk of developing certain cancers, including testicular cancer, melanoma and prostate cancer, when compared with other workers in Ontario. The International Agency for Research on Cancer has reclassified firefighting as a Group 1 human carcinogen (cancer-causing). Because of this, in Ontario, 19 cancers are presumed to be occupational in nature (presumptive legislation) for firefighters and fire investigators, which has resulted in more than \$500,000,000 in WSIB costs, costs borne by both the province and municipalities. And the human toll and suffering of firefighter cancer has resulted in hundreds of firefighters dying in the line of duty.

But there are things that fire departments can do to reduce the prevalence of firefighter cancer. The Ministry of Labour, Immigration, Training and Skills Development has produced a "Firefighter Cancer Prevention Checklist" which has been beneficial to Fire Chiefs in understanding how they can implement Cancer Prevention Programs. This presentation will look at the current landscape and data related to firefighter cancers, explore how fire department cancer prevention programs can be effective and assist Municipal Leaders with understanding how they can support their local fire departments to reduce this very serious risk.

Asset Management and Fleet Replacement

With the rising costs of apparatus and fire department equipment, fire chiefs are tasked with developing replacement plans. Understanding the new reality of asset management requires changing old programs to new ones that manage both costs and delivery times. This session will discuss several ways to understand the way assets

are now managed in the fire service.

Mental Health

In Ontario, when an emergency responder (police officer, firefighter, paramedic etc.) is diagnosed with post-traumatic stress disorder (PTSD) it is presumed to be occupational. Emergency responder mental health emergencies, PTSD and suicides are at a tragic all time high, leading to significant costs, absenteeism, suffering and death. There are programs that municipalities and fire departments can enact to support the mental health of firefighters, and this presentation will explore these programs; and what is being done nationally, provincially and locally to prevent firefighter PTSD and suicide. This will give Municipal Leaders insight and tools into how to support Fire Chiefs and firefighters to enact local programs to support the mental health and well-being of firefighters.

Shared Services

The presentation will be sharing the positive outcome of 3 fire departments coming together to share a Fire Management Team but maintain their own identities. We will review all of the positive outcomes as well as the lesson learnt from the entire experience including dealing with 3 separate Councils. The new model will be offered as an alternative to the traditional structure that most volunteer/paid on call fire departments currently operate under.

Mandatory Certification

Effective July 1, 2026, all firefighters in Ontario must be certified to meet the requirements of Ontario Regulation 343/22 Firefighter Certification. This session will provide information on what that means for your municipality.

Establishing and Regulating By-law/Level of Service to Provide Panel

Establishing and regulating by-laws outline the responsibilities, structure, and operation of the fire service to ensure its efficiency and alignment with local needs. This panel will provide insight and experiences regarding this topic.

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Agenda

Agenda

2025 NEFEC AGENDA

Thursday, March 27, 2025		
Time	Topic	Presenter
6:30am - 7:00pm	Registration	
7:00am - 8:00am	Breakfast	
8:00am - 4:30pm	NFPA 1041 Fire Instructor Level 1 (hybrid)	Ontario Fire College
8:00am - 4:30pm	NFPA 1521 Incident Safety Officer (hybrid)	Ontario Fire College
10:00am - 10:15am	Coffee Break	
12:00pm - 1:00pm	Lunch	
2:45pm - 3:00pm	Coffee Break	
5:00pm - 7:00pm	Welcome Reception	
Friday, March 28, 2025		
Time	Topic	Presenter
6:30am - 7:00pm	Registration	
7:00am - 8:00am	Breakfast	
8:00am - 4:30pm	NFPA 1041 Fire Instructor Level 1 (hybrid)	Ontario Fire College
8:00am - 4:30pm	NFPA 1521 Incident Safety Officer (hybrid)	Ontario Fire College
8:00am - 4:30pm	Municipal Track	
8:00am - 8:15am	Opening Remarks	

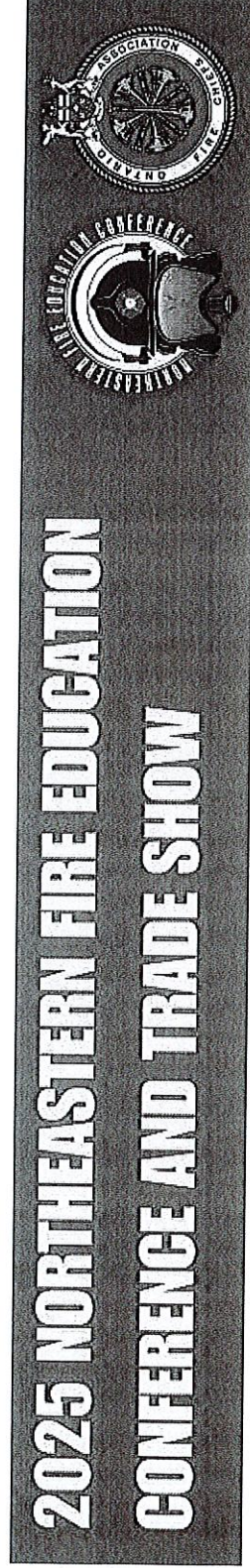
Time	Location
6:30am - 7:00pm	Guest Service Hallway
7:00am - 8:00am	Conference Hallway
8:00am - 4:30pm	Waterhouse 1
8:00am - 4:30pm	Waterhouse 2
8:00am - 4:30pm	Conference Hallway
8:00am - 4:30pm	Conference Hallway
8:00am - 4:30pm	Conference Hallway
8:00am - 8:15am	Maple Pub

Time	Location
6:30am - 7:00pm	Guest Service Hallway
7:00am - 8:00am	Peninsula
8:00am - 4:30pm	Waterhouse 1
8:00am - 4:30pm	Waterhouse 2
8:00am - 4:30pm	Waterhouse 3
8:00am - 8:15am	Waterhouse 4-5

8:15am - 8:45am	OFM Update	Office of the Fire Marshal Executive Team	Waterhouse 4-5
8:45am - 9:15am	What is new at the OAFC?	OAFC President Deputy Chief Rob Grimwood	Waterhouse 4-5
9:15am - 10:15am	Keynote: Emerging Stronger: The 7 Gifts From Burnout	Arjuna George	Waterhouse 4-5
10:00am - 4:00pm	Trade Show Set Up		Legacy Hall
10:15am - 10:30am	Coffee Break		Conference Hallway
10:30am - 11:30am	You're the Chief - Communicate Like It!	Karen Gordon, Gordon Strategies	Waterhouse 4-5
11:30am - 12:00pm	OFM Training and Certification Portal Update	Amy Baker, LMS Coordinator & OFC Registrar, Ontario Fire College Jeff VanRybroeck, Assistant Deputy Fire Marshal Training and Certification, Office of the Fire Marshal	Waterhouse 4-5
12:00pm - 1:00pm	Lunch		Peninsula
1:00pm - 2:45pm	Round Tables		Waterhouse 4-5
2:45pm - 3:00pm	Coffee Break		Conference Hallway
3:00pm - 4:00pm	Round Tables Continued		Waterhouse 4-5
4:00pm - 9:00pm	Trade Show		Legacy Hall
5:00pm - 8:00pm	Networking Reception on Trade Show Floor		Legacy Hall
Saturday, March 29, 2025			
	Time	Topic	Presenter
7:00am - 5:00pm		Registration	
7:00am - 8:00am		Breakfast	
8:00am - 4:30pm		NFPA 1041 Fire Instructor Level 1 (hybrid)	Ontario Fire College
8:00am - 4:30pm		NFPA 1521 Incident Safety Officer (hybrid)	Ontario Fire College
8:00am - 8:15am		Opening Remarks	
8:15am - 9:15am		Risk Assessment to Risk Reduction: Strategies to Implementing Your CRA	Fire Chief Jeremy Parkin, Rama Fire & Rescue Services

9:15am - 10:00am	Alternative Streams of Funding Panel	Fire Chief Will Bateman, Township of Nipissing Fire Department Fire Chief Gary Monahan, Huntsville/Lake of Bays Fire Department Fire Chief Chris Harrow, Minto/Wellington North/Mapleton Fire	Waterhouse 4-5
10:00am - 10:15am	Coffee Break		Conference Hallway
10:15am - 10:45am	Utilizing Learning Contracts in your Department	Academic Manager Deanna Kirwin, Ontario Fire College	Waterhouse 4-5
10:45am - 11:30am	Culture by Design: Growing a Volunteer Organization	Fire Chief Jay Plato, Niagara on the Lake Fire Chief Nick Ruller, Brampton Fire and Emergency Services	Waterhouse 4-5
11:30am - 12:30pm	Implementing Ontario's Mental Health Supports for Public Safety Personnel: Introducing the Warrior Health Initiative	Matthew Pegg, Chief Operating Officer, Warrior Health	Waterhouse 4-5
12:30pm - 1:30pm	Lunch		Peninsula
12:30pm - 4:30pm	Trade Show		Legacy Hall
1:00pm - 5:00pm	Workshop 1 - Chief Officer 101 *only for those who have signed up*		Waterhouse 3
6:00pm	Pre-Banquet Reception		Conference Hallway
7:00pm	Banquet followed by Entertainment		Waterhouse 4-5
Sunday, March 30, 2025			
	Time	Topic	Presenter
7:00am - 10:15am	Registration		Ontario Fire College
7:00am - 8:00am	Breakfast		OAFCA Board of Directors
8:00am - 2:00pm	NFPA 1041 Fire Instructor Level 1 (hybrid)		Fire Prevention Officer Michael Atkins, Welland Fire and Emergency Services
8:00am - 10:15am	Workshop 1 - Chief Officer 101		Mike Goble, Instructor, Ontario Fire College
8:00am - 10:15am	Workshop 2 - Creative Social Media Messaging for Public Education		
8:00am - 10:15am	Workshop 3 - Transformative Training - Building Buy-In With Firefighters		
			Location
			Guest Service Hallway
			Peninsula
			Waterhouse 1
			Waterhouse 3
			MacDonald Room (second floor)
			Waterhouse 4-5

		Rene Lalonde, Instructor, Ontario Fire College	
8:00am - 10:15am	Workshop 4 - Fire Prevention: Inspections and Enforcement	Deputy Fire Chief Jeff Bignell Fire Chief Jack Burt Deputy Fire Chief Larry Cocco	Waterhouse 2
10:15am - 10:30am	Coffee Break		Conference Hallway
10:30am - 12:00pm	Workshop 1 - Chief Officer 101 continued		Waterhouse 3
10:30am - 12:00pm	Workshop 2 - Creative Social Media Messaging for Public Education continued		MacDonald Room (second floor)
10:30am - 12:00pm	Workshop 3 - Transformative Training - Building Buy-In With Firefighters		Waterhouse 4-5
10:30am - 12:00pm	Workshop 4 - Fire Prevention: Inspections and Enforcement continued		Waterhouse 2
12:00pm	Event Ends - Safe Travels Home!		



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