FROM THE CHIEFS

The annual report to members of the Canadian Association of Fire Chiefs

2016-2017









National Office

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A Message from the President Chief Ken Block...



Dear Members and Partners:

On behalf of the Board of Directors, it is my pleasure to present you with the annual report of the CAFC covering the period of December 1, 2016 to January 1, 2017 as well as some selected highlights from January to September 2017.

As many of you know, 2016-2017 was a period of transition and renewal. We had a number of staffing departures. I'd like to thank former Executive Director Mr. John-Paul Cody-Cox and former Director of Policy, Dr. Erica Adams for their service to the association. I'd also like to thank our current Director of Operations Ms. Vicky Constantineau who continues to do a tremendous job supporting the association.

Despite the transitions, 2016-2017 was incredibly productive. Each of my colleagues on the Board and on the National Advisory Council, as well as many members of the association and committee chairs have stepped in actively to make us what we are today.

We have a strong strategic plan that increases our clarity of purpose, roles and responsibilities; we've had over 80 meetings with Government and officials; and we are on the brink of launching some very impressive products. We hope you enjoy reading about them in this annual report.

As we approach CAFC's 110th anniversary, you will see CAFC continue to evolve in terms of increasing its membership, influence, and role in Ottawa. To this effect, I'm delighted CAFC's new Executive Director, Dr. Tina Saryeddine who joined us at the end of May 2017, has embraced the mandate of the association. I know she is looking forward to meeting and working with you.

The Association is a reflection of our roles as fire chiefs across the country. Thank you for making it strong, united and high on impact. Again, my personal thanks to the Board, members, partners and staff. I look forward to year two of my Presidency and supporting the CAFC in any way I can.

Sincerely, President Chief Ken Block

From the Chiefs...Selected CAFC Committees, Projects and Portfolios*

From the National Advisory Council (Chief Dan McCoy, Kennebecasis Valley, NB):

Embodying the spirit of team work and responsiveness that is pervasive in our sector and across the country, we are fortunate to have a committed National Advisory Council (NAC) with representation from each province, territory and with representation from our Allied associations and stakeholders. The National Advisory Council works with the Board of Directors and provides important and influential advice on key policy issues also fulfilling a knowledge exchange role across the country. The NAC meet monthly by phone, working closely with the Board of directors, the NAC members and Board members meet together four(4) times per year, twice via face to face and twice by phone. As we move into the 2017-2018 period, you will get to know the National Advisory Council members better. As Chair, I'd like to thank each National Advisory Council member for your commitment to the national and federal scene.



Building the CAFC Strategic Plan (Chief John McKearney, Vancouver, BC):

In 2016-2017 CAFC had pleasure of working with members on a strategic plan that clearly positions CAFC's role in the Canadian landscape. It has four pillars: engagement, leadership, governance and advocacy. I am so pleased to see the Board, NAC, membership and management use this plan to its full effect. Over the coming years you will see CAFC deepen its execution of this strategic plan. Thank you to all who participated in its development and particularly to Integra for penning such an effective piece.



National Fire Information Database to launch with 10 years of data. (Chief Kenneth Stuebing, Chatham Kent, ON; Chief Len Garis, Surrey, BC)

We are delight that we are able to share with the CAFC membership that our vision of a National Fire Information Database is coming to fruition. The database contains 73 elements about structural, vehicular and outdoor fires. The database is a start. It has enough data to set the database. Now we need to mine, refine, analyze and improve what it tells us. Alongside the database which is made possible by our friends and colleagues at the Canadian Council of Fire Marshalls and Fire Commissioners, is a report by Statistics Canada that focusses on a few of the 73 data elements. It tells a powerful story about deaths, injuries and incidences from structural, vehicular, and outdoor fires in Canada. It also helps us to see the types of analyses, limitations, and possibilities of the NFID. Members will be able to access the database from a password protected site and will have speaking points to facilitate discussions about the database should you be asked. Finally, under the NFID program, we have commissioned 10 university research team projects that will come due in December. You can learn more about what these projects are and other information about the NFID from <u>www.cafc.ca</u>. On behalf of CAFC, we'd like to take this opportunity to thank our colleagues at the Canadian Council of Fire Marshalls and Fire Commissioners, our funders at Public Safety and DRDC, and Mr. Trefor Munn Venn from Rhapsody Strategies. It was a team effort to make this happen and we look forward to seeing it evolve into the future.



Launching the ECFO Program (Chief Phil Lemire, White Rock City):

As Chair of the ECFO Council, it's my pleasure to announce the launch of the new Executive Chief Fire Officer Program. Over the course of submitting your application, candidates will engage in the development and demonstration of thirty competencies that will provide evidence of your proficiency as a Chief Officer. These competencies span seven important themes related to management within the fire service: leadership, human resources, governance, business acumen, finance, fire prevention and fire technical. The ECFO program is available in both official languages, originating in English and translated by experts in the field. It replaces the CFO program which will be grandfathered out. Candidates who have completed the original CFO program will have the choice of either transitioning to the ECFO program, provided that you adhere to the maintenance of certification criteria; or you may maintain your current CFO designation. Members of the ECFO Council will be there to assist you through the program. As Chair of the Council, I'd like to take this opportunity to thank our Council members, the Motorola Foundation for their generosity in enabling this work, and staff. The ECFO curriculum will be reviewed every two years. Join us for the launch at Fire Rescue Canada 2017!



From the Mental Health File (Assistant Deputy Chief Ken McMullen, Calgary, Alberta):

CAFC has a long-standing tradition of concern about the mental health of first responders. As far back as 2012, we passed a resolution. This year, I am delighted to see so much progress on the mental health file. You will note in CAFC's pre-budget submission, we have asked for \$2.5M in federal funding to offset the costs of putting the mental health first aid program and the R2MR program in every fire department across the country. We have also participated in a study recently published in the journal of psychiatry led by the Canadian Institute for Public Safety Research and Treatment. Finally, we have supported the Canadian Alliance on Mental Illness and Mental Health (CAMIMH) request for 100M for a mental health innovation fund that would offer expedited access and full coverage of mental health services to a larger number of Canadians – including first responders – faster.



Answer the Call 1.0 to 2.0 (Chief Vince Mackenzie, Grand Falls-Windsor, Newfoundland and Labrador):

In 2016-2017 we were delighted to launch the answer the call website. The purpose of the website in its current and initial phase is to help departments recruit volunteer firefighters. Our goal is now to transform this website into a mechanism that all fire departments can use to advise Canadians of the needs of their departments. Stay tuned for how we leverage this initial site into Answer the Call 2.0 with a view to transforming the website into a dynamic and interactive mechanism to engage all Canadians and fire departments.

Building a robust association in both official languages

(Chief Daniel Perron, Sainte-Julie, Quebec):

As a French speaking member of the Board, this year I am delighted that the CAFC has decided to move towards full translation of its documents and website. This is a strategic issue because our capacity to engage in both official languages speaks to the truly national role of the association and thus the strength of our voice nationally federally and in Ottawa. As a first step we have found a translator that we hope you will find can best reflect the language of our sector. Next, we have put in place a review and react process to make sure the translations. We hope that this process will make our French speaking members more at home in the CAFC family and we look forward to leadership from all French speaking parts of the country in the CAFC. My thanks to my colleagues in all parts of the country who have stepped in to help the CAFC on the translation front. We are stronger together.





As treasurer, I have the privilege and responsibility of presenting you with the annual financial statements of the association and of overseeing staff recruitment. I'm delighted to have worked with my colleagues on an extensive search and to welcome Dr. Saryeddine to CAFC. Contained within this document, you will find our annual statements. On the financial front, your Association is in good financial standing, in part due to sound investments and success in government grants and contributions. With a full staffing complement our goals will be to transform some of our programs, such as the answer the call website into an investment and to increase our membership. I'd like to take this opportunity to thank those sponsors, partners, companies and departments that have offered us grants and contributions to achieve our goals. I'd also like to thank those contractors who support the association with high quality work and fair priced contracts. Finally, I thank all members for the timely payment of your dues. The association is what we will make of it collectively. Every member is needed and appreciated and CAFC will do it parts to ensure that you and your organizations have a full return.

^{*}The CAFC would like to thank all committees, whose work will be showcased in future publications. Please see page 13 for a full list of committee members.

Financial Statements

CANADIAN ASSOCIATION OF FIRE CHIEFS FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2016

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NEPHIN WINTER BINGLEY

CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Members:

Report on the Financial Statements

We have audited the accompanying financial statements of the Canadian Association of Fire Chiefs which comprise the balance sheet as at December 31, 2016 and the statements of net assets, income and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of these financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the balance sheet of Canadian Association of Fire Chiefs as at December 31, 2016, and its financial performance for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Smiths Falls, Ontario August 24, 2017 Chartered Professional Accountants Licensed Public Accountants

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BALANCE SHEET

AS AT DECEMBER 31, 2016

	2016	2015
ASSETS		
CURRENT		
Cash Investments (note 3) Accounts receivable - trade - government	\$ 269,961 558,362 268,590 38,439	\$ 190,120 727,939 127,634 26,598
Prepaid expense	25,435	22,704
	1,160,787	1,094,995
CAPITAL, at cost (note 4)		
Capital assets Less accumulated amortization	24,933 21,015	24,933 18,460
	3,918	6,473
	\$ 1,164,705	\$ 1,101,468
LIABILITIES CURRENT		
Accounts payable and accrued liabilities Deferred revenue	\$ 104,614 103,037	\$ 15,742 71,624
	207,651	87,366
NET ASSETS	957,054	1,014,102
	\$ 1,164,705	\$ 1,101,468
APPROVED ON BEHALF OF THE BOARD		
Dire	ector	
Dire	ector	

The accompanying notes are an integral part of the financial statements.

STATEMENT OF NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2016

	2016	2015
Unrestricted		
Balance, beginning of year	\$ 1,014,102	\$ 1,277,185
Net loss	(57,048)	(263,083)
Balance, end of year	\$ 957,054	\$ 1,014,102

The accompanying notes are an integral part of the financial statements.

STATEMENT OF LOSS

FOR THE YEAR ENDED DECEMBER 31, 2016

FOR THE YEAR ENDED DECEMBER 31, 2016		
	2016	2015
INCOME		
Memberships	\$ 181,187	\$ 245,406
Conference	331,804	357,076
Smoke alarm sales	224,439	-
Sponsorships and fund raising	480,520	315,881
Magazine sales	-	5,000
Miscellaneous	18,273	5,224
Investment	38,117	11,434
	1,274,340	940,021
EXPENSES		
Advertising and marketing	37	19,163
Answer The Call	148,802	-
Bank charges and interest	13,255	11,084
Chief Fire Officer program	853	-
Conference	361,575	399,791
Government relations week	41,213	30,619
Insurance	1,972	1,972
National Fire Incident Database	106,900	-
Office	55,317	75,287
Payroll	169,847	296,709
Professional fees	130,122	174,587
Smoke Alarm Expense	179,004	-
Rent	3,989	5,591
Sponsor servicing and program development	8,430	50,356
Travel and meetings	110,072	137,945
	1,331,388	1,203,104
NET LOSS	\$ (57,048)	\$ (263,083)

The accompanying notes are an integral part of the financial statements.

STATEMENT OF CASH FLOW

FOR THE YEAR ENDED DECEMBER 31, 2016

	 2016	2015
OPERATING ACTIVITIES		
Cash (used in) operations		
Net income (loss)	\$ (57,048)	\$ (263,083)
Charges to operations not affecting working capital:		
Amortization	2,555	4,828
	(54,493)	(258, 255)
Net change in non-cash working capital balances related to operations *	(35,243)	(143,810)
Cash (used in) operations	(89,736)	(402,065)
FINANCING ACTIVITIES		
Purchase of capital assets	-	(2,325)
DECREASE IN CASH AND EQUIVALENTS	(89,736)	(404,390)
CASH AND EQUIVALENTS, BEGINNING OF YEAR	918,059	1,322,449
CASH AND EQUIVALENTS, END OF YEAR	\$ 828,323	\$ 918,059

^{*} Consisting of changes in accounts receivable, prepaid expenses, accounts payable and accrued liabilities and deferred revenue.

Cash and equivalents is represented by cash and short term investments.

The accompanying notes are an integral part of these financial statements.

NOTES TO FINANCIAL STATEMENTS

ENDED DECEMBER 31, 2016

1. INCORPORATION

The Canadian Association of Fire Chiefs is incorporated under Part III of the Canada Corporations Act as a non-profit organization without share capital. The Association is a registered charity under the Income Tax Act and accordingly is exempt from income taxes, provided certain requirements of the Income Tax Act are met.

The Association is a national public service association dedicated to reduce loss of life and property from fire and to advance science and technology of the fire services in Canada.

2. GENERAL

Basis of Presentation:

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

3. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of accounting

Revenue and expenditures are recorded on the accrual basis whereby they are reflected in the accounts in the period in which they have been earned and incurred respectively, whether or not such transactions have been finally settled by the receipt or payment of money.

(b) Revenue recognition

The Association follows the deferral method of accounting for contributions. Unrestricted contributions are recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Membership dues, conference income, sponsorships, fundraising, smoke alarm sales and interest income are recognized in the fiscal period. All expenditures are on the accrual basis.

(c) Use of estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the year. Actual results could differ from these estimates.

(d) Investments

Investments are comprised of fixed income and equity mutual funds recorded at fair market value and guaranteed investment certificates recorded at cost plus accrued interest. They are shown as current assets due to their ability to be converted to cash.

NOTES TO FINANCIAL STATEMENTS

ENDED DECEMBER 31, 2016

4. CAPITAL ASSETS

Capital assets are accounted for at cost and amortized on the basis of their useful life using the following methods and rates.

			ACCUMULATED	NET	1
	RATE	COST	AMORTIZATION	2016	2015
Computer Furniture and	55%	20,791	19,165	1,626	3,610
equipment	20%	4,142	1,850	2,292	2,863
		24,933	21,015	3,918	6,473

5. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, investments, accounts receivable and accounts payable and accrued liabilities. The carrying amounts reported on the balance sheet for these financial instruments approximate fair market values due to their immediate or short-term maturities. Unless otherwise noted, it is management's opinion that the Association is not subject to significant interest rate risk, credit risk, market risk, currency risk, and liquidity arising from these financial instruments.

The Association's exposure to and management of risk has not changed materially from December 31, 2015.

Committee Members (2016-2017)

Board of Directors

Fire Chief Ken Block, CFO	President
Fire Chief Pierre Voisine	Director
Fire Chief Ken McMullen	Director
Fire Chief John McKearney, CFO (ret.)	Director
Fire Chief Daniel Perron	Director
Fire Chief Ken Stuebing	Director
Fire Chief Vince Mackenzie	Director

National Advisory Council

National Advisory Council	
Deputy Fire Chief Dan McCoy, CFO	.Chair & New Brunswick
Fire Chief Peter Krich, CFO	.Alberta
Fire Chief Phil LemireCFO	.British Columbia
Fire Chief Cam Abrey	.Manitoba
Fire Chief Duane Antle	.Newfoundland and Labrador
Fire Chief Jim Sawkins, CFO	.Northwest Territories
Fire Chief Rod Nielson	.Nova Scotia
Fire Chief Rick Arnel	.Ontario
Vacant	.Prince Edward Island
Fire Chief Richard Amnotte	.Quebec
Fire Chief Kevin Eskra	.Saskatchewan
Fire Chief Jim Regimbal, CFO	.Yukon
Commissioner Richard Kent	.Aboriginal Firefighters Association of Canada
Fire Chief Mike McKenna	.Canadian Fallen Firefighters Foundation
Fire Chief John Lane	.Canadian Metro Chiefs
Director Graham Pawlett	.Canadian Volunteer Fire Service Association
Fire Marshal David Rossiter	.Canadian Council of Fire Marshals & Fire Commissioners
Deputy Fire Marshal Martin Gravel	.Department of National Defence

CAFC Committees

Fire & Life Safety Committee

Deputy Fire Chief Linda Masson (Chair)	.Airdrie Fire Department
Mr. Shayne Mintz	.National Fire Protection Association
Fire Chief Michel Vaillancourt	.Coteau du-Lac Fire Department
Assistant Fire Chief Pat Walker	Langley Fire Department
Captain Phil Rowe	.Vegreille Fire Department
Fire Chief Paul Bruce	.Victoria Fire Department
Fire Chief Terry Martin	.Kootenay Boundary Regional Fire Rescue Service
Fire Chief Steve Dongworth	.Calgary Fire Department

Labour Relations Committee

Fire Chief Kevin Weinberger (Chair)	.Airdrie Fire Department
Assistant Fire Chief Brent Watson	.West Kelowna Fire Department
Deputy Fire Chief Kelly Gilday	Langley City Fire Department
Deputy Fire Chief Bill Boyes	Barrie Fire & Emergency Services
Fire Chief Michel Vaillancourt	Cote du-lac Fire Department
Assistant Fire Chief Dean Colthorp	.Spruce Grove Fire Services
Deputy Fire Chief Monty Armstrong	.Rocky View County Fire Services

Fire Chief Albert Headrick	. North Battleford Fire Department
Deputy Fire Chief Mike Adams	.Kamloops Fire Rescue
Fire Chief Paul Bruce	.Victoria Fire Department
Fire Chief Denis Pilon	. Swift Current Fire Department
Mr. Dan Heney	. Calgary Fire Department
Fire Chief Dale McLean	. Kamloops Fire Rescue
John Fredericks	. Kirkland Lake Fire Department

Membership Committee

Fire Chief Richard Amnotte (Chair)	. Levis Fire Department
Fire Chief Vince Mackenzie	Grand Falls Windsor Fire Department
Deputy Fire Chief Dan McCoy	Kennebecasis Valley Fire Department
Fire Chief Cam Abrey	Dauphin Fire Department
Deputy Fire Marshal Martin Gravel	.Department of National Defence

Nominations Committee

Fire Chief Stephen Gamble (Chair)	Township of Langley Fire Department
Fire Chief Jim Regimbal	Dawson City Fire Department'

Resolutions, Bylaws & Constitution Committee

Fire Chief Denis Pilon (Chair)	Swift Current Fire Department
Assistant Fire Chief Tyler Pelke	Calgary Fire Department
Fire Chief Andy Thiessen	Morden Fire & Rescue
Fire Chief Albert Headrick	North Battleford Fire Department
Fire Chief Dean Clark	Innisfail Fire Rescue

CFO Council

Fire Chief Phil Lemire (Chair)	.White Rock Fire-Rescue
Assistant Fire Chief Dean Colthorp	.Spruce Grove Fire Services
Mr. Dan Heney	.Calgary Fire Department
Deputy Fire Chief Linda Masson	. Airdrie Fire Department
Fire Chief John McKearney.(ret.)	.Vancouver Fire and Rescue Services
Fire Chief Rod Nielsen	. Brookfield Fire & Emergency Services
Fire Chief Daniel Perron	.Ste-Julile Fire Department
Fire Chief Dan Paulsen	.Saskatoon Fire & Protective Services

Members of Parliament meeting with CAFC during Government Relations Week

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	Minister of Public Safety and Emergency Preparedness
	Minister of Infrastructure and Communities
Office of the Hon. Marc Garneau	Minister of Transport
Office of the Hon. Carla Qualtrough	Minister of Sport and Persons with Disabilities
Michel Picard	Montarville, QC
Jean-Claude Poissant	La Prairie, QC
Gary Anandasangaree	Scarborough — Rouge Park, ON
Adam Vaughan	Spadina — Fort York, ON
Darrell Samson	Sackville — Preston — Chezzetcook, NS
Karen Ludwig	New Brunswick Southwest, NB
Jati Sidhu	Mission — Matsqui — Fraser Canyon, BC
John Oliver	Oakville, ON
Denis Lemieux	Chicoutimi — Le Fjord, QC
Majid Jowhari	Richmond Hill, ON
Nick Whalen	St. John's East, NL
Ali Ebeassi	Willowdala ON

Celina Caesar-Chavannes	Whithy ON
Scott Simms	
Alaina Lockhart	
Sean Casey	
Ruby Sahota	
T.J. Harvey	
Marco Mendicino	
Darren Fisher	
Marwan Tabbara	
James Maloney	
Anthony Housefather	
Pam Damoff	
Jennifer O'Connell	
Kim Rudd	
Borys Wrzesnewskyj	
Anthony Rota	
Francis Drouin	
John Aldag	
	. Charleswood — St. James — Assiniboia — Headingley, MB
Frank Baylis	
Dan Ruimy	·
Ramesh Sangha	•
Mel Arnold	
Ziad Aboultaif	. Edmonton Manning, AB
David Tilson	. Dufferin — Caledon, ON
Pierre Paul-Hus	Charlesbourg — Haute-Saint-Charles, QC
James Bezan	. Selkirk — Interlake — Eastman, MB
Hon. Rob Nicholson	Niagara Falls, ON
David Yurdiga	. Fort McMurray — Cold Lake, AB
Blake Richards	. Banff — Airdrie, AB
Jim Eglinski	. Yellowhead, AB
Kelly Block	. Carlton Trail — Eagle Creek, AB
John Brassard	
Matt Jeneroux	
Mark Warawa	
Bev Shipley	
Dave Van Kesteren	
Mike Lake	
David Sweet	
Robert Kitchen	
Harold Albrecht	
David Anderson	
Alistair MacGregor	
Rachel Blaney	
Carol Hughes	
Sheri Benson	
Irene Mathyssen	
Cheryl Hardcastle	
Erin Weir	
Wayne Stetski	
Michel Boudrias	
Gabriel Ste-Marie	
Hunter Tootoo	
rransport Canada	Transportation of Dangerous Good Directorate



