

CONSTITUTION

&

By-Laws

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ARTICLE I

Official Organization Name

The organization shall be known as the New Brunswick Association of Fire Chiefs Inc. herein after referred to as the NBAFC.

# ARTICLE II

1. Mission Statement

The mission of the NBAFC is to provide effective services in the areas of Representation, Communication, and Education on behalf of its membership.

2. Objectives

The objectives of the NBAFC, in addition to the following, will be consistent with the Mission Statement and strategic initiatives of the NBAFC as determined from time to time by the Board of Directors of the NBAFC.

a) To advance the science and efficiency of the fire and rescue services throughout New Brunswick.

1. To promote fire prevention education to its members and the public.
2. To promote fire protection, rescue and fire suppression education to its members.

d) To propose and support legislation at all levels of government, for the improvement of fire and rescue services.

e) To encourage friendship and dialogue among its members.

# ARTICLE III – Power to Hold Real Estate

The NBAFC may acquire, take, and hold property required for its purposes and objectives. NBAFC is authorized to sell, mortgage, lease, loan, reclaim or dispose of property.

# ARTICLE IV - Membership

The membership of the NBAFC shall be composed of Active, Associate, Honorary, Life, and Retaining Members.

1. Active Members

To be eligible for Active Membership in the NBAFC, a person must be a resident of New Brunswick and an active Chief Officer of a recognized Fire Service. Active members must pay the annual dues levied by the NBAFC.

2. Associate Members

Associate members of the NBAFC include the Fire Marshal and his or her appointed staff, NBCC Miramichi, Department of Natural Resources, Department of Environment and Local Government, or other as aptly named Provincial Government Department; Atlantic Aboriginal Fire Fighters Association and other associated groups as may from time to time be accepted.

Associate members may serve only in an advisory capacity, on topics of their area(s) of expertise, at the request of the President or a designated committee chair. Associate members may not hold office or vote, but must pay membership dues.

3. Honorary Members

The Board of Directors may appoint any person an Honorary Member in recognition of distinguished activities on behalf of the fire service. They will be exempt from paying membership dues, but will not hold office or vote.

4. Life Members

Life members may be elected following the criteria of the By-laws. Life members will be exempt from paying membership dues, may vote at the Annual Meetings and may serve as committee members. They may not serve as members of the Board of Directors.

5. Retaining Members

Retaining members are those Active Members who have retired from the position that qualified them for active membership (for example, Chief), provided that they have been members for five years and attended two annual meetings. They will be exempt from paying membership dues, but will not hold office or vote.

ARTICLE V –The Executive

The Executive shall consist of the President, 1st Vice-President, 2nd Vice-President and Immediate Past President. The Executive must be regular members in good standing.

ARTICLE VI – Regional Directors

Each Region shall be represented by a Director who is appointed by their region and is an active member in good standing in accordance with Article IV.1. Expenses are covered as per Section 19of the By-laws of the NBAFC.

ARTICLE VI (a) - Directors

1. Central Valley
2. Fundy District
3. Royal District
4. Miramichi Valley
5. South East
6. Chaleur
7. Acadien Péninsule
8. Northwest
9. Capital District
10. NBAFPO

Two other persons, as determined by the Board of Directors, who may offer a significant contribution to the affairs of the Association, may be appointed to a Director’s Position. These additional Directors shall pay dues, and shall have all the rights and privileges of the Directors, including the right to hold office, and to vote on the business of the Directors. Time of service as Director will be considered prior to appointment to the Executive.

ARTICLE VI (b) – Associate Directors

Associate Directors are appointed by their own association and are not part of the Board of Directors and do not have the right to vote. Future Associate directors can be appointed by the Board of Directors of the NBAFC.

1. Department Natural Energy & Resources
2. Office of the Fire Marshal
3. NBCC - Miramichi
4. Department of Environment and Local Government
5. Atlantic Aboriginal Fire Fighters Association

# ARTICLE VII – Conflict of Interest

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Any member of the NBAFC in good standing who is a permanent, full time-part time, term, casual and/or contract employee of the Provincial Government must declare a conflict of interest when an issue involves the department with whom he or she is employed.

# ARTICLE VIII – Meetings

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The time and place of the Executive and Board of Directors meetings shall be held according to the directives of By-Law 12.

An Annual Meeting shall be held once a year; on the weekend following the Victoria Day weekend. Only regular or life members in good standing may vote at the Annual Meeting. Proof of membership must be shown at time of the meeting in order to vote. Voting credential cards will be used.

# ARTICLE IX – By – Laws

## The Board of Directors may make By-laws for carrying out the mission and objectives of the NBAFC. Every By-law shall have force until the next Annual Meeting. If the By-law is not ratified or confirmed at the next Annual Meeting, it shall cease to be in force. A By-law may be repealed, amended, varied, confirmed or otherwise dealt with by the NBAFC at any annual meeting.

# ARTICLE X – Application of Surplus

Any surplus derived from carrying on the affairs of the NBAFC shall be applied solely to the objectives and purposes of the NBAFC. When an association or person ceases membership, they shall have no interest in, or claim to, the funds and property of the NBAFC because of their former membership.

ARTICLE XI – Adoption & Amendment of Constitution

Articles I to XI form the constitution of the NBAFC. The articles may be adopted and amended only at a general meeting by a two-thirds vote of regular and life members in good standing in the attendance at the general meeting.

**NEW BRUNSWICK ASSOCIATION OF FIRE CHIEFS INC.**

# BY-LAWS

1. The Registered Office of the NBAFC shall be located in New Brunswick.

2. The fiscal year of the NBAFC shall commence on January 1st and shall end on December 31st.

3. Deeds, transfers, assignments, contracts, obligations and other instruments in writing or electronic format requiring the signature of the NBAFC may be signed on behalf of the NBAFC by the President or the First Vice President, and the Executive Director.

4. Every Officer or Director or former Officer or Director of the NBAFC shall be indemnified and saved harmless out of the funds of the NBAFC from and against all costs, charges and expenses that such person sustains with respect to any action, suit or proceeding brought against them by reason of their being or having been an Officer or Director where that person acted in good faith and with a view to the best interests of the NBAFC.

5. The Board of Directors, at the NBAFC’S cost, may require such Officers, employees and agents of the NBAFC as the Board of Directors deems advisable to furnish bonds for the faithful discharge of their duties in such form and with such surety as the Board of Directors may from time to time prescribe.

DUTIES of EXECUTIVE OFFICERS:

(a). President

The President shall preside at all meetings and have signing authority as per By-Law No. 3. The President shall call special meetings at the request of the majority of the Executive or when deemed necessary. The President shall be a member of all standing and ad-hoc committee and shall take precedence over the chair of every committee. The President of the NBAFC or the President's designate shall represent the NBAFC on the Board of Directors of Maritime Fire Chiefs Association and the Canadian Association of Fire Chiefs.

(b). 1st Vice-President

The 1st Vice-President shall assist with presidential duties or other duties as requested by the President and, in the absence of the President shall assume presidential duties.

(c). 2nd Vice-President

The 2nd Vice-President shall assist the Executive Director in the execution of his or her duties as described in By-Law 7. In the absence of the Executive Director, the 2nd Vice-President shall assume the full responsibilities and duties of the Executive Director. The 2nd Vice-President should have a complete understanding of the administrative procedures and financial activities of the NBAFC and be prepared to accept other duties as requested by the President.

(d). Immediate Past President

The Past President shall serve as an advisor to the President to provide continuity of NBAFC business, and other duties as requested by the President.

7. EXECUTIVE DIRECTOR

The Executive as outlined in Article V shall be served by an Executive Director who shall be appointed by the Executive. The Executive Director shall not vote.

The Executive Director's duties include:

1. Keeping an accurate record of NBAFC proceedings.
2. Notifying members of all meetings two full weeks in advance of such meetings.
3. Receiving, responding and issuing all NBAFC correspondence in both official languages.
4. Receiving and having custody of all monies, deeds, bonds, or other securities belonging to the NBAFC. All NBAFC funds shall be deposited in a chartered banks approved by the Executive Board.
5. Paying NBAFC expenses out of NBAFC funds by the Executive Director and or countersigned as per By-Law # 3.
6. Keeping account books showing receipts and expenditures from which the balance may be readily found. The books are subject to an annual audit, which shall be done by a certified auditor.
7. Providing an accurate up-to-date financial report for each Executive Board meeting.
8. Mailing invoices for annual dues no later than December 1st of each year.
9. Assisting in Committee operations as requested by the President.
10. Other requirements for the day to day operation of the NBAFC.

An honorarium will be paid to the Executive Director for services rendered as directed by the Board of Directors and be reviewed every two years. The terms & conditions of his/her employment may be revisited from time to time by the Executive and Board of Directors.

8. THE EXECUTIVE

Members of the Executive are as stated in Article V of the Constitution. The decisions made by the Executive are to be presented to the Board of Directors for approval.

9. BOARD of DIRECTORS

The Board of Directors of the NBAFC shall be as stated in Article VI, VI (i), VI (ii).

10. ELECTION of EXECUTIVE OFFICERS

Election of The Executive Officers shall take place upon the completion of their elected term at the NBAFC Annual Meeting as prescribed in by-law 11(A). The Nomination Committee shall submit a list of nominees for The Executive as prescribed in Article V. Nominations for elections of Executive Officers shall also be asked for from the floor and received only from active members in attendance who are registered as voting delegates of the annual general meeting.

Election of Executive Officers shall be done by secret ballot. Only active members in attendance may vote.

If the individual executive officers are elected by acclamation, then the Executive Director shall cast a single ballot for each of the officers.

Each candidate running for office may appoint a scrutinizer who may oversee the counting of ballots. It is the responsibility of the Chair of the Nominations Committee and committee members to provide ballots for the conducting of the election. It is also the responsibility of the Nominations Committee in co-operation with the Executive Director to insure that no person votes that does not comply with or meet the membership requirements of the NBAFC. Ballots shall be destroyed after the completion of all elections. The Chair of the Nominations shall move for the destruction of the ballots.

11. TERMS of OFFICE

(a) The Executive Officers shall hold office for a term of two years, but cannot hold the same office for more than one term in succession. It is recommended that the Executive Officers proceed through a line of progressions, such as 2nd Vice President to 1st Vice President and to President. There is nothing to prohibit executive officers being nominated and elected from the membership at large directly from the floor to any executive office position during the NBAFC annual general meeting.

(b) If an Executive Member cannot complete his/her term in office, whether by retirement from the fire service, illness, personal reasons or death, the succession for each position will be as follows:

President: The 1st VP shall assume the President’s position on the executive.

1st Vice President: The 2nd VP shall move up to the 1st VP’s position on the executive.

2nd Vice President: The President and Board of Directors shall appoint someone to fill this position from the Board of Directors.

The reason for appointing a member of the Board of Directors is that this person will be familiar with issues facing the New Brunswick Fire Service.

This appointment would be in force until the next annual meeting of the Association, at which time the nominating committee shall have a nomination for the position of the 2nd Vice President.

12. MEETINGS

(a). Executive meetings may be called by the President as deemed necessary. A quorum shall consist of three members.

(b). Board of Directors’ meetings shall be held a minimum of four times per year, including the Annual General Meeting. A quorum shall consist of six Directors plus two Executive Officers.

(c). Special Board of Directors’ meetings may be called by the President or any three Directors providing that the Executive Director receives written notice of the time and place two full weeks in advance of the meeting.

(d). General Meetings of the NBAFC may be called by the Board of Directors providing that the Executive Director receives written notice of the time and place two full weeks in advance of the meeting. A quorum for general meetings shall consist of not less than 20 regular or life members.

(e)Sergeant of Arms shall be a permanent position who will attend all meetings for the NBAFC under the direction of the Executive. Length of duration of this position is under the discretion of the Board of Directors.

13. CONDUCT of MEETINGS

Business of the NBAFC shall be conducted at all meetings in the following order and subject to “Roberts’ Rules of Order”.

(a) Minutes of previous meeting

(b) NBAFC accounts for approval

(c) President’s Report

(d) Committee Reports;

(e) Associate Director’s reports

(f) Unfinished business

(g) New business

(h) Adjournment

14. COMMITTEES

The President shall appoint members for both standing and special committees. The following standing committees and their related sub-committees, as established by the Executive, shall consist of one or more members as deemed necessary by the President. Duties of Committees as approved by the Board of Directors and will be part of this constitution under Appendix B. Expenses related to the duties of the Committees shall be covered as per Section 19 of the By-laws of the NBAFC.

1. Nomination & Resolution
2. Constitution and By-Laws Committee
3. Finance/Fund Raising Committee
4. Convention / Games Committee
5. Education and Training Committee
6. Awards Committee
7. Permanent Fire Chiefs
8. Volunteer Fire Chiefs
9. Industrial Fire Chiefs

15. AD-HOC COMMITTEES

The President may appoint special committees from time to time as is necessary for special purposes. Their duties shall be defined by the President, and shall terminate with the filing of a final report to the Board of Directors. Expenses relating to the duties of Ad-Hoc Committees shall be covered as per Section 19 of the By-laws of the NBAFC.

16. ANNUAL DUES

The Board of Directors shall set the amount of annual dues to be paid for regular and other members. Any member, whose dues are in arrears, ceases to be a member in good standing. Dues are to cover the fiscal year from January 1st to December 31st and shall be organized as outlined in By-Law 7(H)

17. HONORARY MEMBERS

The Board of Directors may appoint any person an Honorary Member in recognition of distinguished activities on behalf of the fire service. The Executive Director shall maintain proper records of appointment of honorary members. An Honorary member may be nominated to the Hall of Fame for their distinguished activities while serving in the fire service. This Hall of Fame will be located at the Office of the Fire Marshal.

18. LIFE MEMBERS

The Board of Directors may appoint any regular member as Life Member upon his or her retirement from the position, which had previously qualified him or her to be an active member. The Executive Director shall maintain proper records of the appointment of life members.

19. EXPENSES

Expenses relating to the activities of the Executive, Board of Directors and Standing and Ad-Hoc Committees shall be designated and approved by the President and Executive Director. Expenses of Regional Directors attending Board of Director meetings shall be the responsibility of their Regional Association.

20. AUTHORIZED COST VALUE

The Board of Directors of the NBAFC have Supplementary Letters of Patent, thereby, increasing the authorized cost value of the NBAFC from Fifty Thousand Dollars ($50,000) to Five Hundred Thousand Dollars ($500,000).

21. NEW BRUNSWICK FIREFIGHTER HALL OF FlAME

For the criteria of the New Brunswick Firefighter Hall of Flame Award, See Appendix A, Rules & Regulations.

22. OATH of OFFICE

The newly elected Board of Directors shall be installed at the Annual meeting where they will take the following "Pledge of Office."

I sincerely pledge to perform the duties of my office as prescribed by the laws of the NBAFC.

I will deliver to my successor in office all NBAFC books, papers and other property that may be in my possession at the close of my official term.

I will also deliver all property of the NBAFC to the President on demand.

I solemnly promise to fulfil my duties, recognizing that, in accepting this position, I have committed myself to you, the members of this NBAFC.

Executive Officers and Regional Directors absent at the Annual meeting shall take their "Pledge of Office" at the first Board of Director’s meeting they attend.

23. This document which includes Articles I to XI and By-Laws 1 to 23 shall be known as the Constitution and By-Laws of the New Brunswick NBAFC of Fire Chiefs Inc. and shall supersede all previous such documents. The English version shall take precedence.

Enacted this 28 day of May, 2016

 

DAN MCCOY TIM NICKERSON

PRESIDENT NBAFC CHAIRPERSON -

BY-LAWS NBAFC

### APPENDIX “A”

### 

### FIREFIGHTER HALL of FLAME

1. NAME:

The New Brunswick Firefighter Hall of Flame was established on August 18th, 1984 and is housed at the Office of the Fire Marshal in Fredericton, N.B.

2. OBJECTIVES:

(a). It is the extent of this By-Law to recognize and honour the devotion of fire service members who significantly contributed to the development and advancement of the fire service in New Brunswick and or who have performed functions well beyond the normal scope and routine of their daily duties.

(b). to permanently and publicly record and display the achievements of such individuals.

3. BOARD OF DIRECTORS

All matters relating to the New Brunswick Firefighter Hall of Flame, excluding its daily operations and maintenance, shall be administered by the NBAFC, Board of Directors as described in the New Brunswick NBAFC of Fire Chiefs Inc., Article VI and By-Law 9. The Board of Directors shall be the trustees of all records, applications for induction and, along with the appointed Awards Committee, shall be the final determining body for the selection of members into the Hall of Flame.

4. RESPONSIBILITIES OF AWARDS COMMITTEE

* To promote and publicize the Hall of Flame
* To distribute applications for candidates for the Hall of Flame.
* To organize and stage an annual induction ceremony for new members.
* To provide two plaques, one for the individual and one for display at the Hall of Flame location.
* To be the trustees on behalf of the Board of Directors of all records and possessions of the Hall of Flame.
* To make recommendations to the Board of Directors for candidates for the Hall of Flame.

5. ELIGIBILITY FOR SELECTION:

(a). Any nominee who meets the objectives of paragraph two of this appendix is eligible for consideration for selection in the New Brunswick Fire Fighter Hall of Flame

(b). Candidates must have been in the fire service for fifteen years unless, because of outstanding qualifications, a candidate may be eligible following approval of the Awards Committee and the Board of Directors.

(c). A candidate may be active or inactive in the Fire Service at the time of their selection.

(d) It is not intended to recognize or honour individuals for long service in any particular field or vocation.

6. PROCEDURE FOR NOMINATION:

(a). Nomination shall be made on official nomination forms and submitted to the Awards Committee before October 31st

(b). Forms will be available from the Executive Director of the NBAFC and/or also the web site of the NBAFC.

(c). Two 3" x 5" coloured pictures of the candidate must accompany the nomination forms.

7. METHOD OF SELECTION:

(a). A meeting to select candidates shall take place no later than the January Board of Directors meeting.

(b). the quota of candidates elected each year shall not exceed two.

8. PUBLICATIONS OF SELECTIONS:

(a). It shall be a condition for official enrolment that each newly elected honoured member or his or her proxy shall be formally inducted at an Annual Meeting of the New Brunswick Association of Fire Chiefs Inc.

(b). the citation shall be in the Official languages of the Province of New Brunswick.

(c). at the time of induction, the honoured members shall receive appropriate plaques and other commemorative memorabilia.

9. AMENDMENTS:

Amendments to these rules and regulations may be made only by unanimous decision of the Board of Directors of the NBAFC at a regular meeting and only after two full weeks prior written notice has been given to the members of the Board. Ratification of amendments must be made according to Article 11 of the Constitution, and paragraph 23 of the By-Laws.

It is noted that this appendix is By-Law # 21, and is an article of the Constitution and By-Laws of the NBAFC

**APPENDIX "B"**

**NBAFC COMMITTEE DUTIES**

CONSTITUTION & BY -LAW COMMITTEE

Shall study and evaluate the By-Laws and Constitution of the Association, any proposed changes or amendments there to, any proposed legislation which may favorably or adversely affect the fire service in the Province of New Brunswick, or its people, and report as frequently as necessary to this Association or the Board of Directors its findings and recommendation.

Changes to the constitution must be recommended by the Chairperson and have approval by the Board of Directors. All changes must be brought for recommendation to the membership for discussion and approval at the Annual General Meeting.

Routine expenses incurred in the normal operation of the committee are included in the annual NBAFC budget, and must be submitted to the Executive Director for Payment.

Meetings will be called by the Chair as needed to discuss issues of concern related to working committee and items brought to their attention by the Board of Directors.

The Committee Chairperson shall maintain a list of current membership provided by the President of the NBAFC and comply with all NBAFC policies concerning confidentiality of member information.

CONVENTION COMMITTEE

A member from the previous year’s convention will sit on this committee as an advisor along with a representative from the Office of the Fire Marshal.

This will help to provide the host group willing to organize a convention with:

To ensure there is assistance with any details that may be requested.

To ensure that facilities proposed are suitable for that convention.

To draft a guideline for procedures to be followed at the convention to properly conduct the AGM of this Association.

To review the cost of registration and the associated costs proposed for the next annual meeting.

To present this information to the Board of Directors of the NBAFC during the January meeting for budget approval.

To conduct activities according to the NBAFC established policies and procedures.

All expenses and revenues must be submitted to the Office of the NBAFC no later than 30 days after the conference weekend.

NBAFPO

Objective: To promote fire and life safety to the residents of the Province of New Brunswick various educational and enforcement programs available to the association and its membership. The President of the New Brunswick Association of Fire Prevention Officers, hereafter called the NBAFPO, will be a member of the Board of Directors of the NBAFC and will follow guidelines of the NBAFC.

The Committee Shall:

* Maintain close contact with the New Brunswick Fire Marshal’s Office to work together to educate the citizens of our province on the importance of fire safety and prevention.
* The President of the NBAFPO shall be the NBAFC’s representative on the Fire Marshal’s Fire Prevention Week campaign.
* Arrange and promote Fire Prevention programs throughout the year
* Provide a report of the committee’s activities to the Annual Meeting with two copies to the Executive Director 4 weeks prior to the convention date.
* Conduct activities according to the NBAFC established policies and procedures

Meetings will be called by the Chair as required to discuss issues of concern related to working committee and items brought to their attention by the Board of Directors.

The Committee Chair shall maintain a list of current membership provided by the President of the NBAFC and comply with all NBAFC policies concerning confidentiality of member information.

The Chairman shall provide a written report to the Executive Director 4 weeks prior to the AGM.

SERGEANT AT ARMS

The duties of the Sergeant at Arms are to notify members of the commencement of all sessions, meetings and events; and the keep the meeting discussion moving on schedule. The Sergeant at Arms shall have the power to remove any person(s) from the meeting if that person and/or persons do not comply with the decorum associated with a professional Association and its membership.

NOMINATING & RESOLUTION COMMITTEE

Election of the Executive Officers shall take place upon the completion of their elected term at the NBAFC Annual Meeting as prescribed in By-law 11(a).

The Nomination committee shall submit a list of nominees for the Executive. Nominations for these positions will also be asked from the floor and received only from active members in attendance that are registered as voting delegates of the annual general meeting.

Resolutions shall be submitted by members of the Regional Association or other interested parties. They are to be presented in their entirety at the Board of Directors meeting prior to the annual meeting with recommendations for concurrence or non-concurrence.

An emergency resolution may be considered at any time during the meeting with the consent of 75% of those members present and qualified to vote.

Routine expenses incurred in the normal operation of the committee are included in the annual NBAFC budget, and must be submitted to the Executive Director for Payment.

Meetings will be called by the Chair as required to discuss issues of concern related to working committee and items brought to their attention by the Board of Directors.

The Committee Chair shall maintain a list of current membership provided by the President of the NBAFC and comply with all NBAFC policies concerning confidentiality of member information.

TRAINING AND EDUCATION COMMITTEE

Shall be responsible to develop, review or propose training or education programs which will benefit the fire service. Work closely with the staff of the NBCC Miramichi College.

Prepare training exercises and evolutions for the annual Fire Service Training Workshop. The Committee may recommend financial assistance to help fire service officers attend approved courses or to assist NBCC Miramichi to provide officer or officer candidate training and or education.

The work of the committee will be conducted, either face to face, by phone, fax or emails. Meetings will be called by the Chairperson as required to discuss issues related to the working committee concerns and any issues brought to their attention by the Board of Directors.

The Chairperson is to provide a written AGM report to the Executive Director no later than 4 weeks prior to the AGM.

Routine expenses incurred in the normal operation of the committee are included in the annual NBAFC budget, and must be submitted to the Executive Director for Payment.

The Committee Chairperson shall maintain a list of current membership provided by the President of the NBAFC and comply with all NBAFC policies concerning confidentiality of member information.

FINANCE/FUND RAISING COMMITTEE

Shall review yearly contracts with Marketing Fund raising firm to ensure the contractual interest are met for the best interest of the NBAFC.

This committee shall consist of two regional directors as appointed by the President and the Executive Director of the NBAFC. The Committee shall review expenditures and revenues of the NBAFC and may request to review any and all journal entries as prepared by the Executive Director’s Office of the NBAFC.

A copy of the Financial Statement as prepared by a Certified Accounting firm will be forwarded by the Executive Director and the chairperson of this committee annually as specified in the Constitution and By-Laws of the NBAFC.

The Committee will review investments of the NBAFC in order to receive best investment rates.

Review the finances and revenue of the yearly conference of the NBAFC.

NBAFC AWARDS COMMITTEE

**Terms of Reference**

The New Brunswick Association of Fire Chiefs (NBAFC) Awards Committee was established in 2012. This document lays the foundation for the Associations recognition program and shall specify how the Committee will function to achieve its goals.

**Committee**

The Committee shall operate under the authority of the New Brunswick Association of Fire Chiefs (NBAFC), Board of Directors.

**Purpose**

The Committee shall act in an advisory capacity to the NBAFC Board of Directors on matters related to the administration and selection of firefighter recipient awards under the NBAFC Awards Program.

**Membership**

Members of the Committee shall be appointed by the President in consultation with his/her Executive. The Committee shall be made up of at least (4) members and shall include:

* The Fire Marshal or his/her designate
* Two members of the NBAFC Board of Directors serving a two year term
* Secretary (non-voting member)

Only members of the Committee shall have the right to attend committee meetings, however, other individuals such as the President, Executive Director or other relevant party may be invited to attend all or part of any meeting as and when appropriate

**Chair:**

The Chair will be appointed every two years to see that the committee fulfills its duties and obligations.

The Chair shall:

* Chair all regular and special meetings of the committee
* Work with the Secretary to ensure that agendas with supporting documentation are circulated to all committee members prior to meetings.
* Ensure that proper minutes are kept of all meetings.
* Present Committee report to the NBAFC Board of Directors
* Ensure that decisions made by the Board are communicated to appropriate parties.
* Ensure that presentations are made during the NBAFC annual conference.
* Communicate the award’s nomination, selection, and award process to the fire service.

**Secretary:**

The NBAFC Executive Director shall act as the Secretary to the committee, however, shall not hold voting privileges.

The Secretary shall:

* Attend all regular and special meetings of the committee.
* Prepare agendas for circulation to committee members.
* Minute each meeting.
* Prepare recommendations for presentation to the Board of Directors.

**Quorum:**

The quorum necessary for the recommendation to bring forward names of recipients being recommended for awards shall be (2) members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers, and discretions vested in or exercisable by the Committee.

Final veto for recipient selection lies with the NBAFC Board of Directors by way of a majority vote.

**Meetings:**

The Committee shall meet at least once a year.

Meetings of the Committee shall be summoned by the Secretary of the Committee at the request of any of its members or as required to consider applications for awards.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, any other person required to attend no later than (5) working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time.

**Minutes of Meetings:**

The Secretary shall minute the proceedings, including the names of those present and in attendance.

The Secretary shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

**Deadline:**

The committee will review any application submitted by October 31st. Any submissions after that date will be referred to the next years review process.

**Recommendations:**

The Committee shall review applications and/or recommendations for:

* Medal of Valour
* Hall of Flame
* Certificate of Courage
* President Awards
* Firefighter Bursary Program

The Awards Committee Chair shall submit the committee’s report to the Board for ratification at its winter board meeting.

It is the NBAFC Executives responsibility to ensure that the Awards Committee has followed the proper procedures.

**APPENDIX “C”**

**AWARD DESCRIPTIONS**

Firefighters deal with life-threatening situations on a regular basis, but there are some who go above and beyond the call of duty. The NBAFC intends to recognize these firefighters who have exhibited outstanding performance. Usually nominated by co-workers, these high achievers are given awards for acts performed that involve extreme bravery, special merit or honor. Specific award titles can vary, but the characteristics or acts the honors reflect are universal.

In selecting the recipient, the Committee shall consider how the nominee has exhibited such conduct or courage based on a combination of the following criteria and description. The committee may need to conduct interviews if additional clarification is required.

**MEDAL OF VALOUR**

The Medal of Valour may be awarded to any New Brunswick firefighter who has exhibited exceptional conduct, extraordinary courage, regardless of his or her own personal safety, in the attempt to save or protect human life. This act is deemed to be above and beyond the call of duty and is one of the most prestigious awards that the NBAFC bestows, given when firefighters have knowingly risked their own lives to perform outstanding acts. This award recognizes firefighters who have performed their duties in an exemplary manner under extraordinary circumstances and in a manner that constitutes a contribution of unusual merit to the public. (Presented on behalf of the NBAFC by a senior government official).

**Criteria:**

**1. The life of the firefighter was in jeopardy.**

**2. The risk taken protected his/her/their own safety or the safety of others.**

**3. The firefighter exhibited sound judgment.**

**4. The firefighter exhibited great courage.**

**HALL OF FLAME**

Hall of Flame is to recognize and honour the devotion of fire service members who significantly contributed to the development and advancement of the fire service in New Brunswick and or who have performed functions well beyond the normal scope and routine of their daily duties.

Criteria:

1. Any nominee who meets the objectives of paragraph above is eligible for consideration for selection in the New Brunswick Fire Fighter Hall of Flame.

2. Candidates must have been in the fire service for fifteen years unless, because of outstanding qualifications, a candidate may be eligible following approval of the Awards Committee and the Board of Directors.

3. A candidate may be active or inactive in the Fire Service at the time of their selection.

4. It is not intended to recognize or honour individuals for long service in any particular field or vocation.

5. The quota of candidates elected each year shall not exceed two

**Certificate of Courage**

The Certificate of Courage Award may be given to firefighters who clearly distinguish themselves by displaying great courage while under minimal risk of personal life. This includes attempting to save or saving a life or preventing substantial loss of property.

Firefighters who receive this honour have usually performed acts that clearly show courage or bravery. (Presented on behalf of the NBAFC by a senior fire official).

**Criteria:**

**1. The risk taken protected his/her/their own safety or the safety of others.**

**2. The firefighter exhibited sound judgment.**

**3. The firefighter exhibited great courage.**

**PRESIDENT AWARDS**

The President’s Award may be given to firefighters with accomplishments such as devotion to duty, service to the public and bringing positive commendation to the fire service. The President’s Award allows some discretion to the NBAFC to tailor specific awards to meet the needs of the fire service. (Presented by the President of the NBAFC or his/her delegate).

* **Excellence in Training:**

Celebration of successes in the managing and conducting of training initiatives, and to promoting the sharing of knowledge and information to increase efficiency, effectiveness and safety on the fire grounds.

* **Excellence in Leadership:**

In recognition of exemplary leadership and management in an organization that produces innovative achievements, resulting in a quality fire service, ensuring a continued commitment to the citizens of the Province of New Brunswick.

**APPENDIX “D”**

**FIREFIGHTER EDUCATIONAL BURSARY**

The NBAFC is proud to support the firefighters within our province by providing two (2) educational bursaries to firefighter’s or their dependents that are entering post-secondary education. Upon successful application and selection the NBAFC will award two $ 1000.00 bursaries annually.

Applications for this Bursary will be received by the office of the NBAFC no later than March 31st, of each calendar year. The applications will be reviewed by the Awards Committee of the NBAFC for recommendation to the Board of Directors of the NBAFC.

**Criteria for Bursary will include:**

* Must be a dependent of or a member of the NB Fire Service
* Applicant must be a enrolled in a recognized post-secondary education institution in Canada
* Applicant must meet the admission standards of the post-secondary institution that he/she is attending and provide proof of acceptance.
* Application must include evidence of integrity, initiative, ambition (letter of reference)