



**Town of Arnprior
Operations Advisory Committee Agenda**

Date: Monday, March 21, 2022

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) **November 15, 2021** (Page 1-4)
- 7. Presentations/ Delegations**
 - a) **OPP Statistics**, OPP Inspector, Dawn Ferguson (To Be Distributed Separately)
 - b) **Fire Department Update & Information Regarding Firefighter Certification Regulation**, Rick Desarmia Fire Chief (Page 5-64)
 - c) **Emergency Management Planning Committee**, (Verbal) Cory Nicholas, Deputy Fire Chief (Verbal Report)
 - d) **2022 Capital Projects Operations Department**, John Steckly, GM, Operations (Page 65-81)
- 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.

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**Minutes of Operations Advisory Committee Meeting
November 15, 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
David Coreau, Committee Member

Committee Members Absent:

John Shane, Committee Member
Emily Laprade, Committee Member

Town Staff Present:

Kaila Zamojski, Deputy Clerk
John Steckly, General Manager, Operations
Rick Desarmia, Fire Chief
Cory Nicholas, Deputy Fire Chief
Patrick Foley, Engineering Officer

1. Call to Order

Chair Dan Lynch called the Operations Advisory Committee meeting to order at 6:33 PM and welcomed those present.

2. Roll Call

The roll was called, with all Members of the Committee being present, except Committee Members John Shane and Emily Laprade.

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. 026-21
Moved by Phil MacLeod
Seconded by Chris Toner

Be It Resolved That the agenda for the Operations Advisory Committee Meeting of dated Monday, November 15, 2021, be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution No. 027-21

Moved by Chris Toner

Seconded by Phil MacLeod

That the Operations Advisory Committee approve of the minutes listed under item no. 6(a) on the Agenda (Operations Advisory Committee – September 20, 2021).

Resolution Carried

7. Presentations/ Delegations

a) OPP Statistics – OPP Inspector

Resolution No. 028-21

Moved by David Coreau

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:

- Utter Threats Master Code Reporting was described as being the Uniform Crime Reporting Survey code that is used by several policing areas, for reporting statistical purposes.
- Mental Health Issue numbers were discussed, noting calls for service had gone down at this time.
- Police Servicing Board was discussed, with the OPP Inspector noting they have not heard anything about this from the Solicitor General/ Government thus far.
- Opioid related calls have decreased, but we are still in crisis mode across the province, and this will be an ongoing battle.
- The Mental Health Crisis Team was discussed in more detailing, explaining the role of the “ride along” social worker with the officer(s).

b) Emergency Management Training and Tabletop Exercise – After Action Report – Acting Deputy Fire Chief

Resolution Number 029-21

Moved by Chris Toner

Seconded by David Coreau

That the Operations Advisory Committee receive the Emergency Management Training and Tabletop Exercise After Action Report for information.

Resolution Carried

Resolution Number 030-21

Moved by David Coreau

Seconded by Phil MacLeod

That the Operation 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.

Resolution Carried

The Deputy Fire Chief provided a summary overview of the Emergency Management Training After Action Report.

The Deputy Fire Chief further noted that the Deputy Clerk as the Planning Secretary did a great job in the training session, and thanked her for her contributions to the training session.

c) Fire Department Report – Fire Chief

Resolution No. 031-21

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.

Chair, County Councillor Dan Lynch noted an email he received from Mental Health Services of Renfrew County, thanking both Cory Nicholas and Rick Desarmia for their continued professionalism and assistance. Chair Lynch thanked these staff members for their efforts and professionalism in representing the Town of Arnprior.

Committee Members congratulated Cory Nicholas on being appointed as the new Deputy Fire Chief.

d) National Earthquake Early Warning (EEW) System – Engineering Officer, Facilities and Assets

Resolution No. 032-21

Moved by Phil MacLeod

Seconded by David Coreau

That the Operations Advisory Committee receive the National Earthquake Early Warning (EEW) System presentation as information.

Resolution Carried

The Engineering Officer, Facilities and Assets provided an overview of the National Earthquake Early Warning System presentation, and responded to questions.

8. Matters Tabled/ Deferred/ Unfinished Business

None

9. Staff Reports

Chair, County Councillor Dan Lynch requested the General Manager, Operations to provide a

few updates from the Operations Department, with the General Manager, Operations noting the following:

- Infrastructure projects this year are wrapping up. The base list of paving on Alica Street is being completed today, with the top lift of asphalt to be completed in spring of 2022.
- Nick Smith Centre Parking Lot Paving is being completed, and took longer than anticipated. There will be a couple of deficiencies looked into in the spring of 2022.
- Elgin Street Resurfacing Project is a County of Renfrew project, but is now substantially complete, with a few deficiencies being looked at this week.
- Traffic Flow and Parking Concerns on Ottawa Street – this has been an ongoing discussion for some time and the Town staff are continuing to review this situation. We as staff circulated area residents and stakeholders a letter regarding ideas to help with the traffic in this area. A lot of feedback has been provided, with staff now going to review these comments in more detail and look to summarize these comments and bring back to Council.
- Winter Control Operations – The Town is in good shape for winter when it comes to sand, salt, and vehicles being in working order. Staff in Public Works are installed snow post markers and hydrant markers this week.

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

- Thought should be put into adding additional lighting in the Nick Smith Centre Parking Lot.

10. New Business

Chair County Councillor Dan Lynch thanked the General Manager, Operations and his team for the planting of Trees along the Algonquin Trail at the intersection of William Street and John Street North, noting it looks very nice.

11. Adjournment

Resolution No. 033-21

Moved by Phil MacLeod

Seconded by David Coreau

That this meeting of Council be adjourned at 7:32 pm.

Resolution Carried



Fire Department Update

Rick Desarmia, Fire Chief

Operations Advisory Committee March 21, 2022

Calls for Service

- 2021 ended with the Fire Department responding to 151 calls for service.
- This number is down from the 3-year average of 156 calls for the service.
- The department finished the year with 7 Fire related and 27 Motor Vehicle collision related calls.
- To date the department has responded to 29 calls for service in 2022. Currently slightly above the last 3-year average of 22 calls.

Fire Prevention

- 2022 has seen the addition of a new member to the Fire Prevention Office of the Fire Department.
- Firefighter Bob Smith was the successful candidate and joined the fulltime staff on February 22nd.

Fire Prevention



Fire Prevention

- Bob will also assume the role of Captain in his duties as a firefighter.
- Bob joined the department in the spring of 2015 and has excelled in his role as a volunteer member of the department.
- Bob has begun his training to become a certified Fire Inspector and Public Educator.
- We look forward to working with Bob to protect our community.



Training

- The start of 2022 brought more COVID-19 restrictions causing a suspension of in-person practical training.
- Upon commencement of training, volunteers performed back to basic evolutions followed by annual job performance reviews for Ice Rescue.
- 2 weekend sessions took place on the lower Madawaska River where members of the Ice Rescue Team completed annual on ice skills evaluations.

Training



Training



Training



Training



Training



Training





Training

- Our Recruits completed their in-class Awareness Level Ice/Water Rescue training.
- Followed by in water swim testing at the Nick Smith Center Indoor Pool.

Community Risk Assessment

- In May 2018 O. Reg 378/18 was introduced requiring every municipality in the province of Ontario to complete and review a Community Risk Assessment.
- O. Reg 378/18 came into effect on July 1, 2019 and has a 5-year completion mandate therefore must be completed by July 1, 2024.
- Council has approved Capital funds for completion of a Community Risk Assessment in 2022.

Community Risk Assessment

- A Community Risk Assessment (CRA) is a process of identifying, analyzing, evaluating, and prioritizing risks to public safety.
- The project will use both quantitative and qualitative research methods to develop a strong understanding of current and future needs and circumstances of the community, and customer service demands of the public.

Community Risk Assessment

- A community risk assessment must include consideration of the following mandatory profiles:
 - Geographic profile
 - Building stock profile
 - Critical infrastructure profile
 - Demographic profile
 - Hazard profile
 - Public safety response profile

Community Risk Assessment

- Community services profile
- Economic profile
- Past loss and event history profile
 - The number and types of emergency responses, injuries, deaths and dollar losses
 - Comparison of the community's fire loss statistics with provincial fire loss statistics.
- Note: Each profile is to be interpreted as extending only to matters relevant to fire protection services.

Community Risk Assessment

- Once completed the CRA will aid Fire Department Staff and members of Municipal Council to make informed decisions about the types and prioritization of fire protection services provided to the community based on the risks identified within the community.



Firefighter Certification

- On January 28th, the Ontario Government released the framework for mandatory minimum training standards for Ontario's firefighters for public consultation.
- This framework is a revisit of Ontario Reg. 379/18 that was released on May 8, 2018, by the Liberal Government and revoked on October 4, 2018, by the newly elected Conservative Government



Firefighter Certification

- The new proposed regulation under the Fire Protection and Prevention Act, 1997 (FPPA) would establish a model that outlines the mandatory minimum standard and corresponding job performance requirements of firefighters delivering specific fire protection services.



Firefighter Certification

- What will mandatory Firefighter Certification mean for Arnprior Fire Department.
- Fire Fighters performing the tasks identified in the List of Core Services provided by the Municipality in their Establishing and Regulating Bylaw **shall be:**
 - Trained to the NFPA standard of each task
 - Tested by a Provincial Evaluator for each; and
 - Certified to those required NFPA Standards.



Firefighter Certification

- Fire Department Staff are currently waiting on the outcome of the review of input received from the consultation period, and the release of the Regulation by the Ministry of the Solicitor General.
- Once the regulation is released and the impact for our department is accessed further information will be provided.

Questions?



• WHERE THE RIVERS MEET •



[Français](#)

Fire Protection and Prevention Act, 1997

ONTARIO REGULATION 378/18

COMMUNITY RISK ASSESSMENTS

Consolidation Period: From July 1, 2019 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

CONTENTS [-]

1.	Mandatory use
2.	What it is
3.	When to complete (at least every five years)
4.	When to review (at least every year)
Schedule 1	Mandatory profiles

Mandatory use

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

What it is

2. (1) A community risk assessment is a process of identifying, analyzing, evaluating and prioritizing risks to public safety to inform decisions about the provision of fire protection services.

(2) A community risk assessment must include consideration of the mandatory profiles listed in Schedule 1.

(3) A community risk assessment must be in the form, if any, that the Fire Marshal provides or approves.

When to complete (at least every five years)

3. (1) The municipality or fire department must complete a community risk assessment no later than five years after the day its previous community risk assessment was completed.

(2) If a municipality, or a fire department in a territory without municipal organization, comes into existence, the municipality or fire department must complete a community risk assessment no later than two years after the day it comes into existence.

(3) A municipality that exists on July 1, 2019, or a fire department in a territory without municipal organization that exists on July 1, 2019, must complete a community risk assessment no later than July 1, 2024.

(4) Subsection (3) and this subsection are revoked on July 1, 2025.

When to review (at least every year)

4. (1) The municipality or fire department must complete a review of its community risk assessment no later than 12 months after,

(a) the day its community risk assessment was completed; and

(b) the day its previous review was completed.

(2) The municipality or fire department must also review its community risk assessment whenever necessary.

(3) The municipality or fire department must revise its community risk assessment if it is necessary to reflect,

(a) any significant changes in the mandatory profiles;

(b) any other significant matters arising from the review.

(4) The municipality or fire department does not have to review its community risk assessment if it expects to complete a new community risk assessment on or before the day it would complete the review.

5. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION).

SCHEDULE 1
MANDATORY PROFILES

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

Note: Each profile is to be interpreted as extending only to matters relevant to fire protection services.

Français

Caution:

This consultation draft is intended to facilitate dialogue concerning its contents. Should the decision be made to proceed with the proposal, the comments received during consultation will be considered during the final preparation of the regulation. The content, structure, form and wording of the consultation draft are subject to change as a result of the consultation process and as a result of review, editing and correction by the Office of Legislative Counsel.

CONSULTATION DRAFT**ONTARIO REGULATION**

to be made under the

FIRE PROTECTION AND PREVENTION ACT, 1997**FIREFIGHTER CERTIFICATION****CONTENTS**

1.	Definition
2.	Mandatory certification
3.	Exceptions
4.	Transition
5.	Commencement
Table 1	Mandatory certification for fire protection services

Definition

1. In this Regulation,

“NFPA” means the National Fire Protection Association.

Mandatory certification

2. (1) Every municipality, and every fire department in a territory without municipal organization, must ensure that its firefighters perform a fire protection service set out in Column 1 of Table 1 only if, on or after the corresponding day specified in Column 3 of that Table,

- (a) the firefighter performing the fire protection service is certified, at a minimum, to the corresponding certification standard set out in Column 2 of that Table; or
- (b) this Regulation provides that the certification standard referred to in clause (a) does not apply with respect to the firefighter.

(2) The certification must be,

- (a) provided by the Fire Marshal; or

- (b) an accreditation from the International Fire Safety Accreditation Congress (IFSAC), or a Pro Board seal, that is recognized by the Fire Marshal as equivalent to the certification provided by the Fire Marshal.

Exceptions

3. (1) A certification standard set out in item 1 or 2 of Table 1 does not apply with respect to a firefighter who,

- (a) is performing a service that is within the scope of that item;
- (b) has been a firefighter for no more than 24 months; and
- (c) is operating under the supervision of a firefighter certified to that standard.

(2) A certification standard set out in Column 2 of Table 1 does not apply with respect to a firefighter who is,

- (a) temporarily assigned to perform a different fire protection service for which a different minimum certification is required; and
- (b) operating under the supervision of a firefighter who has obtained the certification corresponding to the fire protection service or services being delivered.

(3) If a firefighter was previously certified under this Regulation for an item listed in Table 1, that certification continues to be valid even if the requirements for obtaining that certification are subsequently updated or changed.

Transition

4. (1) Subject to subsection (2), a certification standard set out in item 1, 2, 3, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 17 or 18 of Table 1 does not apply with respect to a firefighter if the Fire Marshal issues the firefighter a letter of compliance with the certification standard in accordance with this section.

(2) The Fire Marshal shall issue a letter of compliance with a certification standard to a firefighter if,

- (a) the firefighter has been performing the fire protection service that the standard corresponds to since at least,
 - (i) January 1, 2021, in the case of a certification standard set out in item 1, 2, 3, 5, 6 or 7,

- (ii) January 1, 2020, in the case of a certification standard set out in item 9, 10, 11, 12, 13, 14 or 15, or
 - (iii) January 1, 2019, in the case of a certification standard set out in item 17 or 18;
- (b) before September 30, 2023, the firefighter's municipality, or fire department in an area without municipal organization, provides the Fire Marshal with information, such as training records, to demonstrate to the satisfaction of the Fire Marshal that the firefighter, through past training and experience, has obtained the requisite knowledge and requisite skills associated with the corresponding standard; and
- (c) the Fire Marshal is satisfied with the information provided under clause (b).

Commencement

5. [Commencement]

TABLE 1
MANDATORY CERTIFICATION FOR FIRE PROTECTION SERVICES

Item	Column 1 Fire protection service	Column 2 Minimum Certification Standard	Column 3 Compliance Deadline
1.	Firefighter Exterior Attack: Fire suppression operations from the exterior of the building only.	The following job performance requirements of NFPA 1001, "Standard for Fire Fighter Professional Qualifications", 2019 Edition, Chapter 4 (Firefighter I) and Chapter 5 (Firefighter II): 4.1, 4.2, 4.3.1, 4.3.2, 4.3.3, 4.3.6, 4.3.7, 4.3.8, 4.3.10 (A1-A9, B1-B3, B4 (exterior stairway), B5-B10), 4.3.15, 4.3.16, 4.3.17, 4.3.18, 4.3.19, 4.3.20, 4.3.21, 4.5 5.1, 5.2, 5.3.1, 5.3.2 (A1-A4), 5.3.3, 5.3.4, 5.4.2, 5.5.3	July 1, 2026
2.	Firefighter Exterior Attack and auto extrication: Fire suppression operations from the exterior of the building only and auto extrication rescue.	All job performance requirements in Item 1 and the following job performance requirements of NFPA 1001, "Standard for Fire Fighter Professional Qualifications", 2019 Edition, Chapter 5 (Firefighter II): 5.4.1	July 1, 2026
3.	Firefighter Exterior Attack and hazardous materials response: Fire suppression operations from the exterior of the building only and Operations-level hazardous materials response.	All job performance requirements in Item 1 and all job performance requirements of NFPA 1072, "Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications", 2017 Edition, Chapter 5 (Operations).	July 1, 2026
4.	Firefighter Exterior Attack, auto extrication and hazardous materials response: Fire suppression operations from the exterior of the building only, automobile extrication rescue and Operations-level hazardous materials response.	All job performance requirements in Items 1, 2 and 3.	July 1, 2026

5.	Firefighter Interior Attack: Fire suppression operations that enter the interior of the building and can perform rescue.	All job performance requirements in Item 1 and the following job performance requirements of NFPA 1001, "Standard for Fire Fighter Professional Qualifications", 2019 Edition, Chapter 4 (Firefighter I) and Chapter 5 (Firefighter II): 4.3.4, 4.3.9, 4.3.10 (A10-A11, B4 (interior stairway), B11), 4.3.11, 4.3.12, 4.3.13, 4.3.14 5.3.2 (A5-A9, B1-B6)	July 1, 2026
6.	Firefighter Interior Attack and auto extrication: Fire suppression operations that enter the interior of the building and can perform rescue and automobile extrication rescue.	All job performance requirements in Item 5 and the following job performance requirements of NFPA 1001, "Standard for Fire Fighter Professional Qualifications", 2019 Edition, Chapter 5 (Firefighter II): 5.4.1	July 1, 2026
7.	Firefighter Interior Attack and hazardous materials response: Fire suppression operations that enter the interior of the building and Operations-level hazardous materials response.	All job performance requirements in Item 5 and all job performance requirements of NFPA 1072, "Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications", Chapter 5 (Operations).	July 1, 2026
8.	Firefighter Interior Attack, auto extrication and hazardous materials response: Fire suppression operations that enter the interior of the building and can perform rescue, automobile extrication rescue and Operations-level hazardous materials response (full service firefighter).	All job performance requirements of NFPA 1001, "Standard for Fire Fighter Professional Qualifications", 2019 Edition, Chapter 5 (Firefighter II).	July 1, 2026
9.	Team Lead Exterior Attack: Supervision of firefighters that provide fire suppression operations from the exterior of the building only.	All job performance requirements in Item 1 and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2014 Edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026
10.	Team Lead Exterior Attack and auto extrication: Supervision of firefighters that provide fire suppression operations from the exterior of the building only or that provide auto extrication rescue.	All job performance requirements in Item 2 and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2014 Edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026
11.	Team Lead Exterior Attack and hazardous materials response: Supervision of firefighters that provide fire suppression operations from the exterior of the building only or that provide Operations-level hazardous materials response.	All job performance requirements in Item 3 and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2014 Edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026
12.	Team Lead Exterior Attack, auto extrication and hazardous materials: Supervision of firefighters that provide fire suppression operations from the exterior of the building only or that provide automobile extrication rescue or Operations-level hazardous materials response.	All job performance requirements in Item 4, and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2014 Edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026

13.	Team Lead Interior Attack: Supervision of firefighters that provide fire suppression operations from the interior of the building and can perform rescue.	All job performance requirements in Item 5 and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2014 Edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026
14.	Team Lead Interior Attack and auto extrication: Supervision of firefighters that provide fire suppression operations from the interior of the building and can perform rescue or that provide automobile extrication rescue.	All job performance requirements in Item 6 and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2014 Edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026
15.	Team Lead Interior Attack and hazardous materials response: Supervision of firefighters that provide fire suppression operations from the interior of the building and can perform rescue or that provide Operations-level hazardous materials response.	All job performance requirements in Item 7 and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2014 Edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026
16.	Team Lead Interior Attack, auto extrication and hazardous materials response: Supervision of firefighters that provide fire suppression operations from the interior of the building and can perform rescue or that provide automobile extrication rescue or Operations-level hazardous materials response (full service fire officer).	All job performance requirements of NFPA 1021 "Standard for Fire Officer Professional Qualifications", 2014 Edition, Chapter 4 (Fire Officer I).	July 1, 2026
17.	Pump Operations: Operation of a pumper apparatus without driving the apparatus, or where the apparatus does not require a class D licence.	All job performance requirements of NFPA 1002, "Standard for Fire Apparatus Driver/Operator Professional Qualifications", 2017 Edition, Chapter 5 (Apparatus Equipped with Fire Pump), without pre-requisites in Chapter 4.	July 1, 2026
18.	Pump Operations: driver: Driving and operating a pumper apparatus that requires a class D licence.	All job performance requirements in NFPA 1002 "Standard for Fire Apparatus Driver/Operator Professional Qualifications", 2017 Edition, Chapter 5 (Apparatus Equipped with Fire Pump).	July 1, 2026
19.	Fire Prevention/Inspection: conducting fire and life safety inspections.	All job performance requirements of NFPA 1031, "Standard for Professional Qualifications for Fire Inspector and Plan Examiner", 2014 Edition, Chapter 4 (Fire Inspector I).	July 1, 2026
20.	Fire Investigator: conducting fire cause and origin investigations.	All job performance requirements of NFPA 1033, "Professional Qualifications for Fire Investigator", 2014 Edition, Chapter 4 (Fire Investigator).	July 1, 2026
21.	Fire and Life Safety Educator: providing fire and life safety education.	All job performance requirements of NFPA 1035, "Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications", 2015 Edition, Chapter 4 (Fire and Life Safety Educator).	July 1, 2026
22.	Training Officer: providing training and education to other fire personnel.	All job performance requirements of NFPA 1041, "Standard for Fire and Emergency Services Instructor Professional Qualifications", 2019 Edition, Chapter 4 (Fire and Emergency Services Instructor I).	July 1, 2026

23.	Emergency Communicators: taking emergency calls.	All job performance requirements of NFPA 1061, “Standard for Public Safety Telecommunications Personnel Professional Qualifications”, 2018 Edition, Chapter 4 (Public Safety Telecommunicator I).	July 1, 2026
24.	Incident Safety Officers: undertaking the primary role of incident safety officer at emergency calls.	All job performance requirements of NFPA 1521, “Standard for Fire Department Safety Officer Professional Qualifications”, 2020 Edition, Chapter 5 (Incident Safety Officer).	July 1, 2026
25.	Hazardous Materials Response — Operations Mission Specific Level: responding to emergencies involving hazardous materials at the Operations Mission Specific Level.	All job performance requirements of NFPA 1072, “Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications”, Chapter 6 (Operations Mission Specific)	July 1, 2026
26.	Hazardous Materials Response — Technician Level: responding to emergencies involving hazardous materials at the Technician Level.	All job performance requirements of NFPA 1072, “Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications” Chapter 7 (Hazardous Materials Technician).	July 1, 2026
27.	Rope Rescue — Operations: rope rescue at the Operations Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 5 (Rope Rescue) (Operations): 5.2	July 1, 2028
28.	Rope Rescue — Technician: rope rescue at the Technician Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 5 (Rope Rescue) (Technician): 5.3	July 1, 2028
29.	Structural Collapse — Operations: structural collapse rescue at the Operations Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 6 (Structural Collapse Rescue) (Operations): 6.2	July 1, 2028
30.	Structural Collapse — Technician: structural collapse rescue at the Technician Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 6 (Structural Collapse Rescue) (Technician): 6.3	July 1, 2028
31.	Confined Space — Operations: confined space rescue at the Operations Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 7 (Confined Space Rescue) (Operations): 7.2	July 1, 2028
32.	Confined Space — Technician: confined space rescue at the Technician Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 7 (Confined Space Rescue) (Technician): 7.3	July 1, 2028

33.	Vehicle Rescue — Operations: rescue involving passenger vehicles at the Operations Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 8 (Common Passenger Vehicle Rescue) (Operations): 8.2	July 1, 2028
34.	Vehicle Rescue — Technician: rescue involving passenger vehicles at the Technician Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 8 (Common Passenger Vehicle Rescue) (Technician): All of 8.3	July 1, 2028
35.	Heavy Vehicle Rescue — Operations: rescue involving heavy vehicles at the Operations Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 9 (Heavy Vehicle Rescue) (Operations): 9.2	July 1, 2028
36.	Heavy Vehicle Rescue — Technician: rescue involving heavy vehicles at the Technician Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 9 (Heavy Vehicle Rescue) (Technician): 9.3	July 1, 2028
37.	Trench Rescue — Operations: trench rescue at the Operations Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 12 (Trench Rescue) (Operations): 12.2	July 1, 2028
38.	Trench Rescue — Technician: trench rescue at the Technician Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 12 (Trench Rescue) (Technician): 12.3	July 1, 2028
39.	Surface Water Rescue — Operations: surface water rescue at the Operations Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 17 (Surface Water Rescue) (Operations): 17.2	July 1, 2028
40.	Surface Water Rescue — Technician: surface water rescue at the Technician Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 17 (Surface Water Rescue) (Technician): 17.3	July 1, 2028
41.	Swift Water Rescue — Operations: swift water rescue at the Operations Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 18 (Swiftwater Rescue) (Operations): 18.2	July 1, 2028

42.	Swift Water Rescue — Technician: swift water rescue at the Technician Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 18 (Swiftwater Rescue) (Technician): 18.3	July 1, 2028
43.	Ice Water Rescue — Operations: ice water rescue at the Operations Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 20 (Ice Rescue) (Operations): 20.2	July 1, 2028
44.	Ice Water Rescue — Technician: ice water rescue at the Technician Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 20 (Ice Rescue) (Technician): 20.3	July 1, 2028

**The Corporation of the
Town of Arnprior**

By-Law No. 7102-20

Being a By-law to Establish and Regulate a Fire Department and to Repeal By-law Number 6365-14, as amended, and any other by-laws that contravene the provisions of this by-law

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act; and

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality may pass By-laws respecting protection of persons and property; and

Whereas the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 as amended, provides that the Council may establish, maintain and operate a fire department; and

Whereas the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 as amended, requires the municipality to establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances; and

Whereas the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 as amended, requires the municipality that establishes a fire department to provide fire suppression services and permits the fire department to provide other fire protection services in the municipality; and

Whereas the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 as amended, requires a municipality that establishes a fire department to appoint a Fire Chief;

NOW THEREFORE, the Municipal Council of the Corporation of the Town of Arnprior enacts as follows:

1. DEFINITIONS

1.1. In this By-law the following terms shall have the meanings set out below unless the subject matter of context requires another meaning to be ascribed:

- a) **"approved"** means approved by the Council;
- b) **"automatic aid"** means any agreement under which a municipality agrees to provide an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department is capable of responding more quickly than any fire department situated in the other municipality; or a municipality agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another municipality;
- c) **"captain"** means an officer appointed to supervise firefighters, operations and equipment;
- d) **"chief administrative officer (CAO)"** means the person appointed by Council to act as the Chief Administrative Officer for the Corporation;
- e) **"chief fire official"** shall mean the Assistant to the Fire Marshal who is the municipal Fire Chief or a member or members of the fire department appointed by the municipal Fire Chief under the FPPA or a person appointed by the Fire Marshal under the FPPA;
- f) **"corporation"** means the Corporation of the Town of Arnprior;
- g) **"Council"** means the Council of the Town of Arnprior;
- h) **"deputy fire chief"** means the person appointed by Council to act in the place of the Fire Chief in his/her absence, incapacity or in the case of a vacancy in the fire department;
- i) **"fire chief"** means the person appointed by Council to act as Fire Chief for the Corporation and is responsible to Council as defined in the FPPA;

- j) **"fire code"** means the fire code established under Part IV of the FPPA;
- k) **"fire department"** means the Town of Arnprior fire department;
- l) **"FPPA"** means the Fire Protection and Prevention Act, 1997, S.O., c.4, as may be amended from time to time, or any successor legislation, and regulation made there under;
- m) **"firefighter"** means the Fire Chief and any other person employed in, or appointed to the fire department and assigned to undertake fire protection services, and includes officers and volunteer firefighters;
- n) **"fire protection agreement"** is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions, and all other aspects of the fire services purchased, provided and/or required;
- o) **"fire protection services"** includes fire suppression, fire prevention, fire safety education, communications, support services, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services;
- p) **"lieutenant"** is a Captain in training;
- q) **"member"** means any person employed in, or appointed to, the fire department and assigned to undertake fire protection services, and includes officers and volunteer firefighters;
- r) **"mutual aid"** means a program to provide and/or receive assistance in the case of a major emergency in a municipality, community or area where resources in a municipality, community or area have been depleted, but does not include Automatic Aid;
- s) **"officer"** means any firefighter with the rank of Lieutenant or higher who is considered a supervisor;
- t) **"training officer"** is an officer designated to assist in developing, coordinating, managing, implementing and evaluating training programs for all fire department personnel ;

- u) ***“volunteer firefighter”*** means a firefighter who provides fire protection services either voluntarily or for nominal consideration, honorarium, training or activity allowance.

2. ESTABLISHMENT

- 2.1. The fire department for the Town of Arnprior to be known as the Town of Arnprior fire department is hereby established and the head of the fire department shall be known as the Fire Chief.

3. COMPOSITION

- 3.1. The fire department shall be structured in conformance with the approved Organizational Chart, attached as Appendix “A”.
- 3.2. In addition to the Fire Chief, the fire department personnel shall consist of Fire Prevention/Protection Officers, a Deputy Fire Chief, Captains, a Training Officer, Lieutenants, firefighters and any other personnel position that may be established from time to time.
- 3.3. The Mission Statement and Code of Ethics of the fire department shall be those contained in Appendix “B”.
- 3.4. The Fire Chief shall be appointed by By-law of the Council.
- 3.5. The Deputy Fire Chief shall be appointed by By-law of the Council.

4. EMPLOYMENT

- 4.1. The Fire Chief may recommend for appointment, any qualified person as a member of the department if the position is authorized by Council and is subject to the approved hiring policies of the Corporation.
- 4.2. The recruitment and selection of volunteer firefighters shall be in accordance with the volunteer firefighter recruitment and selection program as established by policy.
- 4.3. A person appointed as a member of the department shall serve a probation period for a minimum of twelve (12) months, during which time he/she shall take such special training and assessments as may be required by the Fire Chief.

- 4.4. A probationary firefighter may be discharged as per the terms of the Employment Agreement upon recommendation by the Fire Chief to the CAO.
- 4.5. All recommendations for appointments, promotions and demotions will be reported to the CAO by the Fire Chief.
- 4.6. The remuneration and other terms and conditions of employment or appointment of the members and administrative support staff that comprise the fire department shall be determined by Council or by the CAO acting in accordance with policies and programs established or approved by Council.

5. CORE SERVICES

- 5.1. The core services of the fire department shall be those contained in Appendix "C".
- 5.2. Limited services may be provided by the fire department. Limited services may also result from those conditions identified in the core services listing such as; travel distances, trained personnel, personnel availability, equipment availability & functionality, environmental factors, structural integrity and safety.
- 5.3. Nothing in this By-law will restrict the fire department to providing only core services or limit the provision of fire protection services.

6. RESPONSIBILITY & AUTHORITY OF FIRE CHIEF

- 6.1. The Fire Chief shall be the head of the fire department and is ultimately responsible to Council, reporting through the CAO for proper administration and operation of the fire service.
- 6.2. The Fire Chief shall be a fully contributing member of the Corporation's Senior Management Team reporting to the CAO and will serve as an Emergency Control Group member as required.
- 6.3. The Fire Chief shall be authorized to make such general orders, policies, procedures, rules and regulations and to take such other measures as the Fire Chief may consider necessary for the proper administration and effective operation of the fire department and the effective management of the fire protection services for the

Corporation and for the prevention, control and extinguishment of fires, the protection of life and property and the management of emergencies and without restricting the generality of the foregoing;

- a) for the care and protection of all property belonging to the fire department;
- b) for arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the fire department;
- c) for arranging and implementing of mutual aid and other negotiated fire protection and emergency service agreements within the Corporation's borders and/or within the municipal borders of adjoining municipalities;
- d) for determining and establishing the qualifications and criteria for employment or appointment and the duties of all members of the fire department;
- e) for preparing and upon approval by Council, implementing and maintenance of core services forming part of this By-law;
- f) for assistance, as a contributing member of the Emergency Management Program Committee, in the preparation, implementation and maintenance of any emergency plans, services or measures established or to be established by the Corporation;
- g) for keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the fire department and reporting of same to the Office of the Fire Marshal;
- h) for keeping such other records as may be required by Council, the Corporation and the FPPA;
- i) for preparing and presenting to the CAO and Council for approval, an annual report and any other specific reports requested by the CAO or Council;
- j) for preparing and presenting annual budget estimates of the fire department to the CAO and Council and for exercising control over the Council approved budget for the fire department, provided that such general orders, policies, procedures, rules, regulations and

other measures do not conflict with the provisions of this By-law or any other By-law of the Corporation, including, without limitation, those requiring the prior approval of or notice to Council or the satisfaction of certain conditions, general or otherwise, specified by Council before such measures can be implemented, or with the provisions of the FPPA or other written agreement that may be applicable.

- 6.4. The Fire Chief shall be responsible for the administration and enforcement of this By-law and all general orders, policies, procedures, rules and regulations made under this By-law and for the enforcement of any other By-laws of the Corporation respecting fire protection services, and shall periodically review such By-laws, including this By-law, recommend to Council such amendments as the Fire Chief considers appropriate and, in the case of general order, policies, procedures, rules and regulations made under this By-law, revise or terminate any of them if the Fire Chief considers it appropriate.
- 6.5. The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under the FPPA including, without limitation, the authority to enforce compliance with the Fire Code and to delegate his or her powers or duties in accordance with Section 6.(6) of the FPPA to any firefighter, and also the authority to appoint members of the fire department who are Assistants to the Fire Marshal to be Chief Fire Officials for the purposes and subject to the limitations and conditions as set out in the appointment in accordance with Article 1.1.1.2. of Division C of the Ontario Fire Code.
- 6.6. The Fire Chief may liaise with the Office of the Fire Marshal of Ontario and any other office or organization (local, regional, provincial or federal) as required by Council or as considered necessary or advisable by the Fire Chief for the proper administration and efficient operation of the Fire Department and the effective management of fire protection services for the Corporation.
- 6.7. The Fire Chief is authorized to contribute to and assist in the formulation of Mutual Aid, Automatic Aid and emergency service agreements or response plans with other emergency agencies and further, is authorized by Council to perform the duties of a County Fire Coordinator or Alternate County Fire Coordinator as required.

6.8. The Fire Chief may utilize such firefighters and administrative support staff of the fire department as the Fire Chief may determine, from time to time, to assist in the performance of his/her duties and/or perform the role as required of a designate in such a manner as to include, but not limited to the following:

- a) provide administrative support and customer assistance for facilities and services provided by the fire department;
- b) prepare overall departmental budgets and exercise budget control;
- c) prepare payroll data of the fire department as required;
- d) maintain personnel records as required in conjunction with the human resources department;
- e) arrange for the provision of new facilities, equipment and apparatus;
- f) carry out general administrative duties of the fire department;
- g) liaise with other emergency response and safety agencies;
- h) liaise with other departments within the Corporation and participate on committees;
- i) provide emergency response and firefighting duties and/or assist at an emergency incident as required by the Fire Chief to prevent, control, and extinguish fires, and further prevent fire & life safety tragedy;
- j) conduct investigations of cause, origin and circumstances of a fire incident and assist investigators of the Office of the Fire Marshal and/or Ontario Provincial Police or other allied agency as necessary;
- k) conduct, facilitate and participate in training at the fire station or other approved sites and keep clear and concise records of said training;
- l) research and develop strategies to maintain safe operating efficiency and effectiveness in emergency or routine operations;

- m) assist in volunteer recruitment and selection process;
- n) conduct fire prevention audits, visits, inspections and/or pre-planning familiarization inspections of premises and occupancies as required;
- o) provide fire & life safety education and distribution of educational materials as appropriate;
- p) perform apparatus and equipment maintenance cleaning, checks/tests/inspections as required;
- q) participate in health & safety programs and liaise with the fire department joint health & safety committee;
- r) prepare statistical data or other analysis reports as required;
- s) assist in the preparation and implementation of departmental emergency plans and contingencies in conjunction with the Corporations Emergency Response Plan;
- t) perform other duties as assigned and shall comply with all other requirements of the job description and abide by all orders, policies, procedures, rules and regulations as provided.

7. SUPERVISION – GENERAL DUTIES AND RESPONSIBILITIES

- 7.1. The Deputy Fire Chief shall be appointed by By-law, and in the absence of the Fire Chief shall have all the powers and may perform the duties of the Fire Chief.
- 7.2. The members of the fire department while on duty or engaged in fire service activities shall be under the direction and control of the Fire Chief or the next ranking officer present in any place.
- 7.3. When the Fire Chief designates a member to act in place of an Officer in the Fire Department, such member, when so acting, has all the powers and shall perform all the duties of the Officer replaced.

- 7.4. The Fire Chief and all other Officers of the Department shall protect and guard all property entrusted to their care and the Chief, all Officers and all members, insofar as lies in their power, shall take necessary measures to protect all members of the Fire Department from accident, injury or death as a result of duty.
- 7.5. All matters pertaining to or affecting the Fire Department proposed or contemplated by members must be submitted to the Fire Chief before any action is taken, and members are strictly forbidden to take any part in any proposition contemplating any effect, directly or indirectly, upon the Town of Arnprior Fire Department or its operation, except after consultation with the Fire Chief.
- 7.6. Every member shall conduct themselves in accordance with the general orders, policies, procedures, rules and regulations made by the Town and/or Fire Department and shall give their whole and undivided attention while on duty to the efficient operation of the Fire Department and shall perform the duties assigned to them to the best of their ability in accordance with the Fire Protection and Prevention Act or other written agreement that may be applicable.
- 7.7. The Fire Chief may discipline, in accordance with the Town's Disciplinary Measures Policy, any member of the Fire Department for non-compliance with any of the provisions of this By-law, departmental policies or procedures, guidelines, general orders and departmental rules. The Fire Chief shall engage with the CAO and Human Resources Officer to administer the appropriate disciplinary measures as established by Town policy.

8. PROTECTION SERVICES

- 8.1. The fire department and its members may enter any property to provide fire suppression, provide rescue or other emergency services.
- 8.2. The fire department and its members may pull down or demolish any building or structure when considered necessary to prevent the spread of fire, to conduct investigations or to ensure public safety.
- 8.3. The fire department may take necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other dangers, risk or accident, when unable to contact the property owner.

- 8.4. The Fire Department may request other appropriate persons or agencies present at a fire to assist in extinguishing fires, pulling down or demolishing buildings or structures to prevent the spread of fire, initiate crowd and traffic control or other hazardous conditions in other reasonable ways.

9. FIRE PREVENTION

- 9.1. Fire prevention shall be implemented in accordance with the Fire Prevention Policy of the Arnprior fire department.
- 9.2. The Fire Chief shall delegate to the Fire Prevention & Protection Officer(s), delegating in total or in part the following duties pertaining to the function of Fire Prevention;
- a) Enforce and ensure compliance with the FPPA which includes but is not limited to:
- Public Education
 - Dissemination of fire safety information
 - Fire safety inspections in accordance with the Fire Prevention Policy
 - Fire Code compliance and enforcement
 - Home Life Safety program
 - Maintain a current Risk Assessment
 - Approvals under the Ontario Fire Code as amended, as Chief Fire Official
 - Rights of Entry for emergencies, fire investigations and inspections as described in the FPPA

10. TRAINING

- 10.1 The Fire Chief shall ensure departmental training is implemented in accordance with the Training Policy of the Arnprior Fire Department.
- 10.2. The Fire Chief shall delegate to the Deputy Fire Chief, delegating in total or in part the following duties pertaining to the function of training:

- a) Ensure a training program is established and managed;
- b) An annual training schedule is developed;
- c) Training records are created and maintained;
- d) Training complies with the Occupational Health & Safety Act and applicable legislation/regulations;
- e) Lessons are developed in accordance with industry standards such as the NFPA, utilizing various resources including the International Fire Service Training Association and other related industry training standards and reference materials for the Fire Department training as approved by the Fire Chief.

10.3. All firefighters shall avail themselves of the training provided by the department unless extenuating circumstances are approved by the Deputy Fire Chief.

11. EMERGENCY RESPONSE OUTSIDE LIMITS OF THE MUNICIPALITY

11.1. The fire department may allocate resources outside the municipality as long as, in the opinion of the Fire Chief, or acting Fire Chief, there is sufficient staff and resources available to respond to calls within the Town of Arnprior as the first priority at all times.

The fire department shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency:

- a) that in the opinion of the Fire Chief or designate of the fire department, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality;
- b) in a municipality with which a Fire Protection Agreement has been entered into to provide fire protection services which may include automatic aid;
- c) on property with respect to which an agreement has been entered into with any person or corporation to provide fire protection services;
- d) at the discretion of the Fire Chief to a municipality authorized to participate in a county, district or regional Mutual Aid Plan

established by a fire coordinator appointed by the Fire Marshal or any other reciprocal plan;

- e) on those highways that are under the jurisdiction of the Ministry of Transportation or other agency within the Town of Arnprior;
- f) on property beyond the municipal boundary where the Fire Chief or designate determines that immediate action is necessary to preserve and protect life and/or property and the appropriate department is notified to respond and/or assume command or establish alternative measures, acceptable to the Fire Chief or designate;
- g) response due to a request for special assistance as required through a declaration of a provincial or federal emergency and such request has been approved by the Fire Chief, the CAO and the Head of Council.

12. RECOVERY OF COSTS

In addition to the Recovery of Costs provisions in Part VIII of the Fire Protection and Prevention Act:

- 12.1. The Fire Chief may require the owner of the property or the person having control of the property within or outside the Town to pay costs or fees for fire protection services or other administrative services provided. Invoicing for services or recovery of fees will be conducted in accordance with the Corporation's User Fee and Charges By-law as amended from time to time.
- 12.2. If as a result of a fire department response to a fire or emergency incident, the Fire Chief or his/her designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, the owner of the property requiring or causing the need for the additional service or expense shall be charged the full costs to provide the additional service including all applicable taxes. Property shall mean personal and real property.

13. PROPERTY

- 13.1. No person shall normally supply any apparatus, equipment or other property of the Fire Department for any personal or private use without the express permission of the Fire Chief.
- 13.2. No person shall willfully damage or render ineffective or inoperative any apparatus, equipment or other property belonging to or used by the Fire Department or any emergency vehicle of a public safety agency engaged by the Fire Department to attend to a fire or emergency incident within the municipality.

14. REFUSAL TO LEAVE

- 14.1. No person present at a fire or other emergency shall refuse to leave the immediate vicinity when required to do so by the Fire Department or Police authorities.

15. INTERFERENCE

- 15.1. No person shall impede or interfere with or hinder the Fire Department in the performance of its duties.

16. CONFLICT

- 16.1. Where this By-law may conflict with any other By-law of the Corporation, this By-law shall supersede and prevail over that other By-law to the extent of the conflict.

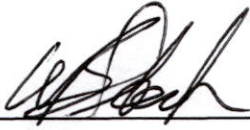
17. REPEAL OF BY-LAWS

- 17.1. By-law number 6365-14, and any other by-laws, policies, or resolutions or parts of by-laws, policies or resolutions inconsistent with this by-law to establish and regulate a fire department are hereby repealed.

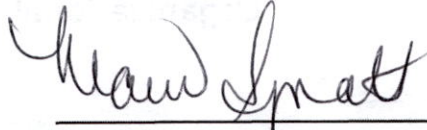
18. EFFECT

- 18.1. This By-law shall come into force and effect on the day it is passed.

Enacted and Passed this 26th day of October, 2020.

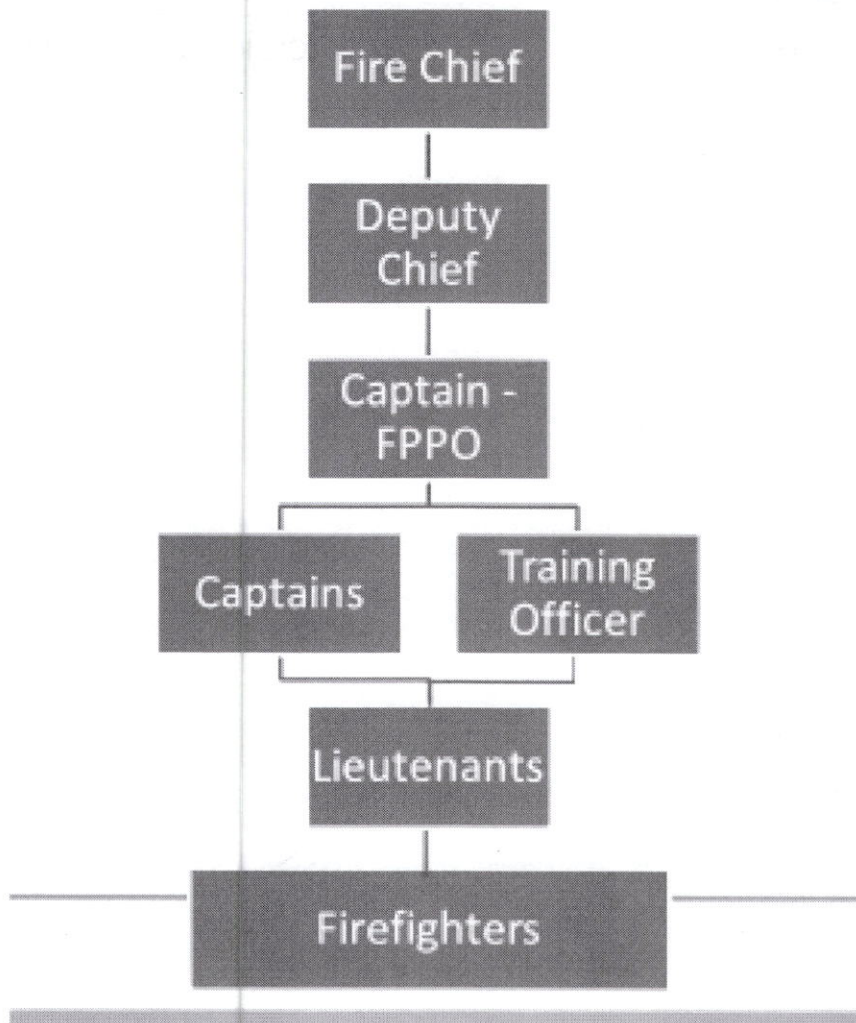
A handwritten signature in black ink, appearing to read 'W. Stack', written over a horizontal line.

Mayor, Walter Stack

A handwritten signature in black ink, appearing to read 'Maureen Spratt', written over a horizontal line.

Clerk, Maureen Spratt

Appendix "A"
Organizational Chart – Fire Department



APPENDIX "B"

MISSION STATEMENT & CODE OF ETHICS

MISSION STATEMENT

The Arnprior Fire Service is dedicated to increasing community safety by being committed to protect lives and property, as well as limiting negative effects to the environment and local economy through public education, prevention and emergency response within the scope of approved services.

Through teamwork, dedication and training the members of the Arnprior Fire Service professionally contribute to the department's success. Members proudly serve by exhibiting respect, while remaining accountable.

CODE OF ETHICS

As a member of the Arnprior Fire Department I will contribute to the department's success through teamwork, dedication and training as I proudly serve by exhibiting respect while remaining accountable. I further pledge to:

- Recognize that I serve in a position of public trust and I will avoid situations that would adversely affect the public perception or credibility of the Town or the Fire Department.
- Use electronic communications, social media, and other media technology responsibly so that it does not embarrass, dishonour or discredit the Town, Fire Department, my peers or the public. Failing to report such use equates to condoning this behaviour.
- Treat all information gained by virtue of my position as confidential and I will disseminate or use this information as only as necessary in fulfilling the duties of my position.
- Exercise professionalism, loyalty and competence in the performance of all my duties.
- Be conscious and respectful of everyone's safety and personal wellbeing at all times.
- Accept responsibility for my actions and for the consequences of my actions.
- Avoid expressing opinions that may bring discredit to the Town, Fire Department and/or its Council, managers and employees.
- Conduct myself in a manner that reflects positively on me, the Town and the Arnprior Fire Department while on and off duty.
- Be truthful and honest at all times, while reporting dishonest acts that may compromise the integrity of the Fire Department.

- Never threaten, harass or intimidate peer members or the public, and report the actions of those who do.
- Never discriminate on the basis of age, gender, race, colour, religion, marital/family status, handicap or medical condition.
- Never respond to the call of duty if using alcohol or other substance use that may impair my mental state or affect the performance of my duties and compromise safety.
- Never accept personal rewards, special privileges, benefits, advancements or gifts that may create a conflict of interest.

APPENDIX "C"

CORE SERVICES**CORE SERVICES BASED ON EXISTING RESOURCES (2014)**

- Corporation provides volunteer staffing for emergency responses
- Firefighter protective apparel (structural firefighting)
- Firefighting apparatus/tools/equipment
- Implemented training program
- Incident Management System →

Approved budgetary resources

GENERAL NOTES: As a volunteer fire department, the level of service is subject to variations and is dependent on the following considerations:

- sufficient volunteer firefighter availability to conduct operations in an efficient, effective and safe manner;
- operating procedures and/or guidelines;
- health & safety requirements; and
- apparatus and/or equipment resource availability.

EMERGENCY RESPONSES

	SERVICE TYPE	SERVICE DESCRIPTION	SERVICE LEVEL PROVIDED
1	Basic Firefighting - no expected rescue component	Instances of incipient level fires for an exterior fire attack, with no rescue expectations	Provide emergency response and basic operations.
2	Structural Firefighting - including limited rescue & fire attack	Instances of fires involving structures to apply interior attack and rescue operations	Provide emergency response and operations.

3	Response to properties with private roads, lanes or driveways	Emergency response to properties assessed by private roads, lanes or driveways may be limited by the access and/or condition of such	Provide limited service. Based on maintenance condition of road, lane or driveway as deemed passable for fire department equipment, vehicles and apparatus.
4	Vehicle Firefighting	Instance of fires involving motor vehicles for the purpose of suppression.	Provide emergency response and operations.
5	Grass, Brush and Forestry Firefighting	Instance of fire involving Grass, Brush and Wild land areas. Response objectives will be to protect human lives, property and the environment	Provide emergency response and operations. The fire department does not possess brush vehicles or firefighting equipment and is limited to the use of existing approved resources. Department responses will attempt to contain and prevent spread to exposures. The fire department is not authorized to request Provincial resources.
6	Marine Firefighting	Instances of fire involving a Pleasure Craft	Do not provide off shore fire suppression. Response for shore based firefighting and possible water rescue.
7	Automatic Aid	An agreement under which a municipality agrees to ensure an initial or supplemental response to fires, rescue and emergencies that may occur in a part of another municipality where a fire department in the municipality is capable of providing a quicker initial or supplemental response to fires, rescue and emergencies occurring in the other municipality	Provide emergency response and operation. As outlined in an individual agreement and not exceeding approved levels of services.
8	Mutual Aid	A program to provide/receive assistance in the case of a major emergency in a municipality, community or area.	Provide emergency response and operations. Core services provided to own municipality as a priority.
9	Basic Medical Assist	Emergencies where life-threatening conditions are identified; provide standard First-Aid, CPR & Defibrillation until medical help arrives.	Do not provide this level of service. Assist in providing Standard First Aid and Basic Rescuer CPR with Automated External Defibrillation (AED) while attending an emergency scene.
10	Advanced Medical Assist-with defibrillation	Emergency pre-hospital care responses and medical acts such as advanced First-Aid techniques including Defibrillation and Trauma Care maintained to base hospital protocols.	Do not provide this level of service.

11	Hazardous Materials – Awareness level	Instances of emergency involving hazardous materials. Response objectives will be to recognize the presence of hazardous materials, protect people, call for trained personnel and secure the area.	Provide emergency response and operations.
12	Hazardous Materials – Operations level	Instances of emergency involving hazardous materials with the purpose of protecting people, property and the environment. Response objectives will be to respond in a defensive fashion to control the release of the hazardous material from a safe distance and keep it from spreading.	Do not provide this level of service. Respond as awareness only. Request mutual aid under the Renfrew County Mutual Aid Plan.
13	Hazardous Materials – Technician level	Instances of emergency involving hazardous materials with the purpose of controlling a release of hazardous materials. Response objectives will be to use specialized chemical protective clothing and specialized control techniques and equipment to eliminate the hazard of the release.	Do not provide this level of service. Respond as awareness only. Request mutual aid under the Renfrew County Mutual Aid Plan.
14	Vehicle Accidents	Instances of emergency involving motor vehicle collisions. Response objectives will be to recognize the hazards, stabilize the scene, protect people from harm and call for the required agency response.	Provide emergency response and operations.
15	Vehicle Extrication- light	Instances of emergency involving motor vehicle collisions. Response objectives will be to respond to the scene and perform rescue techniques with the use of hand rescue tools to aid in the removal of persons from the vehicle.	Provide emergency response and operations.
16	Vehicle Extrication- heavy	Instances of emergency involving motor vehicle collisions. Response objectives will be to respond to the scene and perform rescue techniques with the use of specialized heavy hydraulic rescue tools to aid in the removal of persons from the vehicle.	Provide emergency response and operations.
17	Transportation incidents- large scale (planes, trains, automobiles)	Multi agency emergency instances of catastrophic events involving numerous victims in a transportation incident. Response objectives will be to respond to the scene and control the event, eliminate the hazards, protect people from harm and perform rescue techniques with the use of specialized tools to rescue victims.	Provide emergency response and operations.
18	Water and Ice – shore based (Does not include Recovery or Salvage)	Instances of emergency involving persons in water or ice conditions. Response objectives will be to recognize the hazards involved with water/ice rescue, perform technical rescue operations using specialized equipment and personal protective equipment for water/ice rescue while remaining in contact with the shoreline.	Provide emergency response and operations.

19	Water and Ice – water entry (Does not include Recovery or Salvage)	Instances of emergency involving persons in water or ice conditions. Response objectives will be to recognize the hazards involved with water/ice rescue, perform technical rescue operations using specialized equipment and personal protective equipment for water/ice rescue that may require entry in the water or onto the ice.	Provide emergency response and operations.
20	Water and Ice – boat (Does not include Recovery or Salvage)	Instances of emergency involving persons in water or ice conditions. Response objectives will be to recognize the hazards involved with water/ice rescue, perform technical rescue operations using specialized equipment and personal protective equipment for water/ice rescue with the operation of a water craft.	Provide emergency response and operations.
21	Public Assistance	Instances of emergency involving the general public requiring assistance. Response objectives will be to access the existing hazards, protect the public from harm and contact the proper resources to resolve the issue.	Provide emergency response and operations.
22	Ambulance Assistance - lift assist	A request from the paramedic service for assistance with a patient that requires transport to hospital. Response objectives will be to assist Paramedics using proper personal protective equipment and lifting techniques.	Do not provide this level of service.
23	Ambulance Assistance – locked door access	A request from paramedics for assistance to make entry into a dwelling that is locked. Response objectives will be to use forcible entry tools and techniques to make entry into the dwelling.	Do not provide this level of service.
24	Police Assistance	Instances of emergency at the request of the police. Response objectives will be to assess the existing hazards, protect the public from harm and contact the proper resources to resolve the issue.	Provide emergency response and operations based on uniqueness of incident and within approved core services.
25	Public Utilities Assistance	Instances of emergency at the request of the local Public utility. Response objectives will be to assess the existing hazards, protect the public from harm and contact resources to resolve the issue.	Provide emergency response and operations.
26	Community Emergency Plan Participation	Implementation of the Community Emergency Program. Response objectives will be to perform duties required to protect the public, property and the environment while following the direction of community leaders in the instance of a large-scale emergency in the community.	Provide emergency response and operations.

27	Urban Search and Rescue – light (Awareness level only)	Instances of emergency involving the collapse of a residential building made of wood or light metal construction. Response objectives will be to recognize the hazards and perform search and rescue operations using specialized tools, techniques and personal protective equipment.	Provide emergency response and operations.
28	Urban Search and Rescue – heavy	Instances of emergency involving the collapse of all building construction types during a disaster. Response objectives will be to recognize the hazards and perform search and rescue operations using specialized tools, techniques and personal protective equipment	Do not provide this level of service. Respond to provide Urban Search and Rescue – light services
29	High Angle Rescue	Instances of emergency involving a terrain slope angle of 60 degrees or greater. Response objectives will be to recognize the hazards and perform technical rescue operations using specialized tools, techniques and personal protective equipment designed for high angle rescue.	Do not provide this level of service.
30	Confined Space Rescue	Instances of emergency involving the rescue or recovery of victims trapped in a confined space area. Response objectives will be to recognize the hazards associated with confined space entry and perform technical rescue operations using specialized tools, techniques and personal protective equipment.	Do not provide this level of service.
31	Farm/Silo Rescue	Instances of emergency involving the rescue or recovery of victims trapped in a farm silo. Response objectives will be to recognize the hazards associated with a farm silo and perform technical rescue operations using specialized tools, techniques and personal protective equipment.	Do not provide this level of service.
32	Trench Rescue	Instances of emergency involving the rescue or recovery of victims trapped in a trench. Response objectives will be to recognize the hazards associated with trenches and perform technical rescue operations using specialized tools, techniques and personal protective equipment.	Do not provide this level of service.

PREVENTION & PUBLIC EDUCATION

	SERVICE TYPE	SERVICE DESCRIPTION	SERVICE LEVEL PROVIDED
1	Assistant to Fire Marshal - role	Members of a fire prevention bureau established by a municipality are by virtue of their position considered an Assistant to the Fire Marshal.	Fire Prevention Officers are Assistants to the Fire Marshal as per the F.P.P.A.

2	Chief Fire Official - role	Members who are Assistants to the Fire Marshal may be appointed by the Fire Chief as Chief Fire Officials for the purposes and subject to limitations and conditions as set out in the appointment.	Deputy Fire Chief and Fire Prevention Officers are appointed as Chief Fire Officials for all requirements under the Ontario Fire Code and also have delegated powers under 6.(6) of the Fire Protection and Prevention Act.
3	Inspection Practices	Conduct inspections and deal with code compliance issues. Respond to requests, prepare reports and issue written responses.	Code compliance issues are mandated and the fire prevention policy outlines additional duties.
4	Public Education Practices	Provide educational programs in the community and deliver specialized programs as necessary. Facilitate a smoke alarm program.	Provide public education services as per legislative requirements and the approved fire prevention policy.
5	Fire Investigation Practices	Determine cause and origin of local fires and report finding. Interact with OFM investigators and consult with police and other agencies as necessary.	Provide basic fire investigation services.
6	Plans Examination Practices	Examining and approving new construction plans and renovation plans. Review and approve sub-division/development agreements. Provide on-site inspection of approved plans to determine compliance and issue occupancy permits.	Do not provide this level of service.

FIRE ADMINISTRATION

	SERVICE TYPE	SERVICE DESCRIPTION	SERVICE LEVEL PROVIDED
1	Planning and Growth Practices	Evaluate programs and services. Determine staffing levels and assignments. Co-ordinate with other emergency services, other departments and other districts.	Provide this level of service.
2	Financial and Records Analysis Practices	Co-ordinate use of information from suppression activities and fire prevention activities. Provide input into level of service issues based on available funding, while developing, controlling and monitoring budgets. Identify alternative sources of revenue and fees for service.	Provide this level of service.
3	Records Management	Conduct note taking and process reports. Record retention and disseminate information on freedom of information and protection of privacy.	Provide this level of service.
4	Human Resources Practices	Conduct recruitment, selection and retention of firefighters. Classify jobs and maintain job descriptions for each class of job. Carry out promotions for all positions up to Deputy Fire Chief.	Provide this level of service.

5	Customer Relations Practices	Preserve the local indent while enhancing the fire department image. Market the department and programs of the department and develop inter-agency relationships.	Provide this level of service.
6	Health & Safety Practices	Instill a health and safety program that encourages and promotes a safe work place and provides employees with health and safety resources. Maintain a workplace health and safety committee.	Provide this level of service.

COMMUNICATIONS

	SERVICE TYPE	SERVICE DESCRIPTION	SERVICE LEVEL PROVIDED
1	Dispatching Practices	Receive emergency calls and dispatch appropriate resources. Provide on-going resources to operations during an emergency. Compile emergency response data and input information into data bases. Share data with other department divisions and municipal departments.	Do not provide this level of service.
2	Technology Issues	Maintain and repair communications systems and components (routine & emergency). Provide technical support and develop specifications for equipment (radios, pagers, telephones, and computers). Provide interface capability with other data systems.	Do not provide this level of service.

TRAINING & EDUCATION

	SERVICE TYPE	SERVICE DESCRIPTION	SERVICE LEVEL PROVIDED
1	Program Development Practices	Develop trainer facilitators (skill evaluators) to provide firefighter curriculum training and sign off firefighter skills.	Provide this level of service.
2	Station Training Practices	Deliver curriculum and hands-on training specific to discipline's needs, while providing support and direction to the learner. Supervise training drills.	Provide this level of service.
3	Operating Guidelines	Co-ordinate, develop, approve and distribute operational guidelines for various disciplines.	Provide this level of service.

MAINTENANCE			
	SERVICE TYPE	SERVICE DESCRIPTION	SERVICE LEVEL PROVIDED
1	Fleet & Equipment Maintenance Practices	Maintain fleet and equipment (routine and emergency) and maintain mechanical worthiness. Provide testing programs and pump capacity/certification. Maintain specialized equipment (SCBA, etc.).	Provide this level of service through contracted services.
2	Facilities Maintenance	Maintenance of building infrastructure.	Provide this level of service through contracted services.



2022 Capital Projects Operations Department

John Steckly, GM, Operations

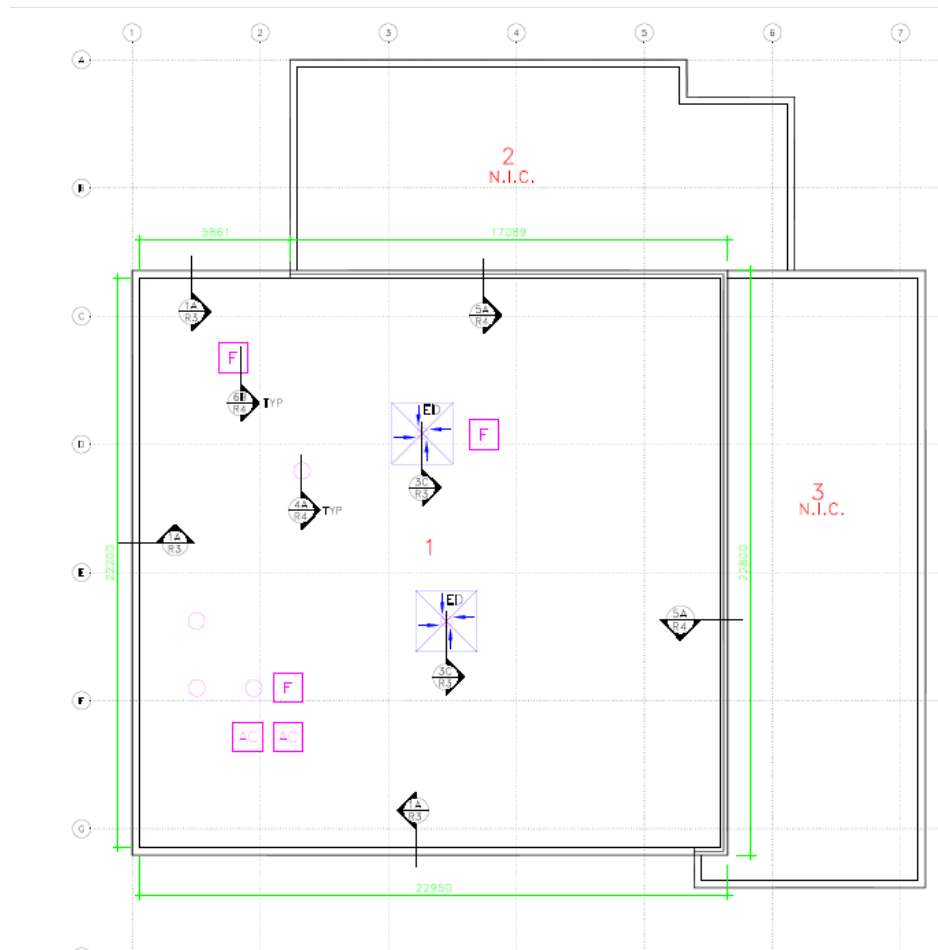
OAC Meeting - March 21st, 2022

Linear Infrastructure

- Rolling Road Rehab - \$250,000
 - Ida St N – Elgin St to Algonquin Trail
 - Norma St N – Elgin St to Algonquin Trail
 - Road and Curb Replacement on Both Streets
- Craig Street Full Reconstruction - \$1,600,000
 - William St W to Mary St
- Hugh Street Full Reconstruction - \$1,800,000
 - William St W to Dead End

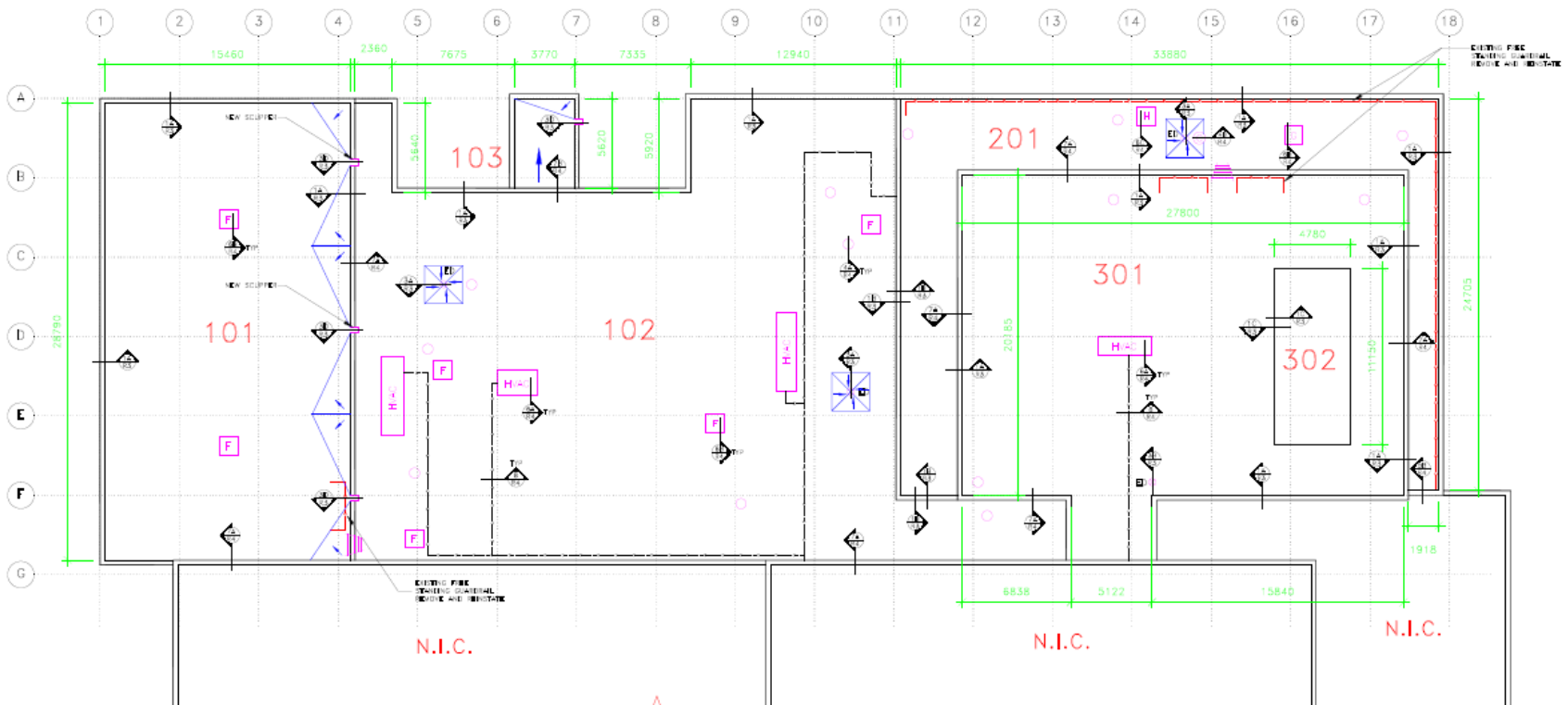
Facilities

- WFP Roof Replacement / Repair - \$100,000



Facilities

- NSC Roof Replacements - \$415,000



Facilities

- Fire Hall Fire Alarm Upgrades - \$15,000
- NSC Refrigeration Room Repairs - \$45,000
- NSC HVAC Unit #1 – \$45,000
- NSC Pool Filtration System - \$60,000
- NSC Desiccant Replacements - \$320,000

Machinery & Equipment

- Loader w/ Plow and Wing (*New - DC funded)
- \$270,000



2020 Comparable Example

Machinery & Equipment

- Trackless Mower (*New) - \$10,000



Example Photo

Vehicles

- #78 Tandem Axle Plow Truck - \$280,000



2012 Roads and Services

Vehicles

- Two Half Ton Trucks - \$75,000 (total)



2010 Roads and Services



2011 Parks and Rec

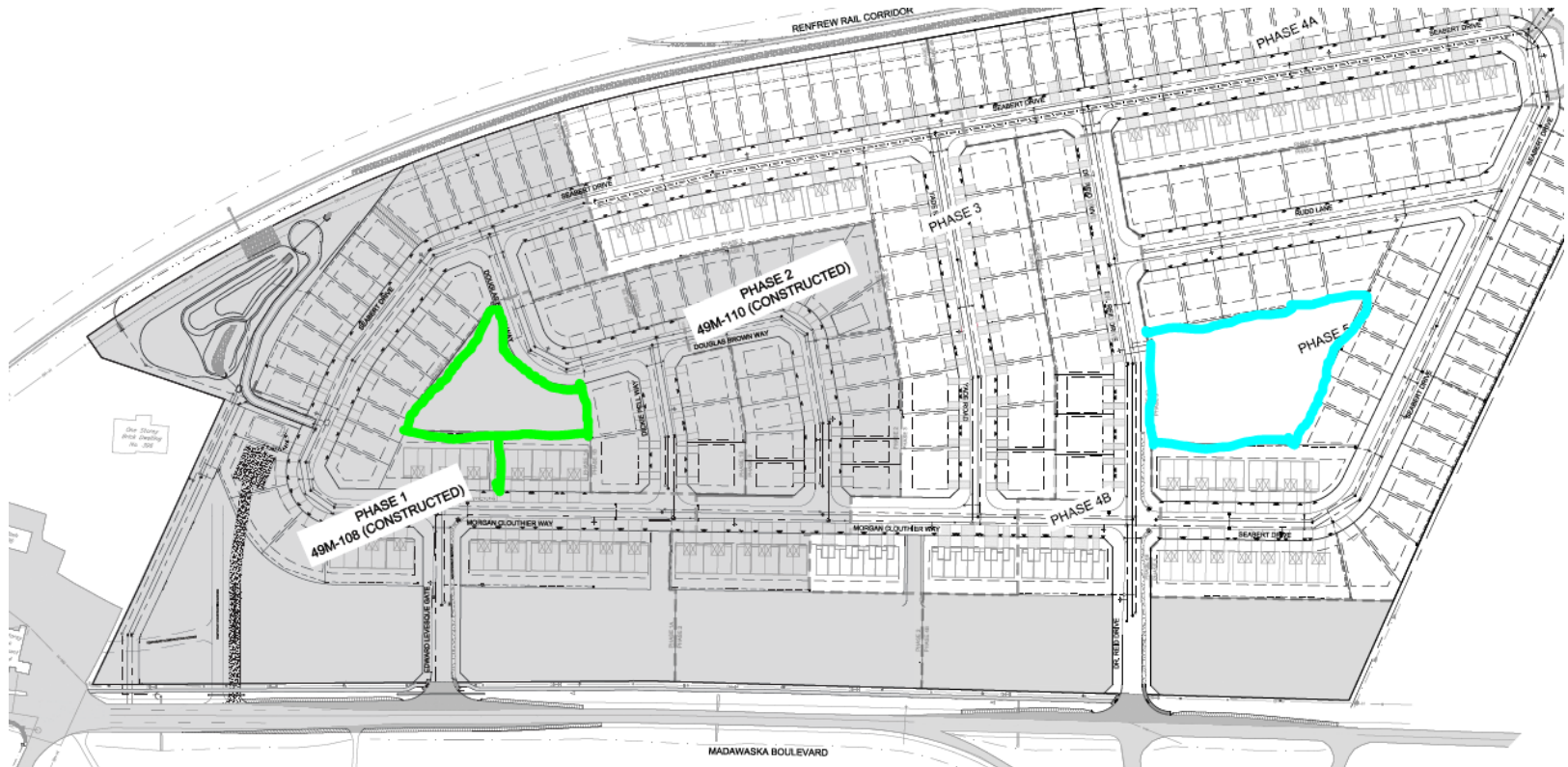
Vehicles

- Waterworks Utility Van - \$35,000



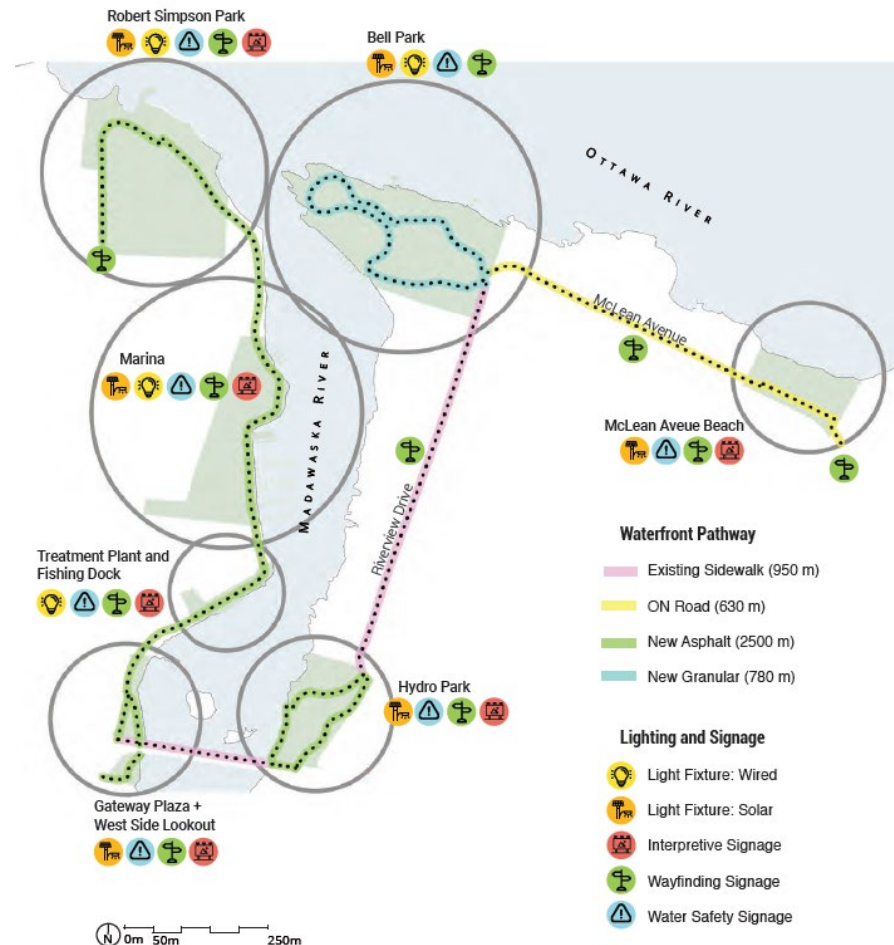
2009 Waterworks

- Parkland Design – Fairground & Marshalls Bay
- \$50,000



Land Improvements

- Waterfront –
Pathway Surfacing
(design) - \$79,000



Land Improvements

- Waterfront – RSP Accessible Ramp - \$45,000



Land Improvements

- Malloch Cemetery Columbarium - \$80,000





Studies

- Transportation / Pedestrian Master Plan
 - \$75,000
 - County issuing RFP for County-wide Transportation Master Plan.
 - Town of Arnprior considering partnering with County to integrate review of Town networks in assignment.
 - High priority due to ongoing growth in Arnprior.



Studies

- Integrated Waste Management Plan
 - \$60,000
 - Obtained 100% grant funding through Municipal Modernization Grant Program.
 - Will update 2011 Arnprior Integrated Waste Management Plan.
 - Review of all waste management, recycling, landfill policies and procedures in Arnprior.

Questions?



• WHERE THE RIVERS MEET •