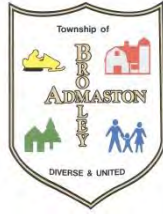


# **TOWNSHIP OF ADMASTON/BROMLEY**



Protective Services Committee

## AGENDA

**Monday, September 22, 2025**  
**Following Finance & Administration Committee**

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Minutes
  - June 19, 2025
  - August 12, 2025
4. Communications Tower Report
  - Consultant Report
5. Question Period
6. Next Meeting
7. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY

PROTECTIVE SERVICES COMMITTEE

MINUTES

Thursday, June 19, 2025

At 4:00 p.m.

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

Staff present – CAO/Clerk Charkavi, Treasurer-Deputy CAO/Clerk Coughlin and Finance Clerk Fraser

1. Kevin LeGris called the meeting to order at 4:16 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – June 19, 2025

**Resolution No. 01-06-25**

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Protective Services Committee approve the agenda for the June 19, 2025 as presented.

“Carried”

4. Approval of Minutes - August 15, 2024, September 5, 2024, November 18, 2024 and April 3, 2025

**Resolution No. 02-06-2025**

Moved by Angela Field

Seconded by Keith Gourley

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

- August 15, 2024
- September 5, 2024
- November 18, 2024
- April 3, 2025

“Carried”

5. PAT Working Group Update – Verbal Report Deputy Mayor Field & Councillor LeGris

Councillor LeGris started off by giving a brief history of the working group and a verbal update of the Prevention of Auto Theft Grant (PAT). (Appended to the minutes)

Councillor Gourley asked who would hold the information from the cameras. Deputy Mayor Field suggested it would be in the cloud, a server, every login would be tracked and traceable but that has yet to be determined. Councillor Gourley suggested that it would be good to have it in one location so that private information is not duplicated. However, he also noted that he is not in favour of cameras.

Mayor Donohue wanted to know if the assets' money and grant money were separate, Councillor LeGris replied yes. He was curious how many of the cameras were already purchased. And noted locations could potentially have more than one camera. Deputy Mayor Field replied that the Town of Renfrew has cameras in their possession that were purchased through the grant and that they do want to use them in some form.

Councillor LeGris noted that the Working Group is aware that cameras may not be favourable and are seeking ideas for how to spend the grant money.

Alternative uses were discussed amongst the group, The Town of Renfrew has cameras but not yet using them. Some suggestions by the Working Group involved weather/road conditions, not just preventing auto theft.

Discussion ensued with ideas surrounding community safety. Councillor Hamilton suggested signs and billboards, focusing on road safety. Cameras set up in front of school. Possibility of "Speed Spy's". If we can relocate the money, Councillor Gourley suggested donating the cameras to the school. Another suggestion was to redirect the money to drug prevention/mental health speakers and education.

**Resolution No. 03-06-2025**

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED THAT the Protective Services Committee receive the verbal update from the Prevention of Auto Theft (PAT) Working Group Admaston/Bromley Committee members (Field, LeGris).

"Carried"

6. 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 PAT ~ Deputy Mayor Field & Councillor LeGris

**Resolution No. 04-06-2025**

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED that the Protective Services Committee move into a 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.

More specifically to receive a verbal report from the PAT Working Group

"Carried"

7. Next Meeting – At the call of the Chair

8. Adjournment

**Resolution No. 05-06-2025**

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that Thursday June 19, 2025 Protective Services Committee meeting adjourned at 5:26 p.m.

"Carried"

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CAO/Clerk

TOWNSHIP OF ADMASTON/BROMLEY

PROTECTIVE SERVICES COMMITTEE

MINUTES

**Tuesday, August 12, 2025**

**At 4:30 p.m.**

Present – Mayor Michael Donohue, Angela Field and Kevin Legris

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

1. Chair Kevin LeGris called the meeting to order at 4:33 p.m.
2. Declaration of Pecuniary Interest – None.

Approval of Agenda – August 12, 2025

**Resolution No. 01-06-25**

Moved by Angela Field

Seconded by Michael Donohue

BE IT RESOLVED that the Protective Services Committee approve the agenda for the August 12, 2025 as presented.

“Carried”

3. Communications Tower Report

Fire Chief McHale reviewed his report. He wished to reiterate that the tower that is presently there is working. However, with the ICIP funding scope change a new tower can be purchased. From the previous meeting clarifications were requested.

Frontline Communications provides an in-stock CSA approved used 90 foot galvanized steel angle iron tower installed on a concrete base which provides a better structure for holding ice and snow and is less wind resistant than a tubular tower. Bearcom provides a CSA approved solid tubular steel tower which would have to be ordered from their supplier which has more strength than an angle tower to hold more equipment with the potential of renting out space. In addition to choosing a tower, the awarded company would be the supplier of the communications equipment which includes the items needed in the structure at the base of the tower in the “dog house” which is not part of the quotes. For the rental option, using space on the tower at Pinnacle Hill, there is room on the tower for equipment, but may not be room in the dog house. There may also be the potential that the present tower owner sell to another communications company which could make the rental cost more volatile. There would also be maintenance fees in addition to the rental fees that would be shared with other tenants on the tower.

CAO/Clerk Charkavi brought forward information to answer questions posed at a previous meeting. Both the Frontline Communications and Bearcom confirmed that their quotes included costs for concrete bases. It was confirmed that our present tower is in good shape, however, it cannot be climbed, and the use of a crane would be required.

Mayor Donohue stated that with regards to the quote in renting the tower, he does not see it as an issue should the existing company sell the tower to another company. He explained his thought process in supporting the purchase outright opposed to the rental. Chair LeGris explained that he had thought renting the tower and equipment was a better option, however noted that the breakeven would be ten years opposed to the potential forty years of life buying outright could provide.

Chief McHale stated that information received came little by little as there were different ideas while continuing conversations with the companies who were providing the quotes.

Mayor Donohue highlighted the communications map information that had been included with the last council meeting package when the towers were discussed. CAO/Clerk Charkavi added that with one of quotes received where the company included these maps, the higher tower that was quoted would provide the ability for the firefighters to talk to one another on the radios across the township.

Chief McHale stated his concern with the Bearcom quote with regards to the cement base. There may be additional costs should the soil sample deem that a larger base that what was quoted is required. There is a drastic difference in quoted cement pad sizes in the two main quotes.

Mayor Donohue raised concern about being sure that we would not be in contravention of our procurement by-law with the company who has not given us an updated price from over a year ago. CAO /Clerk Charkavi stated that the Fire Chief had reached out to company, and they were not willing to provide a more up to date quote. The company is standing by what was submitted.

**Resolution No. 01-06-25**

Moved by Michael Donohue

Seconded by Angela Field

BE IT RESOLVED that the Protective Services Committee recommend to Council to approve the purchase of the Communications Tower and the installation of the tower and communication equipment and the building of an equipment shed;

AND BE IT RESOLVED THAT the Protective Services Committee recommend to Council approve purchasing the tower and installation of the tower and communications equipment from Bearcom as per their quote received;

AND BE IT FURTHER RESOLVED THAT the Protective Services Committee recommend to Council that the project be funded through the ICIP Covid funding stream \$61,840 for the expansion of the Fire Hall garage tower and that the remainder of the funds required be financed through the reserve set aside for a Fire Hall Analysis in 2025 which was \$75,000 for a total of \$136,840 for the whole project.

Recorded Vote

Councillor LeGris – For  
Deputy Mayor Field – For  
Mayor Donohue - For

“Carried”

4. Question Period

None

5. Next Meeting– At the call of the Chair

6. Adjournment

**Resolution No. 03-08-2025**

Moved by Angela Field

Seconded by Michale Donohue

BE IT RESOLVED that Tuesday August 12, 2025 Protective Services Committee meeting adjourned at 5:17 p.m.

“Carried”

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CAO/Clerk

**Township of Admaston/Bromley**

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**REPORT**

Date: September 22, 2025  
To: Protective Services Committee  
From: Jennifer Charkavi / Bill McHale  
Re: Douglas Fire Hall Communications Tower

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**Background and Discussion:**

At the Council meeting of August 7, the decision on the tower was deferred as there were questions surrounding the quotes received. Staff contacted the communication companies and others with more experience in communications for clarification on towers, antennas and bases. The item was referred to the Protective Services Committee, a meeting was held on August 12, 2025.

A quote from Frontline Communications for a used CSA approved galvanized angular steel tower, installed, crane work and a 15' x 15' concrete engineered base and required equipment has been received for \$98,405.

A quote from BearCom for a new CSA approved galvanized steel all-weld tubular tower with required equipment, installed with crane work and a concrete engineered base, starting at 6' x 6' estimate and final specs decided upon soil samples taken at the site for \$87,244.

A quote for renting space on an existing tower was also received, but staff recommend that this is not a good option for the township. A quote was also received for a tubular tower which is not strong enough to hold the equipment required by the Douglas Fire Department.

Staff had done extensive research on the two different types of towers as and each type has its own pros and its own cons, as well as the required size of the base. However, both will meet the needs of the Township. A recommendation had been made by the Protective Services Committee for Council to approve the quote received from BearCom at the August 21 Council meeting.

However, prior to the Council meeting of August 21, 2025, staff had some reservations about our ability to decipher/understand the quotes and the equipment noted in the quotes. Staff were concerned that our lack of expertise and experience did not provide Committee with the best information. Staff decided to contract a consultant to perform an independent review of the quotes. Bader Trabulsi, P.ENG – Paragon Technologies ~ was retained to review and consult on the quotes received. Report Attached.

Staff had noted at the August 12 Committee meeting that BearCom had indicated the soil testing would be approximately \$7,000 in additional costs. Staff contacted companies to verify and have quotes supporting that additional cost provided. (Attached) This cost is included in Frontline's quote as indicated by the consultant.

Staff have also not received any costs for heat maps as indicated in the consultant's report from BearCom.

Summary review by the Consultant:

1. In terms of the towers themselves, the information provided earlier about the CSA standards, wind rating, and ice rating are still correct and applicable (Frontline's tower meets higher ratings).
2. While not explicitly stated in the Frontline quote, I have reviewed their SoW, and it definitely binds them to providing the UHF antenna, as well as the geo-soil survey. As such, I have requested Frontline provide you with an updated quote to reflect that both those items are included in their quote. BearCom did not provide an SoW or line item to indicate either one is included. Your note is also correct that with the 3rd party quote for the survey, the quotes are now much more aligned. In both cases, please note for your budgeting that if the soil-survey finds it is not appropriate, you will likely see increased pricing from both vendors.
3. I see that Frontline has already provided you with both current and future heatmaps of the area, but the same cannot be said for BearCom.
4. The Frontline SoW also includes two drive tests in order to validate the predicted vs actual coverage, and to provide the updated coverage map. BearCom has not indicated any such work in their emails.
5. Pursuant to points 3 and 4, in both my personal and professional opinion, Frontline has already demonstrated a lot of "free" value in their providing of the heatmaps, identifying the need for the UHF antenna, and even providing recommendations for driving some revenue via the new tower. This "sniffs" like a true partnership approach. Additionally, in really any industry, a Statement of Work is almost always required to ensure that all parties have a clear understanding of their roles, responsibilities, and demarcations. With the Frontline quote, you know *exactly* what you are receiving outside of just the supply and installation service as provided in the quotation. With the BearCom quote, however, you do not have any supporting information to indicate what is being delivered, how it is being delivered, or where their responsibility ends.

For the ICIP Grant, only the tower and equipment needs to be purchased in 2025, the Finance & Administration Committee have made a recommendation to Council, still to be formally approved, to use the reserve money set aside for a Fire Hall Analysis to

complete the Tower Replacement project. This project will hopefully be started in 2025, time and weather dependent, but it can be completed in spring of 2026.

### **Financial Implications:**

The Township was successful in its scope change to purchase a tower with the remainder of our ICIP funds. Protective Services have recommended the reserve set aside for a fire hall facility analysis be used to complete the tower project.

### **People Consulted:**

Fire Chief McHale  
Deputy Fire Chief Donohue  
Bader Trabulsi, P.ENG – Paragon Technologies

### **Committee Recommendation:**

1. BE IT RESOLVED THAT the Protective Services Committee rescind the Resolution passed on August 12, 2025:

***BE IT RESOLVED THAT the Protective Services Committee recommend to Council to approve the purchase of the Communications Tower and the installation of the tower and communication equipment and the building of an equipment shed; AND BE IT RESOLVED THAT the Protective Services Committee recommend to Council approve purchasing the tower and installation of the tower and communications equipment from BearCom as per their quote received; AND BE IT FURTHER RESOLVED THAT the Protective Services Committee recommend to Council that the project be funded through the ICIP Covid funding stream \$61,840 for the expansion of the Fire Hall garage tower and that the remainder of the funds required be finance through the reserve set aside for a Fire Hall Analysis in 2025 which was \$75,000 for a total of \$136,840 for the whole project.***

2. BE IT RESOLVED THAT the Protective Services Committee recommend that Council approve the quote (attached) for the purchase and installation of a communications tower and required communications equipment and all items noted within their quote from Frontline Communications as reviewed by Paragon Technologies (Consultant Report attached);

AND BE IT RESOLVED THAT the Protective Services Committee also recommends to Council to approve that the project be funded through the ICIP Covid funding stream \$61,840 for the expansion of the Fire Hall garage tower and that the remainder of the funds required be financed through the reserve set aside for a Fire Hall Analysis in 2025 which was \$75,000 for a total of \$136,840 for the whole project.



**Paragon Technologies**

# Township of Admaston/Bromley

**Vendor Quote Comparison**

September 2, 2025

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# 1 EXECUTIVE SUMMARY

Paragon Technologies was engaged by the Township of Admaston/Bromley to provide an impartial comparison of two vendor proposals for the supply and installation of a 90ft radio tower with associated equipment. Both BearCom and Frontline Communications submitted technically compliant proposals at nearly identical cost once required items are accounted for. However, Frontline's proposal offers added value, including a more detailed scope of work, soil survey, UHF antenna, and predictive/actual coverage mapping. These inclusions reduce project risk and provide greater clarity for the Township. Based on this analysis, Paragon Technologies recommends that the Township consider awarding the project to **Frontline Communications**, as their proposal delivers a more comprehensive solution with minimal additional cost.



## 2 BACKGROUND

Paragon Technologies was contracted by the Township of Admaston/Bromley to provide an impartial comparison of two vendor proposals for the supply, installation, and commissioning of a 90ft radio tower with one (1) VHF and one (1) UHF antenna. The two vendors being compared are **BearCom** and **Frontline Communications**.

The comparison completed in this document is based on several email chains, documents, quotes, and scopes of work shared by both vendors. Please note that, for confidentiality reasons, several specific details about the two proposals, including exact pricing figures, will not be explicitly mentioned in this document, however, will be compared between the two vendors.

## 3 COMPARISON TABLE (OVERVIEW)

Criterion	BearCom	Frontline Communications
Tower Height	90ft	90ft
Tower Condition	<b>New</b>	<b>Used</b>
Tower Wind Rating	<b>360Pa</b>	<b>450 Pa</b>
Tower Ice Rating	<b>23mm</b>	<b>25 mm</b>
Tower Foundation Kit	Included	Included
Tower CSA Standards	CSA S37:24	CSA S37:24
Soil Survey	<b>Not Included</b>	<b>Included</b>
VHF Antenna	Included	Included
UHF Antenna	<b>Not Included</b>	<b>Included</b>
Predicted Heat Map (Pre-install)	<b>Not Included</b>	<b>Included</b>
Actual Heat Map (Post-install)	<b>Not Included</b>	<b>Included</b>



## 4 COMPARISON DETAILS

### Tower Specifications

Both vendors have proposed a 90ft all-weld, galvanized steel tower, with a concrete base foundation, anti-climb system, and anti-fall system. Both proposals also include the stamped drawings for the tower. Both vendors have displayed technical knowledge and expertise in proposing, describing, and answering questions about their towers. Additionally, both towers are CSA-S37-24 compliant.

How they differ:

- The BearCom tower is new, while the Frontline tower is used.
  - A new tower is subject to tariffs, but a used tower is tariff exempt.
- The wind rating for the BearCom tower (360Pa) is lower than that of Frontline (450Pa)
- The ice rating for the BearCom tower (23mm) is lower than that of Frontline (25mm).
- The Frontline quote includes a soil survey, while the BearCom quote does not. This survey is a requirement in order to verify the environment can handle the tower installation with the proposed concrete foundations. This survey is valued somewhere between \$7,000 and \$8,500 by a 3<sup>rd</sup> party.

### Scope of Work

Both vendors have submitted a scope of work that describes the work to be delivered. Both proposals and scopes include the supply & installation of the 90ft tower, along with supply and installation of the VHF antenna. Both scopes also include all cable runs, conduits/cable trays, and grounding.

Frontline's Scope of Work clearly outlines all the work being delivered, outside of simply supplying and installing the tower and equipment; the Scope of Work is well detailed and has over 6 pages of detailed work. Conversely, the Scope of Work submitted by BearCom is simple and open-ended, leaving lots of potential room for "extras" during the implementation stage, as there are no supporting documents on what their responsibilities are, and when those responsibilities are completed. Work items included in Frontline's scope of work that are not included or explicitly stated in BearCom's scope of work, include:

- Testing of the VHF antenna, including antenna sweeps.
- Supply, installation, and testing of the required UHF antenna for the paging system, including antenna sweeps.
- Completion of the geo-soil survey.
- Drive tests to provide predicted vs actual coverage map (heat map).

### Quotation Price

Both vendors have submitted a quotation that aligns with their described Scope of Work. As described previously, when factoring in the costs associated with the geo-soil survey, and VHF antenna, the costs from both vendors are almost identical (within \$1,500 of each other).



## 5 RISKS

There are certain risks that may impact the pricing, timing, or both, from one, or both of the vendor proposals, as described below:

Risk	Impact (Price, Timeline)	BearCom	Frontline
Tariffs on steel	Price	Potentially impacted; up to 25% increase	Not impacted; used tower already available
Soil survey results	Price & Timeline	If soil bearing is low, this may require deeper/larger foundation.	If soil bearing is low, this may require deeper/larger foundation.
Clarity of Responsibilities and "Demarcations"	Price & Timeline	Impacted; Scope of Work is open-ended and light on details – may have additional costs for services	Not impacted; detailed Scope of Work w/ deliverables

## 6 RECOMMENDATION

Based on all the previously outlined information, as well as thorough review of communications between the Township and the vendors, both vendors have demonstrated technical expertise in their communications, and have provided guidance for the Township throughout this process.

It is worth noting, however, that Frontline appears to have provided a lot of "free" value up-front, before any contracts have been signed, including providing predicted radio coverage maps (heat maps), a thorough and detailed Statement of Work describing all the work included in their proposal, as well as revenue-generating opportunities for the Township via the new tower. This indicates a true partnership approach, which should be exactly what the Township seeks in their vendors.

Additionally, as it relates to the difference in pricing between the two quotes, when the UHF antenna and soil-survey are accounted for, the costs for the two quotes become almost identical.

Based on the analysis delivered in this report, Paragon Technologies recommends the Township consider awarding this project to **Frontline Communications**, as their proposal provides a more comprehensive scope of work at a comparable cost.

