



**Town of Arnprior**  
**Operations Advisory Committee Agenda**  
**Date: Monday, November 15, 2021**

**Time: 6:30 p.m.**

**Location: Via Electronic Participation**

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**
- 4. Adoption of Agenda (Additions/ Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Adoption of Minutes of Previous Meeting(s)**
  - a) **September 20, 2021** (Page 1-4)
- 7. Presentations/ Delegations**
  - a) **OPP Statistics**, OPP Inspector, Dawn Ferguson (Page 5-12)
  - b) **Emergency Management Training and Tabletop Exercises – After Action Report**, Cory Nicholas, Deputy Fire Chief (13-23)
  - c) **Fire Department Report**, Rick Desarmia Fire Chief (Page 24-34)
  - d) **National Earthquake Early Warning (EEW) System**, Patrick Foley, Engineering Officer, Facilities & Assets (Page 35-42)
- 8. Matters Tabled/ Deferred/ Unfinished Business**
- 9. Staff Reports**
- 10. New Business**
- 11. Adjournment**

**Please note:** Town Hall is following social distancing protocols that have been recommended by the federal and provincial governments to help protect the health and well-being of our community. Please see the Town's [Website](#) to view the live stream. The meeting will be uploaded to YouTube for future viewing.

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [Website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff

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**Minutes of Operations Advisory Committee Meeting  
September 20, 2021  
6:30 PM  
Electronic Participation – Via Zoom**

**Committee and Staff Attendance**

**Committee Members Present:**

Chair Dan Lynch  
Vice Chair Chris Toner  
Philip MacLeod, Committee Member  
John Shane, Committee Member  
David Coreau, Committee Member (6:32 pm)

**Committee Members Absent:**

Emily Laprade, Committee Member

**Town Staff Present:**

Kaila Zamojski, Deputy Clerk  
John Steckly, General Manager, Operations  
Rick Desarmia, Fire Chief  
Cory Nicholas, Fire Prevention/Protection Officer/ Captain

**1. Call to Order**

Chair Dan Lynch called the Operations Advisory Committee meeting to order at 6:30 PM and welcomed those present.

**2. Roll Call**

The roll was called, with all Members of the Committee being present, except

**3. Land Acknowledgement**

Chair Dan Lynch asked everyone to take a moment to acknowledge and show respect for the Indigenous Peoples as traditional stewards of the land we operate on, by stating:

I would like to begin by acknowledging that the land on which we work and gather is the traditional unceded territory of the Anishinaabe People. This Algonquin Nation have lived on this land for thousands of years, long before the arrival of the European settlers, and we are grateful to have the opportunity to be present in this territory.

**4. Adoption of Agenda**

Resolution No. 019-21

Moved by Chris Toner

Seconded by John Shane

**Be It Resolved That** the agenda for the Operations Advisory Committee Meeting of dated Monday, September 20, 2021, be adopted.

Resolution Carried

# **Minutes of Operations Advisory Committee Meeting**

## **5. Disclosures of Pecuniary Interest**

None

## **6. Adoption of Minutes of Previous Meeting(s)**

Resolution No. 020-21

Moved by Phil MacLeod

Seconded by John Shane

That the Operations Advisory Committee approve of the minutes listed under item no. 5(a) on the Agenda (Operations Advisory Committee – May 17, 2021).

Resolution Carried

Committee Member David Coreau joined the virtual meeting at 6:32 pm.

## **7. Presentations/ Delegations**

### **a) OPP Statistics – OPP Inspector**

Resolution No. 021-21

Moved by Chris Toner

Seconded by Phil MacLeod

That the Operations Advisory Committee receive the OPP Statistical Report as information.

Resolution Carried

OPP Inspector Ferguson provided an overview of the statistical report, included in the Agenda Package and responded to questions, with the following being a summary of the comments:

- Auxiliary Police Officers on the trail or elsewhere are to be accompanied by a uniform police officer.
- None of the bail violations are youth.
- Concerned citizens should contact the OPP when an incident is occurring on the trail, so that the OPP can track the days and times incidents are occurring.
- Increased patrols of the Town are being undertaken, due to increased concerns surrounding damage to public property.
- OPP are seeing mental health related calls trending downwards, which they feel is directly related to the mental health program in place, linking people in crisis to community services to assist them. The Town can continue to support this initiative by continuing to support the Community Safety and Well Being Plan and also making mental health a Town priority.

### **b) Emergency Management Update – Fire Prevention/Protection Officer/ Captain/ Acting Deputy Fire Chief**

The Fire Prevention/ Protection Officer/Captain/ Acting Deputy Fire Chief provided a verbal update on Emergency Management noting the following:

- Staff Training – Ms. Rubab Nadeem our new Manager of Finance has been briefed on her role as an alternate for the Emergency Management Team.

## Minutes of Operations Advisory Committee Meeting

- Annual Exercise – The Loomex Group will be on site to conduct the annual emergency exercise and required staff training next Thursday September 30<sup>th</sup>, 2021. The training will be a full eight hours. Topics discussed will include but not be limited to the current pandemic response and municipal roles within national recovery efforts.
- Hazard Index and Risk Assessment – As previously discussed, our municipal hazard index and risk assessment (HIRA) weighs the impact of the known risks in our community against the probability of their occurrence. Pandemics are listed on Hazard Sheet #24 and rank as a high risk in our community, because they are always likely to occur on a global level. Also, the consequence of such events is typically quite high, causing fatalities and widespread disruption of essential services and long-term disruption of basic services.

The Captain/ Fire Prevention-Protection Officer noted, he would like to amend Hazard Sheet #24 to include Covid-19 on the list of “considerations and effects” along with SARS and H1N1, as a matter of record for any future discussion when re-evaluating the one specific risk at any point in the future. This request resulted in the following motion:

Resolution No. 022-21

Moved by Phil MacLeod

Seconded by John Shane

**That** the Operations Advisory Committee acting in the capacity of the Towns Emergency Management Program Committee approves the inclusion of Covid – 19 under Pandemics in the updated Hazard Index and Risk Assessment for 2021.

Resolution Carried

### c) Fire Department Report – Fire Chief

Resolution No. 023-21

Moved by Phil MacLeod

Seconded by Chris Toner

That the Operations Advisory Committee receive the Fire Department Report as information.

Resolution Carried

The Fire Chief provided an overview of the Fire Department Report presentation, and responded to questions.

Discussion ensued among Committee Members with the following being a summary:

- The Fire Department noted they tend to hold a good stock of old equipment for non-live fire training only. Also, old equipment not being used can be donated to Fire Fighters without Borders.

Committee Members congratulated Rick Desarmia in being appointed as the new Fire Chief.

# Minutes of Operations Advisory Committee Meeting

## **d) Asset Management Update – Engineering Officer, Facilities and Assets & General Manager, Operations**

Resolution No. 024-21

Moved by Dave Coreau

Seconded by Phil MacLeod

**That** the Operations Advisory Committee receive the Asset Management Update presentation as information.

Resolution Carried

Discussion ensued among Committee Members, with the following being a summary of the comments received:

- Machinery under \$10,000 will be tracked as a grouping of equipment.
- The company Public Sector Digest ensures regulatory compliance of their product.
- The Town is working diligently with the contractor for the Nick Smith Centre Parking Lot, with the hope the project will be completed in early October.
- The Alicia Street project is also behind schedule, but is looking to be completed in mid-late October.

## **8. Matters Tabled/ Deferred/ Unfinished Business**

None

## **9. Staff Reports**

None

## **10. New Business**

Chair County Councillor Dan Lynch noted the following new business items:

### **a) Renfrew County & District Health Unit**

Over 15,000 residents have not been vaccinated against COVID-19, not including children under 12 years of age.

### **b) Elgin Street Construction should be completed November 1, 2021.**

### **c) The New French School on Baskin Drive**

Council has deferred the site plan approval on this project due to safety concerns regarding increased traffic. This will be coming back to Council at a future meeting for consideration.

### **d) Damage to Road Allowances**

Staff will be looking into concerns raised about damage to road allowances. This damage is being caused by dogs, cats and otherwise.

## **11. Adjournment**

Resolution No. 025-21

Moved by Phil MacLeod

Seconded by Dave Coreau

**That** this meeting of Council be adjourned at 7:39 pm.

Resolution Carried

## OUR VISION

Safe Communities...  
A Secure Ontario

## OUR MISSION

To serve our province by  
protecting its citizens,  
upholding the law  
and preserving  
public safety.

## OUR VALUES

Serving with  
**PRIDE,**  
**PROFESSIONALISM**  
& **HONOUR**

Interacting with  
**RESPECT,**  
**COMPASSION**  
& **FAIRNESS**

Leading with  
**INTEGRITY,**  
**HONESTY**  
& **COURAGE**



*Always doing the right things for the right reasons*



# Calls For Service (CFS) Billing Summary Report

**Arnprior  
September to November - 2021**

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2021				2020			
		September to November	Year to Date	Time Standard	Year To Date Weighted Hours	September to November	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Sexual Assault	0	4	16.0	64.0	2	9	16.0	144.0
	Sexual Interference	0	0		0.0	0	2	16.0	32.0
	Aggravated Assault-Level 3	0	0		0.0	0	1	16.0	16.0
	Assault With Weapon or Causing Bodily Harm-Level 2	0	2	16.0	32.0	2	2	16.0	32.0
	Assault-Level 1	6	27	16.0	432.0	7	29	16.0	464.0
	Assault Peace Officer	0	4	16.0	64.0	0	0		0.0
	Forcible confinement	0	1	16.0	16.0	0	0		0.0
	Robbery -Master code	1	1	16.0	16.0	0	0		0.0
	Robbery, With Threat of Violence	0	1	16.0	16.0	1	2	16.0	32.0
	Robbery - Other	0	1	16.0	16.0	0	0		0.0
	Criminal Harassment	2	12	16.0	192.0	3	5	16.0	80.0
	Indecent/Harassing Communications	1	4	16.0	64.0	2	4	16.0	64.0
	Utter Threats -Master code	2	5	16.0	80.0	2	3	16.0	48.0
	Utter Threats to Person	1	13	16.0	208.0	8	16	16.0	256.0
	Utter Threats to Person -Police Officer	0	0		0.0	0	1	16.0	16.0
	<b>Total</b>	<b>13</b>	<b>75</b>	<b>16.0</b>	<b>1,200.0</b>	<b>27</b>	<b>74</b>	<b>16.0</b>	<b>1,184.0</b>
Property Crime Violations	Break & Enter	0	6	6.5	39.0	2	8	6.5	52.0
	Theft Over -master code	0	2	6.5	13.0	1	1	6.5	6.5
	Theft Over - Other Theft	0	2	6.5	13.0	0	0		0.0
	Theft FROM Motor Vehicle Over \$5,000	0	1	6.5	6.5	0	1	6.5	6.5
	Theft of Motor Vehicle	0	2	6.5	13.0	0	1	6.5	6.5
	Theft of - Automobile	0	0		0.0	0	1	6.5	6.5
	Theft Under -master code	1	2	6.5	13.0	0	1	6.5	6.5
	Theft Under - Construction Site	0	2	6.5	13.0	0	0		0.0
	Theft under - Bicycles	0	2	6.5	13.0	0	1	6.5	6.5
	Theft under - Building	0	0		0.0	0	1	6.5	6.5





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Property Crime Violations	Theft under - Persons	0	0		0.0	0	2	6.5	13.0
	Theft under - Trailers	0	3	6.5	19.5	0	0		0.0
	Theft under - Other Theft	0	16	6.5	104.0	1	12	6.5	78.0
	Theft Under - Gasoline Drive-off	1	26	6.5	169.0	8	26	6.5	169.0
	Theft FROM Motor Vehicle Under \$5,000	0	3	6.5	19.5	2	7	6.5	45.5
	Theft Under \$5,000 [SHOPLIFTING]	1	5	6.5	32.5	1	7	6.5	45.5
	Fraud -Master code	1	6	6.5	39.0	0	1	6.5	6.5
	Fraud - Steal/Forge/Poss./ Use Credit Card	0	1	6.5	6.5	1	1	6.5	6.5
	Fraud - False Pretence <= \$5,000	0	4	6.5	26.0	0	2	6.5	13.0
	Fraud - Forgery & Uttering	0	0		0.0	0	3	6.5	19.5
	Fraud - Account closed	0	1	6.5	6.5	0	1	6.5	6.5
	Fraud - Fraud through mails	0	1	6.5	6.5	0	0		0.0
	Fraud -Money/ property/security > \$5,000	0	2	6.5	13.0	0	2	6.5	13.0
	Fraud -Money/ property/security <= \$5,000	2	8	6.5	52.0	2	12	6.5	78.0
	Fraud - Welfare benefits	0	1	6.5	6.5	0	0		0.0
	Fraud - Other	1	8	6.5	52.0	1	13	6.5	84.5
	Personation with Intent (fraud)	0	7	6.5	45.5	1	4	6.5	26.0
	Identity Fraud	0	3	6.5	19.5	1	4	6.5	26.0
	Mischief - master code	4	37	6.5	240.5	10	36	6.5	234.0
	Mischief [Graffiti - Non Gang Related]	0	2	6.5	13.0	1	2	6.5	13.0
	Interfere with lawful use, enjoyment of property	1	2	6.5	13.0	2	4	6.5	26.0
	Property Damage	0	9	6.5	58.5	3	8	6.5	52.0
<b>Total</b>		<b>12</b>	<b>164</b>	<b>6.5</b>	<b>1,066.0</b>	<b>37</b>	<b>162</b>	<b>6.5</b>	<b>1,053.0</b>



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Other Criminal Code Violations (Excluding traffic)	Possess Firearm while prohibited	1	1	7.8	7.8	0	0		0.0
	Offensive Weapons-Carry concealed	0	1	7.8	7.8	0	0		0.0
	Offensive Weapons-Other Offensive Weapons	0	0		0.0	0	1	7.8	7.8
	Offensive Weapons-Other Weapons Offences	0	3	7.8	23.4	0	0		0.0
	Bail Violations - Master code	0	0		0.0	1	2	7.8	15.6
	Bail Violations - Fail To Comply	2	15	7.8	117.0	7	23	7.8	179.4
	Bail Violations - Fail To Appear	0	0		0.0	0	1	7.8	7.8
	Bail Violations - Promise To Appear	0	0		0.0	0	1	7.8	7.8
	Bail Violations - Others	0	0		0.0	0	1	7.8	7.8
	Counterfeit Money - Master code	0	1	7.8	7.8	0	1	7.8	7.8
	Uttering Counterfeit Money	0	0		0.0	0	2	7.8	15.6
	Disturb the Peace	0	10	7.8	78.0	1	4	7.8	31.2
	Child Pornography - Master code	0	1	7.8	7.8	0	0		0.0
	Child Pornography - Possess child pornography	1	1	7.8	7.8	0	0		0.0
	Child Pornography - Other	0	1	7.8	7.8	0	0		0.0
	Obstruct Public Peace Officer	0	0		0.0	0	2	7.8	15.6
	Fail to Attend Court	0	0		0.0	0	1	7.8	7.8
	Breach of Probation	0	5	7.8	39.0	1	8	7.8	62.4
	Offensive Weapons-Careless use of firearms	0	0		0.0	0	1	7.8	7.8
	Utter Threats to damage property	0	1	7.8	7.8	0	0		0.0
	Other Criminal Code * Sec.337 - Sec.352	0	1	7.8	7.8	0	0		0.0
	Animals - Cruelty	0	1	7.8	7.8	0	0		0.0
	Animals - Others	0	1	7.8	7.8	0	0		0.0
	<b>Total</b>	<b>4</b>	<b>43</b>	<b>7.8</b>	<b>335.4</b>	<b>10</b>	<b>48</b>	<b>7.8</b>	<b>374.4</b>



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Drug Possession	Possession Cocaine	0	1	6.5	6.5	1	3	6.5	19.5
	Possession Other Controlled Drugs and Substance Act	0	1	6.5	6.5	1	4	6.5	26.0
	Drug related occurrence	0	3	6.5	19.5	0	4	6.5	26.0
	<b>Total</b>	<b>0</b>	<b>5</b>	<b>6.5</b>	<b>32.5</b>	<b>2</b>	<b>11</b>	<b>6.5</b>	<b>71.5</b>
Drugs	Trafficking Cocaine	0	1	45.9	45.9	2	2	45.9	91.8
	Possession of cannabis for purpose of selling	0	0		0.0	1	1	45.9	45.9
	<b>Total</b>	<b>0</b>	<b>1</b>	<b>45.9</b>	<b>45.9</b>	<b>3</b>	<b>3</b>	<b>45.9</b>	<b>137.7</b>
Statutes & Acts	Youth Criminal Justice Act (YCJA)	0	0		0.0	0	1	3.4	3.4
	Landlord/Tenant	9	33	3.4	112.2	13	38	3.4	129.2
	Mental Health Act	2	30	3.4	102.0	16	49	3.4	166.6
	Mental Health Act - No contact with Police	0	1	3.4	3.4	0	1	3.4	3.4
	Mental Health Act - Attempt Suicide	1	4	3.4	13.6	4	8	3.4	27.2
	Mental Health Act - Threat of Suicide	1	13	3.4	44.2	8	31	3.4	105.4
	Mental Health Act - Voluntary Transport	1	15	3.4	51.0	3	27	3.4	91.8
	Mental Health Act - Placed on Form	0	3	3.4	10.2	1	6	3.4	20.4
	Mental Health Act - Apprehension	1	7	3.4	23.8	4	4	3.4	13.6
	Custody Dispute	0	1	3.4	3.4	0	0		0.0
	Trespass To Property Act	1	22	3.4	74.8	3	18	3.4	61.2
	<b>Total</b>	<b>16</b>	<b>129</b>	<b>3.4</b>	<b>438.6</b>	<b>52</b>	<b>183</b>	<b>3.4</b>	<b>622.2</b>
Operational	Animal -Master code	0	1	3.6	3.6	0	0		0.0
	Animal - Left in Vehicle	0	5	3.6	18.0	0	8	3.6	28.8
	Animal Bite	0	0		0.0	0	1	3.6	3.6
	Animal Stray	1	2	3.6	7.2	0	5	3.6	18.0
	Animal Injured	1	4	3.6	14.4	0	3	3.6	10.8
	Animal - Other	0	2	3.6	7.2	1	4	3.6	14.4
	Animal - Dog Owners Liability Act	0	2	3.6	7.2	0	0		0.0
	Domestic Disturbance	15	87	3.6	313.2	28	88	3.6	316.8
	Suspicious Person	7	56	3.6	201.6	20	82	3.6	295.2



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Operational	Phone -Nuisance - No Charges Laid	0	1	3.6	3.6	5	10	3.6	36.0
	Phone -Obscene - No Charges Laid	0	0		0.0	1	1	3.6	3.6
	Phone -Threatening - No Charges Laid	0	0		0.0	1	1	3.6	3.6
	Phone -Other - No Charges Laid	0	1	3.6	3.6	0	0		0.0
	Fire - Building	0	1	3.6	3.6	1	2	3.6	7.2
	Fire - Vehicle	0	2	3.6	7.2	1	3	3.6	10.8
	Fire - Other	0	0		0.0	0	1	3.6	3.6
	Insecure Condition - Master code	0	4	3.6	14.4	1	2	3.6	7.2
	Missing Person - Master code	1	1	3.6	3.6	0	0		0.0
	Missing Person under 12	1	1	3.6	3.6	0	1	3.6	3.6
	Missing Person 12 & older	0	2	3.6	7.2	0	7	3.6	25.2
	Missing Person Located Under 12	1	3	3.6	10.8	1	3	3.6	10.8
	Missing Person Located 12 & older	0	7	3.6	25.2	2	5	3.6	18.0
	Noise Complaint - Master code	8	54	3.6	194.4	19	48	3.6	172.8
	Noise Complaint - Residence	0	2	3.6	7.2	4	7	3.6	25.2
	Noise Complaint - Animal	1	3	3.6	10.8	2	4	3.6	14.4
	Noise Complaint - Others	0	4	3.6	14.4	0	0		0.0
	Accident - non-MVC -Commercial	0	0		0.0	0	1	3.6	3.6
	Found Property - Master code	3	31	3.6	111.6	4	27	3.6	97.2
	Found-Personal Accessories	2	3	3.6	10.8	2	3	3.6	10.8
	Found-Household Property	0	0		0.0	0	1	3.6	3.6
	Lost Property - Master code	2	10	3.6	36.0	0	6	3.6	21.6
	Lost License Plate	0	0		0.0	0	1	3.6	3.6
	Lost Disabled Parking Permit	0	0		0.0	0	1	3.6	3.6
	Lost-Personal Accessories	0	4	3.6	14.4	1	4	3.6	14.4



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Operational	Lost-Radio,TV,Sound-Reprod. Equip.	0	1	3.6	3.6	0	1	3.6	3.6
	Lost-Others	0	4	3.6	14.4	0	1	3.6	3.6
	Sudden Death - Natural Causes	1	7	3.6	25.2	4	15	3.6	54.0
	Sudden Death - Others	0	2	3.6	7.2	0	2	3.6	7.2
	Sudden Death - Apparent Overdose-Overdose	0	1	3.6	3.6	0	0		0.0
	Suspicious Vehicle	2	20	3.6	72.0	10	32	3.6	115.2
	Trouble with Youth	12	75	3.6	270.0	12	49	3.6	176.4
	Unwanted Persons	2	17	3.6	61.2	6	26	3.6	93.6
	Neighbour Dispute	10	73	3.6	262.8	19	55	3.6	198.0
	Noise By-Law	0	2	3.6	7.2	1	2	3.6	7.2
	Smoking By-Law	0	1	3.6	3.6	0	0		0.0
	Other Municipal By-Laws	0	0		0.0	0	4	3.6	14.4
	Traffic By-Law	0	1	3.6	3.6	0	1	3.6	3.6
	Assist Fire Department	0	2	3.6	7.2	1	2	3.6	7.2
	Assist Public	21	171	3.6	615.6	51	157	3.6	565.2
	Family Dispute	8	43	3.6	154.8	20	67	3.6	241.2
	Suspicious Package	0	1	3.6	3.6	0	0		0.0
	<b>Total</b>	<b>99</b>	<b>714</b>	<b>3.6</b>	<b>2,570.4</b>	<b>218</b>	<b>744</b>	<b>3.6</b>	<b>2,678.4</b>
Operational2	False Holdup Alarm-Accidental Trip	1	10	1.3	13.0	2	9	1.3	11.7
	False Alarm -Others	19	143	1.3	185.9	30	130	1.3	169.0
	False Alarm - Cancelled	0	1	1.3	1.3	0	1	1.3	1.3
	Keep the Peace	14	46	1.3	59.8	5	36	1.3	46.8
	911 call / 911 hang up	8	27	1.3	35.1	11	33	1.3	42.9
	911 call - Dropped Cell	4	21	1.3	27.3	17	43	1.3	55.9
	<b>Total</b>	<b>46</b>	<b>248</b>	<b>1.3</b>	<b>322.4</b>	<b>65</b>	<b>252</b>	<b>1.3</b>	<b>327.6</b>
Traffic	MVC (MOTOR VEHICLE COLLISION) -Master code	0	1	3.4	3.4	0	1	3.4	3.4
	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	0	6	3.4	20.4	0	3	3.4	10.2



## Calls For Service (CFS) Billing Summary Report

**Arnprior  
September to November - 2021**

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2021				2020			
		September to November	Year to Date	Time Standard	Year To Date Weighted Hours	September to November	Year to Date	Time Standard	Year To Date Weighted Hours
Traffic	MVC - Prop. Dam. Non Reportable	7	31	3.4	105.4	12	41	3.4	139.4
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	3	34	3.4	115.6	15	57	3.4	193.8
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	1	4	3.4	13.6	5	8	3.4	27.2
	MVC - Fatal (MOTOR VEHICLE COLLISION)	0	1	3.4	3.4	0	0		0.0
	MVC - Others (MOTOR VEHICLE COLLISION)	0	1	3.4	3.4	0	0		0.0
	<b>Total</b>	<b>11</b>	<b>78</b>	<b>3.4</b>	<b>265.2</b>	<b>32</b>	<b>110</b>	<b>3.4</b>	<b>374.0</b>
<b>Total</b>		<b>201</b>	<b>1,457</b>		<b>6,276.4</b>	<b>446</b>	<b>1,587</b>		<b>6,822.8</b>

### Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2021 billing period.

### Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.

# After Action Report

**The Loomex Group**  
Ontario • Alberta  
705-775-5022 [Loomex.ca](http://Loomex.ca)

**Town of Arnprior  
Emergency Management  
Training and Tabletop  
Exercise**

**September 30<sup>th</sup>, 2021**

Prepared by:  
The Loomex Group

Prepared for:  
Cory Nicholas, CEMC  
Town of Arnprior

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## 1.0 Executive Summary

The primary purpose of conducting an emergency management and a tabletop exercise is to meet the requirements of the Emergency Management and Civil Protection Act (R.S.O. 1990) which states Canadian Aviation Regulations 302.208 (4), which states that "The emergency management program shall consist of training programs and exercises for employees of the municipality and other persons with respect to the provisions of necessary services and the procedures to be followed in emergency response and recovery activities."<sup>1</sup>

The emergency management training provides the Control Group with both a member that have been previously exposed to emergency management and new to the control group. The exercise allows the Municipality to test the Emergency Response Plan (ERP), work with internal stakeholders, and identify strengths and areas to improve the current plan.

On September 30th, 2021, The Loomex Group facilitated a training and a tabletop exercise for the Town of Arnprior. The training consisted of an overview of the processes of operating an Emergency Operations Centre (EOC), teamwork in the EOC, conducting an operating cycle and Status Reports and Incident Action Plans.

The exercise was designed to test the ERP as well as the knowledge that was obtained from the training sessions.

The exercise identified many successes and challenges which are highlighted in this After-Action Report (AAR) in the areas of:

- EOC Situational Awareness
- EOC Plans and Processes

The Community Emergency Management Coordinator (CEME) and the program committee should review the AAR and develop a Corrective Action Plan to correct any deficiencies in the plan and conduct partial exercises to verify that the revised changes were successful.

The Municipality of Arnprior demonstrated it is committed to meeting the requirements of the Act through annual exercises and training.

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<sup>1</sup> Emergency Management and Civil Protection Act (R.S.O.) Retrieved from the Province of Ontario, Ministry of Solicitor General website: [Legislation and Regulation | Emergency Management Ontario](#)

## 2.0 Background

The Loomex Group facilitated an annual training and tabletop exercise in person with the Town of Arnprior Control Group based on their ERP. Both were conducted meeting the policies and procedures for the Municipality as it relates to Covid-19.

Training was conducted with the following subjects:

- EOC overview
- Teamwork in the EOC
- Status Reports and Incident Action Plans

The tabletop exercise was designed to test the following areas:

- The ERP
- Developing Status Reports
- The process to develop Incident Action Plans
- Business continuity

Testing the ERP from an incident designed from the Municipalities Hazard Identification and Risk Assessment (HIRA) provides the opportunity to exchange information between EOC stakeholders and the opportunity to meet Provincial Regulations.

One (1) Exercise Controller was initiated on September 30<sup>th</sup>, 2021. The Loomex Group discussed the objectives, safety, and COVID-19 procedures with the town staff before starting the exercise.

## 2.2 Exercise Overview

### *Overview: "Exercise Distraction"*

Scope	A 4 hour training session was conducted followed by a two-hour tabletop exercise for the Town of Arnprior to test the ERP. All staff assigned to the Control Group took part in the training and exercise.
Exercise Goals	Prevention, Protection, Mitigation, Response, and documentation.
Objectives	Test the ERP Develop an Incident Management System structure that matched with the scenario. Test interoperability internal stakeholders Test communication processes and systems Test documentation procedures in EOC Fulfill obligations under Provincial regulations
Scenario	A large wildfire threatened the Town of Renfrew resulting in the Town having to evacuated 3000 to 5000 people to Arnprior. During the evacuation a major natural gas leak and 30 car pileup occurred within the Town of Arnprior.
Facilitator	The Loomex Group
Participating Municipal Staff	Fire Public Works Roads Department Recreation Department Mayor's Office Finance Staff Clerk Staff
Client Contact	Cory Nicholas, CEMC Town of Arnprior 67 A Meehan Street Arnprior, ON K7S 2B7

## 2.3 Exercise Key Events

### Key Events

Exercise Date	Friday August 22nd, 2021
Weather	<p>Temperatures expected to reach 32 degrees but feel like 40 with the humidity.</p> <p>Above seasonal temperatures over the past three weeks had fire services responding to several grass and wildland fires.</p>
EOC	<p>Emergency Control Group met before the incident for a training opportunity.</p> <p>EOC was contacted by the Renfrew Fire Chief to advise them of a wildland fire running fast from the Haley Station, Bromley, and Douglas area.</p>
Threat(s)	<p>Wildfire Started in the Haley Station area but spread rapidly, heading towards Renfrew.</p> <p>Constructions crews hit a gas main on Madawaska Blvd</p> <p>Enbridge technicians suggested evacuating everyone within half a mile of the break.</p> <p>Police witnessed a 30-car pile-up with both cars and trucks involved.</p> <p>At least 4 cars are fully involved and have people trapped inside.</p> <p>Town of Renfrew needed to be evacuated due to wildland fire, advised Town of Arnprior that they were sending 7,000 to 10,000 residents to them.</p> <p>Arnprior advised to shelter in place but be prepared to evacuate if necessary.</p>
Communications	Local and National new sources, social media
Business Continuity	<p>The Towns evacuation centre was at capacity.</p> <p>While the municipality accepted evacuees it still had to maintain regular business operations and disseminate accurate information to media and stakeholders.</p>

## **2.4 Exercise Response**

- 911 Notified
- Emergency Services Activated
- EOC activated
- Internal and external agencies notified
- Communication to responders, stakeholders, and media were established

## **3.0 Successes and Challenges**

### **3.1 EOC Situational Awareness and Information Sharing**

#### **3.1.1 Successes**

- The exercise commenced at the Control Group meeting, and roles were established within the group as the emergency unfolded.
- Inputs were shared with the applicable Control Group members throughout the exercise by using the status reports.
- Inputs were shared with the Control Group ensuring every member was aware of the situation during operating cycles.
- The Control Group members shared information regarding resources.
- The planning section developed Incident Action Plans based on the information provided to them from the Section Chiefs.

#### **3.1.2 Challenges/Proposed Changes**

- Consider using a Master Event Log (electronic) – information on the whiteboard was not maintained between operating cycles.
- Utilize the existing white board to display the status report for everyone arriving to the EOC to quickly gain information on the incident.

## **3.2 EOC Plans and Processes**

### **3.2.1 Successes**

- Early in the incident, IMS position were established
- Business cycles/scrums were established.
- Incident Action Plan process was conducted.

### **3.2.2 Challenges/Proposed Changes**

- Due to Covid-19 and social distancing it was hard to conduct scrum sessions.

## **4.0 Improvement Plan**

### **4.1 Response**

- Develop and utilize a standard Status Reports and Incident Action Plan.
- Develop a way to display Status Reports in EOC
- Utilize visual technology to display Master Event Logs
- Develop an Evacuation Plan and Emergency Response plan for the evacuation centre

### **4.2 EOC**

- Continue throughout the year to practice completing an operating cycle including Status Reports and Incident Action Plans.
- Consider developing a virtual platform for EOC control group members.



## **Emergency Management Training and Tabletop Exercises – After Action Report - Recommendation**

**That** the Operations Advisory Committee, at their meeting held on November 15, 2021, acting in the capacity of the Town's Emergency Management Program Committee has reviewed the Emergency Management Program for the Town of Arnprior, and has verified compliance with the Emergency Management and Civil Protection Act and O.Reg 380/04; and

**Further That** the Emergency Management Program Committee supports the program direction as presented.



# Fire Department Update

Rick Desarmia, Fire Chief

Operations Advisory Committee Meeting – November 15, 2021



# Recruit Update

- Our new Recruits continue to be a part of the regular training schedule.
- The Recruit Group are now also responding to activated calls for service and are working at all calls based on their current level of training.



# Recruit Update

- The arrival of new structural firefighting Personal Protective Equipment for the Recruits has occurred and as a result the group will now be permitted to advance to interior structural firefighting suppression tactics training.
- As well they will be less restricted to perform tasks at activated calls that they are responding too.



# Recruit Update

- As the Fire Department currently does not have a live fire training facility to provide Interior Structural Firefighting training a visit to an off-site training location will be required to complete the requirements of skill development in interior structural firefighting suppression tactics.



# Recruit Update

- Recruits will also continue to develop their basic firefighting skills and will progress to a more advanced level of specialized skills of Water Rescue and Auto Extrication.



# Fire Prevention

- The Fire Department hosted an Open House on Saturday October 2<sup>nd</sup> at the Stanley Tourangeau Fire/Police Center.
- This year's theme of "Learn the Sounds of Fire Safety" was promoted to the nearly 100 members of the public that did attend the event.
- Promotional Bags promoting Working Smoke Alarms were handed out to all in attendance.



# Fire Prevention

- Town Council also recognized Nov 1<sup>st</sup> to 7<sup>th</sup> as Carbon Monoxide Awareness Week.
- The Fire Departments public education component towards Carbon Monoxide awareness was included in this years Open House and Fire Prevention week activities.





# Open-Air Burning

- To Date a total of 300 burn permits have been issued in the municipality for the purpose of Recreational Burning.
- As indicated in the last report to OAC we have seen an increase in demand for permit request from previous years.



# Calls for Service

- As of the date of this report the Fire department has responded to a total of 130 calls for service.
- Based on the 3-year trending for the same period, the average has been 131 calls for service.



# Calls for Service

- The total of fire related calls for the year remains at 5 calls.
- The total number of responses to Motor Vehicle Collisions has increased to 21.
- To date Fire personnel have been called to assist other emergency services on 8 occasions.

# Questions?



• WHERE THE RIVERS MEET •



# National Earthquake Early Warning (EEW) System

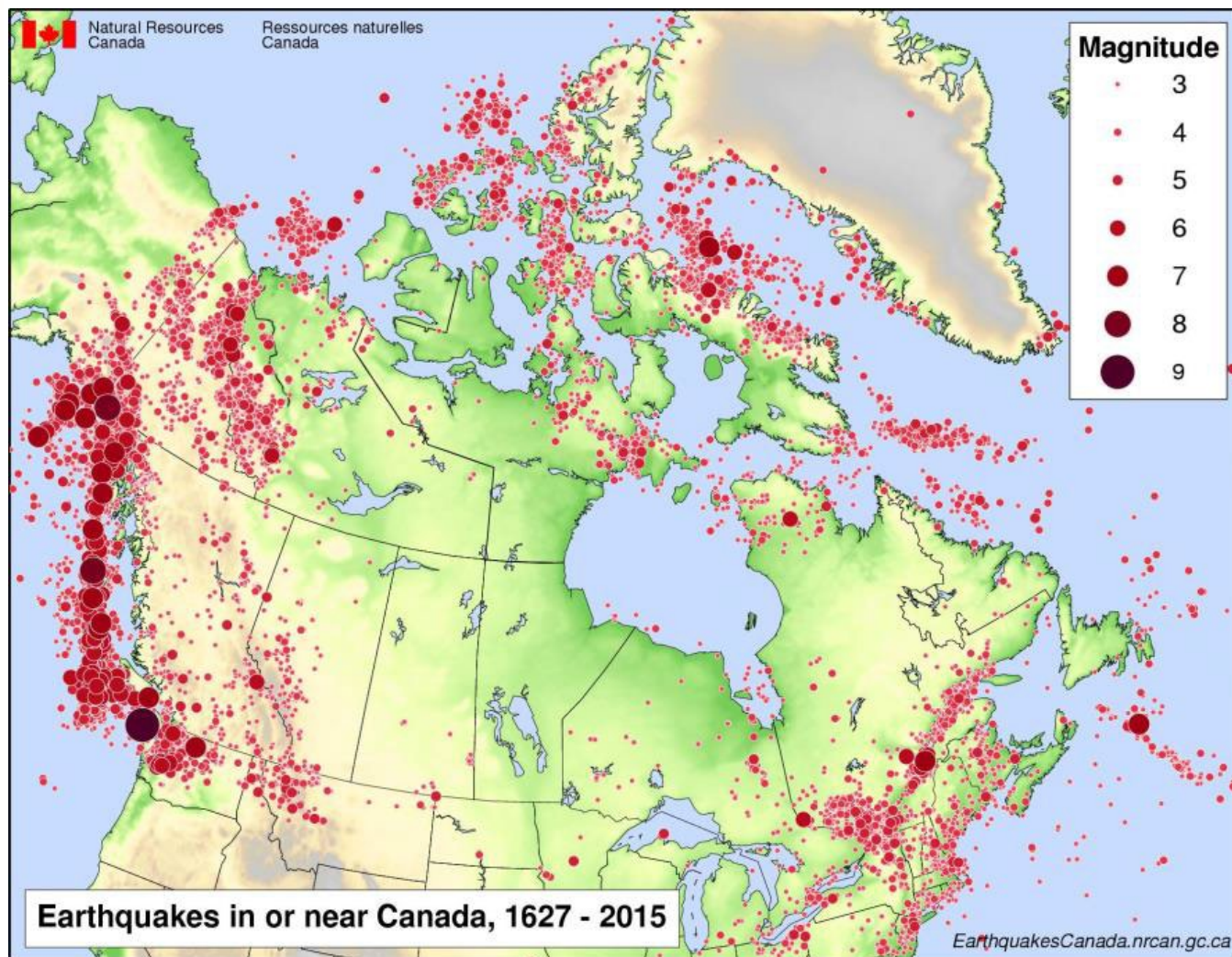
Patrick Foley, Engineering Officer,  
Facilities & Assets

OAC Meeting Date: November 15, 2021

# Background

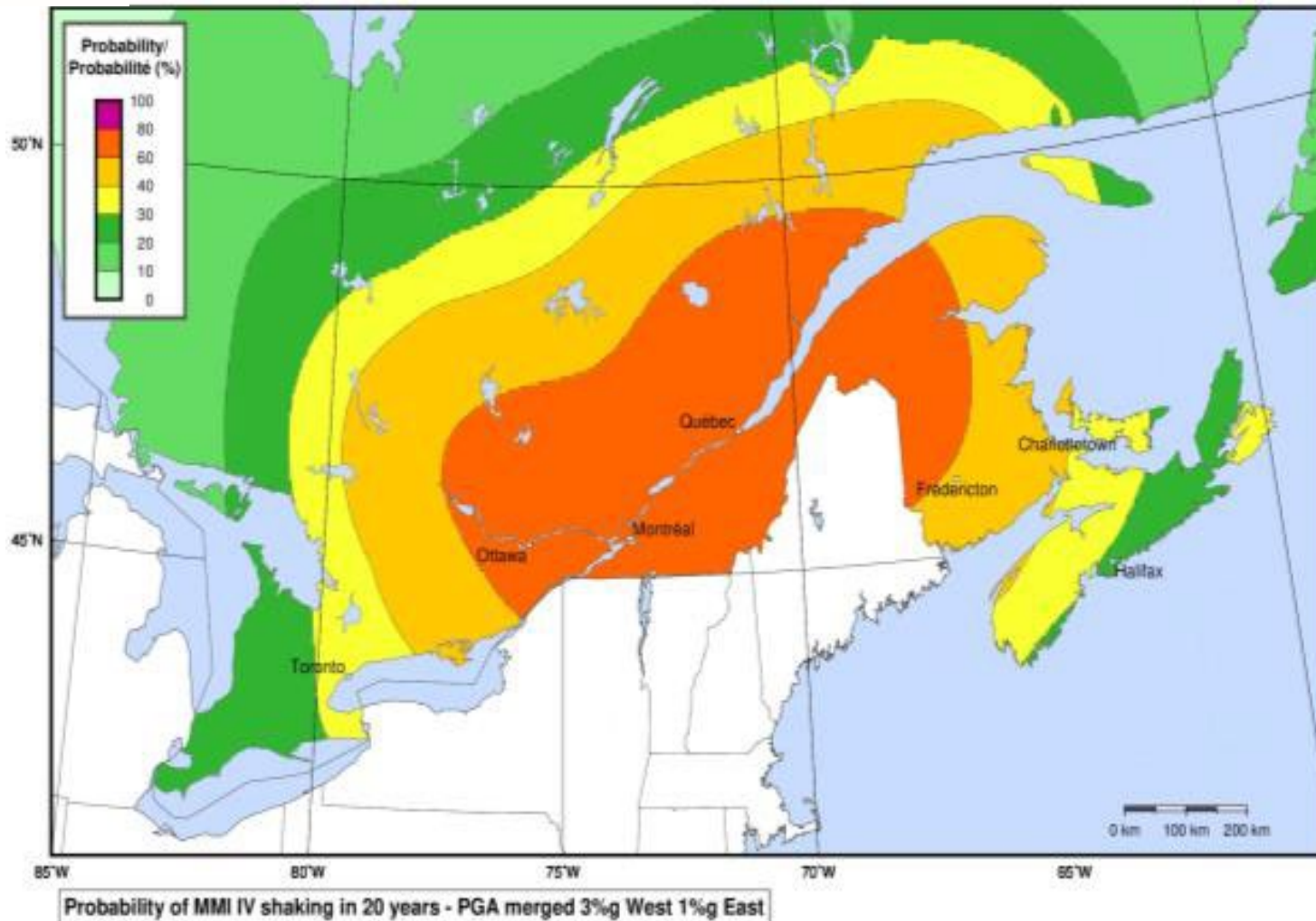
- In 2019 Natural Resources Canada was tasked with creating an Earthquake Early Warning System
- Early warning systems would be sent to critical facilities
- Southwest British Columbia and the Ottawa to Quebec City Corridor have been identified as the highest risk areas in Canada
- NRCan goal to have a sensor every 20-30km in this region

# Background





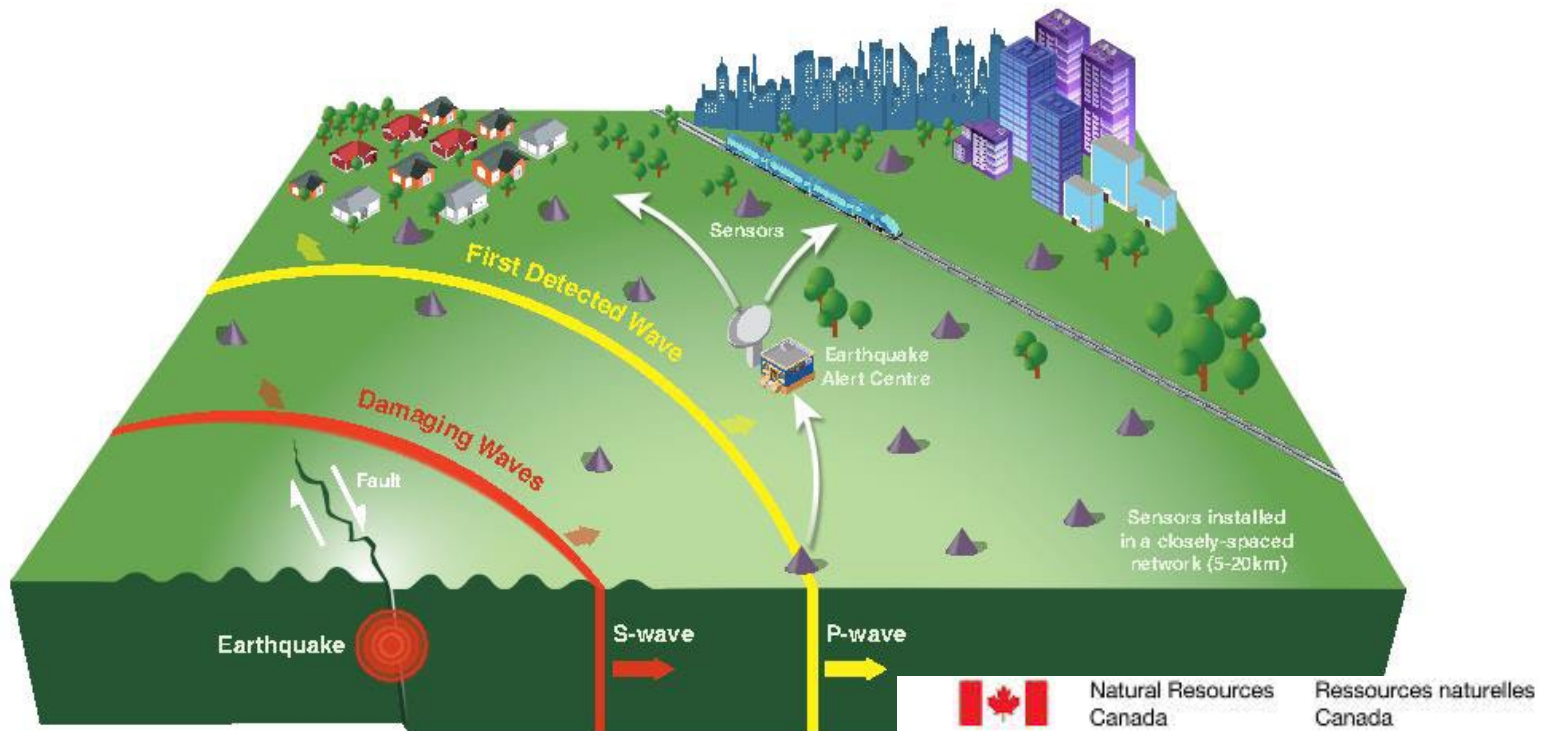
# Background





# Background

- June 2021 - Town of Arnprior was approached by NRCan to request sensor to be housed in the Arnprior Fire Hall



# Discussion

- Final location in Fire Hall still under discussion but several options around Fire Hall garage suitable
- 1 square meter of floor space required
- No cost to Town for any installation or maintenance activities
- Minor ongoing utility costs



# Proposed Lease

- 10 year lease has been proposed by Natural Resources Canada with no rental fees
- Access only when arranged with Town
- The following amendments have been recommended by staff and consultants:
  - Town is absolved of all liability in all cases
  - Installers prequalified prior to work commencing
  - Maintenance costs & activities solely by NRCan
  - Costs for any IT modifications for equipment connectivity recovered
  - All electrician costs recovered

# Questions?



• WHERE THE RIVERS MEET •