

Douglas Fire Committee  
Agenda  
March 13, 2024

1. Call to Order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Approval of minutes of last Regular Meeting
5. Business from previous meetings
  - Fireworks bylaw--attached
  - Arc Recreation building inspections--verbal
  - Health & Safety Committee--verbal
6. Correspondence
  - Email—Kelly Coughlin Treasurer-Deputy CAO Clerk
  - Lauretta Rice—Congratulations
  - Letter Clerk of Prince Edward County
7. New Business
  - none
8. Fire Chief's Report
  - March report
  - MNR—renew contract 5 years
  - lithium ion training with Bonnechere Valley
  - Bell Invoice
  - updates from chief's meeting
9. Financial Information
  - Budget update
  - December Budgetary report questions
  - sample of January Payment Register/fire payments included
10. 2024 Fire Cost Update
11. Budgetary Control Report February 29, 2024
12. Open Discussion
13. Next Meeting—March 13, 2024 7:00 p.m. at the council chambers
14. Adjourn

TOWNSHIP OF ADMASTON/BROMLEY

DOUGLAS FIRE COMMITTEE  
MINUTES

Wednesday February 7, 2024  
At 7:05 p.m.

Present were Chair Kevin LeGris, Committee Members Harry Stuart, Nathan Harris, Ken Keill, Daryl Thom, Fire Chief Bill McHale and Deputy Fire Chief Patrick Donohue.

1. Chairman Kevin LeGris call the meeting to order at 7:05 p.m.
2. Declaration of Pecuniary Interest --None
3. Approval of Agenda  
Moved by Ken Keill and Seconded by Daryl Thom

Be it resolved that the agenda for the February 7, 2024 meeting be approved.

Carried

4. Approval of the Minutes of the January 10, 2024 meeting  
Moved by Harry Stuart and seconded by Daryl Thom.

Be it resolved that the minutes of the January 10, 2024 meeting be approved as read.

Carried

5. Business arising from previous meetings  
The fireworks by law was reviewed and corrections were made.

Moved by Daryl Thom and seconded by Ken Keill

Be it resolved that the Douglas Fire Committee recommend to council to adopt the Fireworks bylaw as reviewed and amended,

-all items from section 3 be moved to section 4 and section 3 be removed.

-Align section 2.3 with schedule A point 4 to be 1:00 A.M. to 12:00 P.M.

-section 2.4, check with township staff to see if this is covered by provincial law or should it Remain

Carried

The ARC Recreation building fire inspection was completed. A few small items need to be completed.

There was no budget update. This will come after the February 24, 2024 release of the budget. Chairman LeGris did indicate that there would be a tax increase.

The update on the Health and Safety Committee from the fire chief is that there are two new members. They are firemen Chris Way and Kyle Kutshaw. A meeting is to be called in the near future.

6. CORRESPONDENCE

There was none.

7. NEW BUSINESS

The dry hydrant on Chris Ruddy Rd was not working for a short time but between the fire chief and the public works department they have completed repairs and it is back in service.

8. FIRE CHIEF'S REPORT

The De-fib has been mounted on the front of the fire hall beside the fire extinguisher. Thanks to CAO Jennifer for getting this for the public to use.

Moved by Harry Stuart and seconded by Nathan Harris

Be it resolved that the fire chief's report dated February 2, 2024 be accepted as presented.

Carried

9. BILLS AND ACCOUNTS

With the change of how the bills are paid the committee asked the secretary to check with the township staff to see if a list of the bills paid could be available.

Moved by Daryl Thom and seconded by Ken Keill

Be it resolved that the cheque list dated January 31, 2024 in the amount of \$1,163.76 be paid.

Carried

10. 2024 FIRE COST UPDATE

A discussion on whether or not to keep this as an agenda item was discussed. At this point it gives the total number of hours for fire and practice along with the standby numbers. The committee decided to keep the report as a line item.

11. BUDGETARY CONTROL REPORT

The budgetary control report for December 31, 2023 was discussed and compared to the previous report for the same period and would like some clarification on some of the line items. The secretary is to ask the Treasurer – Deputy CAO/Clerk to attend the March meeting to provide a clearer understanding of the numbers.

12. OPEN DISCUSSION

The moving of the tower was discussed. One of the ideas was to move it up to the top of the hill behind the fire hall for better height. This would involve the closing of the roadway that is currently unopened.

13. NEXT MEETING—March 13, 2024 at 7:00 p.m. in the council chambers.

14. ADJOURN

Moved by Ken Keill and seconded by Nathan Harris

Be it resolved that the meeting of February 7, 2024 be adjourned at 8:40 p.m.

Carried

**Township of Admaston/Bromley**

**477 Stone Road, R.R. #2**

**Renfrew, ON**

**K7V 3Z5**

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**REPORT**

Date: March 6, 2024  
To: Fire Committee  
From: Fire Chief McHale  
Re: Fireworks By-Law Report

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**Background:**

Fire Committee members are aware that the Township does not have a fireworks by-law. The Township does not require one except for instances when there is a fire ban, without a by-law, fireworks cannot be regulated.

**Discussion:**

During the recent wild fire season in Ontario, there was much concern about forest fires in our region. Many of our surrounding municipalities have some sort of Fireworks by-law in place, but the Township of Admaston/Bromley does not.

It is important to note that we are not restricting fireworks in the Township only restricting during dangerous conditions such as a fire ban, whether ours or an upper level of government. We know fireworks can be an important social event. But this is an opportunity for community and safety minded individuals and organizations to do the right thing and deter the fun until it makes sense to do so.

**Financial Implications:**

None at this time.

**People Consulted:**

CAO/Clerk

TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2024-xx

**Being a By-law regulating setting off of fireworks**

**WHEREAS** Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

**AND WHEREAS** setting off of fireworks during a Fire Ban is dangerous and poses many risks to residents and property;

**AND WHEREAS** Prohibiting the lighting and release of flying lanterns, or sky lanterns at any time within the township of Admaston/Bromley. They have both unpredictable and uncontrolled flight patterns. They can and have landed on trees, rooftops and other combustible properties while still ignited.

**AND WHEREAS** Section 121, Subsection (b) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a local municipality may prohibit the sale of fireworks and the setting off of fireworks.

**TITLE:** This by-law shall be known and may be cited as the "Fireworks By-law."

**THEREFORE** the Council of the Township of Admaston/Bromley enacts as follows:

## **1. DEFINITIONS**

In this by-law:

- 1.1 **"By-Law Enforcement Officer"** means any By-Law Enforcement company contracted or retained by the Township and can serve as a designate of the fire chief.
- 1.2 **"Chief Fire Official"** means an assistant to the Fire Marshal who is the Municipal Fire Chief, or a member or members of the Fire Department as delegated by the Municipal Fire Chief, as provided in the *Fire Protection and Prevention Act, 1997*, Part II, Article 6 (6).
- 1.3 **"Employee"** means an employee of the Township.

- 1.4 **"Fireworks"** means Consumer Fireworks and/or outdoor low hazard Fireworks generally used for recreational purposes, classified as Type F.1 fireworks under the Explosives Act, R.S.C, 1985, c. E-17, and the Regulations enacted thereunder, including firework showers, fountains, gold rain, lawn lights, pin wheels, roman candles, volcanoes.
- 1.5 **"Highway"** includes a common and public highway, street, boulevard, court, center, crescent, avenue, parkway, driveway, square, place, lane, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.
- 1.6 **"Special Effect Pyrotechnics"** means high -hazard fireworks designed for professional use, classified as Type F.3 fireworks under the Explosives Act, R.S.C, 1985, c. E-17, and the Regulations enacted thereunder, including articles such as gerbs, mines, comets, and crossettes, as well as special-purpose pyrotechnics made for live stage performances and the film and television industry.
- 1.7 **"Set Off"** includes firing, igniting, exploding or discharge as it relates to Fireworks.
- 1.8 **"Township"** means the Corporation of the Township of Admaston/Bromley.

## **2. REGULATIONS**

- 2.1 No person shall Set Off any Fireworks when any fire ban is in effect in the Township, including municipal, regional, provincial, or federal fire bans.
- 2.2 It is the responsibility of the individual setting off the fireworks to ensure that the weather conditions are suitable for the setting off of fireworks. ie, wind conditions, moisture content in their geographical area, heat wave
- 2.3 Persons setting off fireworks should be respectful of time in regards to their surroundings. There shall be no fireworks between 1:00 a.m. and 12:00 p.m.
- 2.4 Business's that retail fireworks must obey local laws that do not permit the selling of fireworks to anyone under the age of 18.
- 2.5 No person shall Set Off any Fireworks in a manner that might create a danger to any person or property; and for greater clarity Setting Off Fireworks not in

compliance with the manufacturer's specifications shall be deemed to be one whereon the Setting Off of Fireworks might create a danger.

2.6 No fireworks are to be set off on any property owned, or used for school purposes, without first having obtained permission and the proper officials must be notified and sign off before doing so.

2.7 No person shall Set Off any Fireworks on or into any beach, park, parkette, trail, linear park, land used for storm water management, square or other public place or any land owned by the Township or any of their boards or agencies, without first having obtained permission from Township Employees, specifically the Chief Fire Official, Public Works Superintendent and/or the CAO/Clerk or their designates.

2.7.1 Every person shall provide a copy of a General Liability insurance policy or a certificate of Insurance issued by the insurer in an amount no less than \$5,000,000.00 against bodily injury and property damage resulting from any one occurrence during the term of the use of Township property, naming The Township of Admaston/Bromley as an additional insured and containing a cross liability clause. Such insurance shall include coverage for displays of fireworks and shall provide the Township with thirty (30) calendar days prior written notice of cancellation or of material change that would diminish coverage.

2.8 No person shall Set Off any Fireworks on any land not belonging to the person setting off the fireworks, unless consent has been obtained from the land owner

2.9 The Chief Fire Official may at any time impose conditions as they consider necessary to ensure the safety of the public.

2.10 Any persons setting off fireworks on or around a body of water, must obtain permission from neighboring land owners whose property or possessions may be affected by the fallout.

### **3. DIRECTIVE**

3.1 The Chief Fire Official or their designate, may at any time, enter onto land to determine whether this by-law is being complied with.



3.2 Every owner shall permit the Chief Fire Official or their designate to inspect any land for the purpose of determining compliance with this by-law.

3.3 Notwithstanding any provision of this by-law, the Chief Fire Official or their designate shall not enter or remain in any room or place actually being used as a dwelling.

#### **4. OBSTRUCTION**

4.1 No person shall hinder or obstruct, or attempt to hinder or obstruct, the Chief Fire Official or their designate, exercising a power or performing a duty under this by-law.

4.2 Any person who has been alleged to have contravened any of the provisions of this by-law, shall identify themselves to the Chief Fire Official or their designate, upon request, failure to do so shall be deemed to have obstructed or hindered the Chief Fire Official or their designate, in the execution of their duties.

#### **5. ENFORCEMENT**

5.1 Every person who contravenes any of the provisions of this by-law and every Director or Officer of a Corporation, who knowingly concurs in the contravention by the Corporation, is guilty an offence under the provisions of the Municipal Act, 2001, S.O. 2001 c. 25, as amended.

5.2 Every person who contravenes the provisions of this by-law and every Director or Officer of a Corporation, who knowingly concurs in the contraventions by the corporation, is guilty of an offence and liable on conviction to a penalty where the minimum fine shall not be less than \$300 and the maximum shall not exceed \$10,000 exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.

5.3 For the purposes of continuous offences, every person who contravenes any provision of this by-law and every Director or Officer of a Corporation who knowingly concurs in the contravention of a by-law of the Township is guilty of an offence and liable on conviction to a penalty not exceeding \$100,000 exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.

5.3.1 Despite section 5.3 and the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the total of all daily fines for the offence is not limited to \$100,000.

## **6. VALIDITY AND SEVERABILITY**

6.1 Every provision of this by-law is declared to be severable from the remainder and if any provision of this by-law shall be declared invalid by a court of competent jurisdiction such declaration shall not affect the validity of the remainder.

## **7. EFFECTIVE DATE**

7.1 That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this \_\_\_\_ day of MONTH 2024.

READ a third time and finally passed this \_\_\_\_\_ day of MONTH 2024.

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Mayor

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CAO/Clerk

# TOWNSHIP OF ADMASTON/BROMLEY

## Part 1 Provincial Offences Act

### By-Law No. 2024-xx Fireworks By-Law

#### Schedule "A" Schedule of Fines

Item	Column 1 Short Form Wording	Column 2 Provision creating or defining offence	Column 3 Set fine
1	Set off any Fireworks when a Fire Ban is in effect	2.1	\$300
2	Set off any Fireworks when the wind velocity is greater than 20 km/hr	2.2	\$300
3	Set off Fireworks between 1 am and 12 pm	2.3	\$300
4	Set off Fireworks that create a danger to person or property	2.5	\$300
5	Set off Fireworks into a building, structure, automobile, highway or school	2.6	\$300
6	Set off Fireworks on or into any beach, park, parkette, trail etc..	2.7	\$300
7	Set off Fireworks when the Fire Chief has imposed conditions for public safety, including no setting off of Fireworks	2.9	\$300

NOTE: The general penalty provisions for the offences listed above is section 2 of By-Law 2024-xx, a certified copy of which is on file.

**Cathy Dale** <firesecretaryab@gmail.com>

10:47 AM (4  
hours ago)

to Keray

Hi Kelly

The fire committee members would like you to attend our March 13, 2024 meeting in the council chambers at 7 o'clock. They would like you to explain the budgetary control report for the end of December. They are looking to get a better understanding of the SCBA line and some of the wages lines.

The second request from the fire committee is a monthly list of the bills and accounts paid in the month prior. This list I would need one week prior to our regular meetings in order to incorporate it into the agenda.

Thanks

Cathy



**Kelly Coughlin**

10:57 AM (4  
hours ago)

to Fire, Jennifer, me

Hello Cathy,

I have marked the date / time down on my calendar. I will do my best to explain the December financials however, there are several year end adjustments / reconciliations that I am working through that will adjust these figures. I don't mind coming to tell the committee that but it might be a bit premature.

As for the monthly list of bills and amounts paid, that report will be flowing through regular council meetings from now on. The information is captured in the payment register that council sees at the second meeting of every month. There is no easy way to extract just fire invoices from that listing and therefore, unavailable. The committee is welcome to review the payment register that is part of the council meeting agenda package and if there are any questions, I can provide clarification.

**Kelly Coughlin**

Treasurer – Deputy CAO/Clerk

Township of Admaston/Bromley

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Douglas Fire Committee  
 Fire Chief Report  
 March 7, 2024

Date	Men	Hrs	Where	What
Feb 3	02	13	Practice	Weekend truck checks
Feb 5	01	03		Clean fire hall
Feb 5	14	25	Practice	Retooled compartments
Feb 7	01	03	Practice	Committee meeting
Feb 11	02	08	Practice	Weekend truck checks
Feb 11	14	28		Church filled with smoke
Feb 12	09	18	Practice	SCBA training/RIT
Feb 18	03	06	Practice	Weekend truck checks
Feb 18	01	03		Clean fire hall
Feb 21	08	16		MVA
Feb 25	07	14	Practice	Certification meeting
Feb 26	13	26	Practice	Forestry Equip Check/EV car tool
Feb 27	01	03		Clean fire hall
Feb 28	08	08		CO Alarm
Mar 1	09	18		co call fault
Mar 2	09	54	Practice	Electric Vehicle Training in BV
Mar 3	03	06	Practice	Weekend Truck Checks
Mar 3	07	14		Power Surge
Mar 3	09	36		Smoke
Mar 4	13	26	Practice	EV Training
Mar 5	01	03		Clean fire hall
Mar 5	06	06		NAW

**Douglas Fire Department  
2024 Fire Costs**

Month	Fire	Practice	Standby Fees	Total Mthly Costs
	Rate/Hr	Rate/Hr	Rate/Wk	
January	183	133	0	
Total Cost	4736.30	3471.57	1300.00	9,507.87
February	52	118	0	
Total Cost	1,382.52	3,057.96	1200.00	5,640.48
March	0	0	0	
Total Cost	-	0.00	0.00	0.00
April	0	0	0	
Total Cost	-	0.00	0.00	0.00
May	0	0	0	
Total Cost	0.00	0.00		0.00
June	0	0	0	
Total Cost	0.00	0.00	0.00	0.00
July	0	0	0	
Total Cost	0.00	0.00	0.00	0.00
August	0	0	0	
Total Cost	0.00	0.00	0.00	0.00
September	0	0	0	
Total Cost	0.00	0.00	0.00	0.00
October	0	0	0	
Total Cost	0.00	0.00	0.00	0.00
November	0	0	0	
Total Cost	0.00	0.00	0.00	0.00
December	100	66	5	
Total Cost	2656.00	1724.54	1500.00	5,880.54

Total Hours	335		317		
Total Cost	8774.82	\$	8,254.07	\$1,500.00	\$ 21,028.89