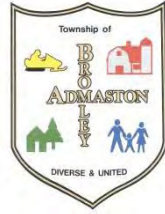


TOWNSHIP OF ADMASTON/BROMLEY



Protective Services Committee

AGENDA

**Thursday, June 19, 2025
4:00 pm**

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Minutes
 - [August 15, 2024](#)
 - [September 5, 2024](#)
 - [November 18, 2024](#)
 - [April 3, 2025](#)
4. PAT Working Group Update –
Verbal Report Deputy Mayor Field & Councillor LeGris
5. Closed Session
As per Section 239 2 (h) ~ information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown Agency of any of them.
Verbal Report ~ Deputy Mayor Field & Councillor LeGris
6. Next Meeting
7. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY

PROTECTIVE SERVICES COMMITTEE

MINUTES

Thursday, August 15, 2024

At 6:05 p.m.

Present – Mayor Michael Donohue, Brian Hamilton, Keith Gourley and Kevin Legris

Staff present –CAO/Clerk Charkavi and Fire Chief McHale

Guest – Ashley St Marie, Renfrew CACC Manager, Medical Priority Dispatch Systems

1. Chair Kevin LeGris called the meeting to order at 6:05 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – August 15, 2024

Resolution No. 01-08-24

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Committee approve the agenda for the August 15, 2024 Protective Services Committee meeting as presented at this date.

“Carried”

4. Minutes
 - April 20, 2023

Resolution No. 02-08-24

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Protective Services Committee approve the following Committee minutes:

- April 20, 2023

“Carried”

5. Medical Priority Dispatch System (MPDS) Presentation – Renfrew CACC

Presentation from Medical Priority Dispatch System (MPDS) regarding the changing public safety landscape. Request for Ambulance Service are increasing rapidly with ever increasing aging population. Current call system did not put patients into queue and did not able to ensure proper use of the ambulance resources in today’s environment. Renfrew County has partnered with Prior Dispatch Corporation to embark on transformational change to the Medical Priority Dispatch System (MPDS). Provincial wide, not just across Renfrew County.

A copy of the presentation was sent to the Fire Chief for review and will be shared with Committee if requested.

Response plans are tailored to specific fire department, however, where there is more nuances there is more potential for error.

6. Renfrew County Agreement with the Ministry of Health for Communications

i) Agreement

Mayor Donohue asked if the Steering Committee itself is advisory, Ms. St Marie explained the JSC is not the one that makes the agreements, it’s more to have a voice at the upper level. The Fire Chief Associations Committee and the JSC are two different committees. Fire Chief McHale explained the difference between the two committees and explained that there is no representation from the Fire Chief

Association invited to where the decisions are actually being made and decided in CAAC, this is a County meeting. The fire chief's association is looking to have a say in those meetings and have a say in those decisions prior to them being decided.

Resolution No. 03-08-24

Moved by Michael Donohue

Seconded by Keith Gourley

BE IT RESOLVED, that the Protective Services Committee amend the resolution regarding the contract for dispatch of fire service to remove the second resulting clause regarding membership of the Joint Steering Committee

"Carried"

Mayor Donohue was opposed to the agreement that was put in front of them. In the agreement as it states municipalities do not have a say at County Council, but Mayor Donohue explained that every municipality has a seat at the County Council. Each agreement rolls up through the health committee, Town of Renfrew and Arnprior have gone to private dispatch. He suggested that the Fire Chiefs should get together and have their decisions/asks and go back to their individual municipalities and the representative for the municipality to have their voices heard.

Fire Chief McHale agreed the association has all the mandates and all the prerequisites required to be a formal meeting. This conversation is about communication, but none of the chief's are aware of the conversation. Fire Chief McHale asked why they can not have a chief at the he would much rather have a fire chief sit at the table, he understands we have representation but having a chief there would eliminate miscommunication.

Resolution No. 04-08-24

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED THAT the Protective Services Committee recommends that Admaston/Bromley Council respectfully requests that the County of Renfrew invite the Renfrew Fire Chiefs Associate to be part o the contract renewal process for the agreement with the Ministry of Health for communication services to the County fire services by the Renfrew Central Ambulance Communications Centre that is expiring December 31, 2024;

AND BE IT FURTHER RESOLVED THAT the Protective Services Committee recommends that Admaston/Bromley Council respectfully requests that the agreement between the Ministry of Health and the County of Renfrew for communication services for the County Fire Services be amended to include that a representative from the Renfrew County Fire Chiefs Association be made a member of the Joint Steering Committee and not only as an advisory member

"Defeated"

9. Next Meeting – At the call of the Chair

10. Adjournment

Resolution No. 05-08-24

Moved by Michael Donohue

Seconded by Keith Gourley

BE IT RESOLVED that the Protective Services Committee recess at 7:49 p.m. on August 15, 2024 and to be scheduled to complete the August 15, 2024 agenda at a later date.

"Carried"

Chair

CAO/Clerk

TOWNSHIP OF ADMASTON/BROMLEY
PROTECTIVE SERVICES COMMITTEE

MINUTES

Thursday, September 5, 2024

At 7:01 p.m.

Present – Mayor Michael Donohue, Brian Hamilton, Keith Gourley, Angela Field and Kevin Legris

Staff present – CAO/Clerk Charkavi, Fire Chief McHale and Finance Clerk Fraser

1. Chair Kevin LeGris called the meeting to order at 7:01 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – September 5, 2024

Resolution No. 01-09-24

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED that the Protective Services Committee resume the August 15, 2024 Protective Services Committee meeting on September 5, 2024 at 7:00 p.m.

“Carried”

4. Closed Session

As per Section 239 2 (a) – the security of the property of the municipality or local board.

More specifically to receive the Draft Community Risk Assessment.

Resolution No. 02-09-24

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED THAT Committee move into a Closed Session at 7:02 p.m.

As per Section 239 2 (a) – the security of the property of the municipality or local board.

More specifically to receive the Draft Community Risk Assessment.

“Carried”

Resolution No. 03-09-24

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED, that the Protective Services Committee rise from Closed Session at 7:18 p.m. and report progress.

“Carried”

Resolution No. 04-09-24

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED THAT the Protective Services Committee recommends to Council to adopt the 2024 Community Risk Assessment.

“Carried”

5. Question Period
6. Next Meeting – At the call of the Chair
7. Adjournment

Resolution No. 05-09-24

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that Thursday September 5, 2024 Protective Services
Committee meeting adjourned at 7:20 p.m.

“Carried”

Chair

CAO/Clerk

TOWNSHIP OF ADMASTON/BROMLEY
PROTECTIVE SERVICES COMMITTEE
MINUTES

Date: Thursday April 3rd, 2025

Present: Committee members present were Kevin LeGris (Chair), Michael Donohue, Keith Gourley, Brian Hamilton and Angela Field.

Staff members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Kelly Coughlin, Fire Chief Bill McHale and Finance Clerk Amanda Ryan.

Also present was AV Technician Nate McIsaac.

Guests in the room were Clerk Carolynn Errett, and CAO Gloria Raybone, Town of Renfrew.

1. Chair Kevin LeGris called the meeting to order at 6:00 p.m.
2. Declaration of Pecuniary Interest – None

Approval of Agenda

Resolution 2025-04-01

Moved by Angela Field, seconded by Keith Gourley

BE IT RESOLVED THAT the Protective Services Committee approve the agenda for the April 3rd, 2025 as presented meeting.

“Carried”

3. Prevention of Auto Theft Grant Report

CAO/Clerk Charkavi introduced two guests Clerk Carolynn Errett, and CAO Gloria Raybone, Town of Renfrew and stated they were invited to the meeting to answer any questions of the committee. CAO/Clerk Charkavi explained her report. There had been an amalgamation of the existing boards and therefore cancelled out the original grant application and now must enter into a new grant agreement should there be a decision to continue with the funding. The Town of

Renfrew and the Township of Admaston/Bromley must now join together as municipalities to use the grant monies already received and work together to get the third year of funding should the final year of funding be desirable.

Mayor Donohue questioned the holder of the monies, monies spent and if the procurement process was followed as according to previous minutes. He also questioned the financial implications, and the audit should the Town of Renfrew not wish to continue the partnership. Ms. Errett stated that as per the Ministry, they consider the audit complete, and anything purchased in the first year would be shared between the municipalities. Deputy Mayor Field provided further background information on when the money was received just before the end of the first year. Ms. Errett stated that the scope will change due to the monies available and is set up for reimbursement of what has been spent with a maximum allotment of the grant money.

Mayor Donohue questioned the amounts spent on community engagement and community training, and if there will be any follow-through with the items that monies were spent on already. Deputy Mayor Field stated that selling off what was purchased and pivoting from the initial plan for the grant was permitted. Ms. Errett followed up by stating that the Ministry would work with the municipalities to re-shape the scope of the project. Ms. Errett stated that there would be an expectation to include traffic cameras in part of the scope.

Councillor LeGris asked what consequences there would be should Admaston/Bromley decide to back out. Ms. Errett answered the expenses of what was purchased would be reimbursed through the grant, and permission with justifications would need to be asked for permission of the Ministry for disposal of assets. Ms. Errett further added at the end of year three the assets would be part of the municipalities. Councillor Gourley would like to see the monies be used to benefit each municipality as the town's needs and the township's needs for community safety differ.

Resolution 2025-04-02

Moved by Michael Donohue, seconded by Keith Gourley

BE IT RESOLVED THAT the Protective Services Committee recommend to council to enter into an agreement with the Ministry of the Solicitor General for combating and preventing vehicle thefts and associated violent crimes across the province;

AND BE IT RESOLVED THAT the Protective Services Committee recommend to Council to enter into an agreement with the Town of Renfrew for the PAT grant funding for 2025-2026;

AND BE IT FURTHER RESOLVED THAT the Protective Services Committee recommend appointing Deputy Mayor Angela Field, former Admaston/Bromley Police Services Board member and current South Ottawa Valley OPP Detachment Board member and to serve on a working group with the Town of Renfrew, to administrate the Prevention of Auto Theft Grant.

“Carried”

Committee Member Gourley proposed the following resolution to be discussed.

Mayor Donohue questioned if this resolution could now even be entertained as it would be in contradiction with what the Province anticipates what it to be done with the grant monies. Ms. Errett reiterated that both parties would have to be in agreement to liquidate the assets purchased in year one and the Province would entertain the proposed use.

Resolution 2025-04-03

Moved by Keith Gourley, second by Michael Donohue

BE IT RESOLVED THAT committee bring forward recommendation to the pending working group to recommend that all residual assets that do not pertain to camera surveillance portion purchased under the joint Admaston/Bromley and Renfrew Police Service Boards Preventing Auto Theft (PAT) Grant Agreement be liquidated and the funds be allocated equally to each party involved;

AND WHEREAS the funds are equally distributed in the same manner in which the municipalities pay into the Police Services Board, being that the funds are divided equally between entities;

AND WHEREAS the divided funds be utilized individually by the parties involved between local community safety initiatives.

“Carried”

4. Firehall Needs Analysis Report

Chief McHale reviewed his report. CAO/Clerk added that the “asks” listed are needs and not wants. Councillor Field asked if the needs can be added on with the current land the township has. Chief McHale stated the building is not an issue, but the building and parking would be. CAO/Clerk added that the cost to

renovate the existing building would not save money. Renovating the current building would be a time constraint, both with the seasons and with security of the trucks and their stored assets would be an issue. The ad-hoc committee is required as there is too much work for two people to do.

Resolution 2025-04-04

Moved by Councillor Gourley, second by Councillor Hamilton.

BE IT RESOLVED that the Protective Services Committee receives this report as information;

AND BE IT RESOLVED that the Protective Services Committee recommends to Council to create an Ad-Hoc Committee to continue the Fire Hall Needs Analysis.
“Carried”

5. Fire Department Update Report

Chief McHale reviewed his year to date report on the Fire Department’s activities.

Resolution 2025-04-05

Moved by Councillor Hamilton, seconded by Councillor Gourley.

BE IT RESOLVED that council receives this Fire Department Update Report as information.

“Carried”

6. Fire Truck 9658 Repair Update Report

Chief McHale reviewed his report. The truck should be back in the fire hall after repairs tomorrow. Mayor Donohue questioned how the cost for the truck rental will be covered. Treasurer – Deputy CAO/Clerk Coughlin stated that revenues from fire services that would have been charged to insurance companies would be expected to cover the costs.

Resolution 2025-04-06

Moved by Councillor Hamilton, seconded by Councillor Gourley.

BE IT RESOLVED that Committee receives this report as information and an update regarding repairs needed immediately to the Douglas Fire Truck 9658 to maintain operating standards.

“Carried”

7. Adjournment

Resolution 2025-04-07

Moved by Angela Field, seconded by Keith Gourley

BE IT RESOLVED THAT the Thursday April 3rd, 2025 Township of Admaston/Bromley Protective Services Committee be adjourned at 7:37 p.m.

“Carried”

Chair

CAO/Clerk

TOWNSHIP OF ADMASTON/BROMLEY

PROTECTIVE SERVICES COMMITTEE

MINUTES

Monday, November 18, 2024

At 6:30 p.m.

Present – Mayor Michael Donohue, Brian Hamilton, Keith Gourley, Angela Field and Kevin Legris

Staff present – CAO/Clerk Charkavi, Treasurer-Deputy CAO/Clerk Coughlin and Fire Chief McHale

1. Chair Kevin LeGris called the meeting to order at 6:33 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – November 18, 2024

Resolution No. 01-11-24

Moved by Angela Field

Seconded by Brian Hamilton

BE IT RESOLVED that the Protective Services Committee approve the agenda for November 18, 2024 as presented.

“Carried”

4. Proposed Fire Hall Expansion Report
 - a. Ministry of Labour, Training and Skills Development
- Firefighter’s Cancer prevention checklist
 - b. Firefighter Guidance Notes – Ontario.ca
 - c. Fire Protection Grant Guidelines

Number of repairs that have to be done to the building, in addition to some other items that have been added to the report; additional bathroom, the current Fire Hall does not have adequate showering space, a second shower is also required so that all genders can be accommodated.

Fire Chief McHale stated that the building does not need overall repairs per say, but there are some requirements coming down from the municipal level that need to be addressed. Different codes need to be met, disaster relief building.

Rely on other departments to wash turnout gear, clothes. Recommended to shower prior to leaving fire hall to reduce the transmission of contaminants. Need to have better housing for bunker gear, there is a minimum distance between each set. Plus a second set of bunker gear is soon to be a mandatory requirement, which currently we do not have space for.

Treasurer-Deputy CAO/Clerk Coughlin reiterated this was a discussion prior to budget, not looking for commitment, just for information for the committee as it is part of the budget deliberations. It can be cut at that time, opportunity for open discussions and allow staff to get quotes.

Mayor Donohue started by saying he did not disagree with the reports and he had reviewed the guidance document, however, he wanted to make sure not going outside of what the requirements were that were mandatory.

Mayor Donohue talked about the remaining grant money we had and if it was available to utilize. He understands reallocation of current communications tower is not recommended as it’s at this life span, CAO/Clerk Charkavi confirmed the current tower is currently not eligible for movement without approval of scope change, if we are denied scope change, we will not be able to utilize any of the original grant money. Staff has applied for the scope change as well as a deadline extension.

Mayor Donohue suggested we hire someone to render drawings, alongside with current engineer drawings, with needs assessment, current footprint how to utilize that, not only to provide drawings but a class estimate, class D at outset. What do we need, what is it going to look like and what is it going to cost. Coherent and cohesive plan.

Treasurer-Deputy CAO/Clerk Coughlin confirmed the ICIP Grant is a cost recovery plan. We are not in receipt of this grant; we do not have any money to return. Make application with any expenses we have incurred. The application staff submitted in 2022 has not yet been paid, CAO/Clerk Charkavi continues to diligently follow up on this.

Treasurer-Deputy CAO/Clerk Coughlin suggested an AD-HOC committee to find out what the staff requirements are at the fire hall and then utilize someone to do drawings. There were some possibilities provided to committee on how to move forward with this project.

CAO/Clerk Charkavi did express concerns with applying for grants as multiple fire departments across the country will be applying as well and we may not receive anything. She did reiterate that if it's on the budget we can get requested quotes as well as start the process.

Some committee members are concerned with the current location, not enough space for new footprint, but still in Douglas.

Mayor Donohue highly recommended that we need a dedicated fire hall that is compliant and fully functional. Pragmatic approach with what's in front of us, not based on philosophical, that's not what is confronting us right now.

Resolution No. 02-11-24

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED THAT the Protective Services Committee receives this report as information;

AND BE IT RESOLVED THAT the Protective Services Committee recommends to the Finance & Administration Committee to add to the 2025 Budget a Fire Hall / Garage Fire Hall Expansion for an upset limit of \$1.2 million.

“Defeated”

Resolution No. 03-11-24

Moved by Michael Donohue

Seconded by Keith Gourley

BE IT RESOLVED THAT staff begin a “needs analysis” of a Fire Hall expansion;

AND BE IT RESOLVED THAT the Protective Services Committee recommend to the Finance & Administration Committee to set aside \$75,000 upset limit to begin the process of building a Fire Hall expansion;

AND FURTHER THAT an ADHOC Committee be created to discuss the Fire Hall expansion.

“Carried”

5. Renfrew Detachment OPP Police Services Board Budget – Cost Allocation Alternatives

Resolution No. 04-11-24

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED THAT the Protective Services Committee authorizes Mayor Donohue to appear as a Delegation at the November 21, 2024 Renfrew OPP Detachment Police Services Board Meeting to speak on Cost Allocation Alternatives for the cost sharing of the board's budget.

“Carried”

6. Call Alert / Call Dispatch Report

Resolution No. 05-11-24

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED that the Protective Services Committee recommends to Council to move to the Call Alerting and Dispatch System with the Central Ambulance Communications Centre (CACC) effective January 1, 2025;

AND BE IT RESOLVED THAT the Protective Services Committee directs staff to incorporate this funding model into the 2025 budget once approved by Council.

“Carried”

7. Question Period

8. Next Meeting

9. Adjournment

Resolution No. 05-09-24

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Monday November 18, 2024, Protective Services Committee meeting adjourned at 8:10 pm.

“Carried”

Chair

CAO/Clerk