



# Agenda

## Council Meeting

Tuesday, February 18, 2025  
Council Chambers  
Following Striking Committee

(This meeting is live streamed on the [City's YouTube page](#) or it can be viewed on YourTV Community Channel 12)

1. **Call to Order**
2. **Opening Prayer/Reflection**
3. **Disclosure of Pecuniary Interest & General Nature Thereof**
4. **Minutes**
  - i. Approve minutes from Council
    - a. Regular Meeting of Council – February 4, 2025
  - ii. Adopt minutes from Committees
    - a. Parks and Recreation Committee – October 15, 2024
    - b. Operations Committee – January 21, 2025
  - iii. Receive minutes from Local Boards
    - Pembroke Heritage Murals Committee – February 5, 2025
5. **Delegations and Presentations**
6. **Business Arising from Delegations and Presentations**
7. **Staff and Committee Reports**
8. **Proclamations**
9. **By-laws**
  - a. By-law 2025-08 Fortification By-law
  - b. By-law 2025-09 Repeal By-law 2024-62
  - c. By-law 2025-10 OPA 1 Howard Street
  - d. By-law 2025-11 ZBA 1 and 101 Howard Street
  - e. By-law 2025-12 ZBA Blocks 614 and 615 Golfview Subdivision
  - f. By-law 2025-13 Tax Ratios
  - g. By-law 2025-14 Budget 2025
  - h. By-law 2025-15 OVWRC Waste Management
  - i. By-law 2025-16 Waste Collection Disposal

- j. By-law 2025-17 2025 PBIA Budget Rates
- k. By-law 2025-18 Sewer Service Rates 2025
- l. By-law 2025-19 Water Rates 2025
- m. By-law 2025-20 Pool Lifeguard Recruitment and Retention Policy
- n. By-law 2025-21 Appoint an Integrity Commissioner and Closed Meeting Investigator

**10. Motions**

- a. 2025-02-26 Approval of 2024 Annual Pollution Control Reports
- b. 2025-02-27 Approval of 2024 Annual Water Reports
- c. 2025-02-28 Festival Hall – Municipally Significant Events
- d. 2025-02-29 Festival Hall – Designated Authority

**11. Correspondence**

**12. Mayor's Report**

**13. Notices of Motion**

**14. Councillor Updates**

**15. Closed Session**

- That City of Pembroke Council convene in Closed Session with authorized staff remaining in the room, pursuant to the following section of the Municipal Act, 2001:
  - 1. Section 239(2)(c) a proposed or pending acquisition or disposition of lands by the municipality or local Board.

More specifically as it relates to:

- a. TransCan Corporate Park – Economic Development/Communications Officer Sutherland
- b. Garden Street – Economic Development/Communications Officer Sutherland
- c. Tree Disposal Facility – Director Lewis
- d. Julian & Almira Street – Director Sauriol

**16. Business Arising from Closed Session**

- Disclosure of any Pecuniary Interest Declared
- Statement Resulting from Closed Session

**17. Confirming By-law**

- Confirming By-law 2025-22

**18. Adjournment**

# Draft City of Pembroke Council Meeting

Council Chambers  
Pembroke, Ontario  
February 4, 2025  
8:18 p.m.

## 1. Call to Order

### Present:

Mayor Gervais, Chair  
Deputy Mayor Abdallah  
Councillor Jacyno  
Councillor Kuehl  
Councillor Lafreniere  
Councillor Plummer  
Councillor Purcell (virtual)

### Regrets:

### Also Present:

David Unrau, Chief Administrative Officer  
Victoria Charbonneau, Municipal Clerk

Mayor Gervais called the regular meeting of Council to order at 8:18 p.m.

## 2. Opening Prayer/Reflection

## 3. Disclosure of Pecuniary Interest & General Nature Thereof

There were no disclosures of pecuniary interest declared.

## 4. Minutes

- i. Approve minutes from Council
  - a. Special Meeting of Council – January 21, 2025

### Resolution: 25-02-01

Moved by Deputy Mayor Abdallah

Seconded by Councillor Kuehl

That the minutes of the Special Meeting of Council of January 21, 2025, be approved as circulated.

**Carried**

- b. Regular Meeting of Council – January 21, 2025

### Resolution: 25-02-02

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the minutes of the Regular Meeting of Council of January 21, 2025, be approved as circulated.

**Carried**

- ii. Adopt minutes from Committees
  - a. Planning and Development Committee Meeting – January 7, 2025  
**Resolution: 25-02-03**  
Moved by Councillor Kuehl  
Seconded by Councillor Plummer  
That the minutes of the Planning and Development Committee meeting held on January 7, 2025 be adopted as circulated.  
**Carried**

**5. Delegations and Presentations**

**6. Business Arising from Delegations and Presentations**

**7. Staff and Committee Reports**

**8. Proclamations**

- a. Black History Month – February 2025  
Mayor Gervais proclaimed February 2025 Black History Month in the City of Pembroke.
- b. Wear Red Day – February 13, 2025  
Mayor Gervais proclaimed February 13, 2025 Wear Red Day in the City of Pembroke.

**9. By-laws**

**10. Motions**

- a. Amended Resolution 2025-02-04 Social and Economic Prosperity Review

**Resolution: 25-02-04**

Moved by Councillor Kuehl

Seconded by Councillor Purcell

Whereas current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life; and

Whereas nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year; and

Whereas municipal revenues, such as property taxes, do not grow with the economy or inflation; and

Whereas, unprecedented population and housing growth will require significant investments in municipal infrastructure; and

Whereas municipalities are being asked to take on complex health and social challenges like homelessness, supporting asylum seekers and addressing the mental health and addictions crises; and

Whereas inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity; and

Whereas property taxpayers including people on fixed incomes and small businesses can't afford to subsidize income re-distribution programs for those most in need; and

Whereas the province can, and should, invest more in the prosperity of communities; and

Whereas municipalities and the Provincial Government have a strong history of collaboration.

Therefore, Be It Resolved That the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario, a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario; and

Further That a copy of this resolution be forwarded to all registered candidates in the riding of Renfrew-Nipissing-Pembroke in the current provincial general election, requesting a response from each candidate on their position concerning the stable and sustainable financing of municipalities in the Province of Ontario.

**Carried**

**11. Correspondence**

**12. Mayor's Report**

Mayor Gervais provided an update on the community functions he attended on behalf of Council including (but not limited to):

- January 23, 2025 – attendance at the First Step Options Grand Opening at New location, extended a congratulations to the volunteers coming together to make things possible for those with needs in the community
- Ontario Power Generation webinar with other Mayors and Minister Vedeli to stay informed regarding waterways and in particular the Ottawa River Watershed
- January 28 – Councillor Kuehl, Purcell had the honour of meeting with MPP John Yakabuski one final time on official business for recent funding received by the Fire Department, and also to congratulate John on his last day prior to retirement and thank him for his decades of dedicated service to our community and region.
- February 3 – meeting with CAO Unrau and Conservative candidate Billy Denault to discuss concerns and issues that the City of Pembroke faces and matters in general about the riding. It was stated that the City looks forward to a chance to meet with other candidates as election day approaches
- Discussion over the current tariff situation. The matters are being taken seriously by the City and discussions have taken place with various political and community stakeholders with a commitment to work for Pembroke ratepayers to ensure the stability of our local economy.

**13. Notices of Motion**

**14. Councillor Updates**

Deputy Mayor Abdalah

- Pembroke Public Library CEO Karthi Rajamani has recently been awarded a medallion for public library of the year

- Pembroke Library has also been awarded the Angus Mowat Award of Excellence for the province of Ontario

Councillor Kuehl

- Attendance at the opening night of the Descendants play at Festival Hall. The show was very well done and kudos to all involved.
- A full lineup of events for the winter at Festival Hall is available at [www.festivalhall.ca](http://www.festivalhall.ca) tickets can be purchased there or box office

## 15. Closed Session

### Resolution 25-02-05

Moved by Councillor Plummer

Seconded by Deputy Mayor Abdallah

That City of Pembroke Council convene in Closed Session with authorized staff remaining in the room, pursuant to the following section of the Municipal Act, 2001:

1. Section 239(2)(f) advice that is subject to solicitor/client privilege, including communications necessary for that purpose.  
More specifically as it relates to:
  - a. 273 Victoria Street – Legal Update
  - b. Ottawa River Power Corporation – Governance Structure – Legal Update

**Carried**

## 16. Business Arising from Closed Session

Mayor Gervais indicated that a Council in Caucus meeting was held. Staff was given direction. There were no pecuniary interests declared.

## 17. Confirming By-law

- Confirming By-law 2025-07

### Resolution: 25-02-06

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That By-law 2022-07 to confirm the proceedings of the Regular Meeting of Council of February 4, 2025, be adopted and passed; and

Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

## 18. Adjournment

### Resolution: 25-02-07

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the February 4, 2025, regular meeting of Council adjourn at 9:27 p.m.

**Carried**

Ron Gervais  
Mayor

Victoria Charbonneau  
Municipal Clerk

# Draft Parks and Recreation Committee Meeting Minutes

Council Chambers  
Pembroke, Ontario  
October 15, 2024  
6:05 p.m.

Note: Due to technical difficulties, the meeting was recorded only. The livestream connection for the YouTube platform was unavailable from approximately 6:05 p.m. – 6:20 p.m. At 6:20 p.m. the livestreaming capability was restored.

## 1. Land Acknowledgement

## 2. Call to Order

### Present:

Councillor Lafreniere, Chair  
Mayor Gervais  
Deputy Mayor Abdallah  
Councillor Jacyno  
Councillor Kuehl  
Councillor Plummer  
Councillor Purcell

### Also Present:

David Unrau, Chief Administrative Officer  
Victoria Charbonneau, Municipal Clerk  
Jordan Durocher, Director of Parks and Recreation

The Chair called the meeting to order at 6:05 p.m.

## 3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interests disclosed.

## 4. Approval/Amendment of Meeting Agenda

### Motion:

Moved by Deputy Mayor Abdallah  
Seconded by Councillor Plummer  
That the agenda of the Parks & Recreation Committee meeting of October 15, 2024, be approved as amended.

### Carried

## 5. Approval of Minutes

- Parks & Recreation Committee – September 17, 2024

### Motion:

Moved by Councillor Purcell  
Seconded by Councillor Plummer  
That the minutes of the Parks & Recreation Committee meeting of September 17, 2024, be approved.



**Carried****6. Business Arising from Minutes**

There was no business arising from the minutes.

**7. Presentations/Delegations****a. Pembroke Pickleball Presentation Introduction**

Mr. Durocher introduced Sandra Keon and Donna Stokell, members of the Pembroke Pickleball Club were in attendance to make a presentation to Committee regarding the Pembroke Pickleball Club.

**8. New Business****a. Integrity Commissioner Contract Extension**

Clerk Charbonneau presented the report. A discussion was held and the following points were raised:

- The absence of an annual report from the Integrity Commissioner and some potential conflicting information within the current Code were noted
- Additional comments regarding the process for Code of Conduct complaints and need for consistency across the province were made
- Clarification was made regarding timeline of a new code of conduct by the CAO. Should committee direct staff to enter into the bid process to obtain Integrity Commissioner services, a code of conduct would be drafted under the Integrity Commissioner for Council approval.

**Motion:**

Moved by Councillor Purcell

Seconded by Deputy Mayor Abdallah

That the Committee recommend Council to direct staff to go out for competitive bid for Integrity Commissioner Services

Furthermore, that Council direct staff to work with newly appointed Integrity Commissioner to draft a revised Code of Conduct that focuses on matters provided under the Municipal Act, egregious behaviours on parts of Council and Committee while respecting the taxpayer and to prevent the use of code of conduct to be used as a political weapon.

Councillor Jacyno called for a recorded vote.

Yea: Deputy Mayor Abdallah, Councillors, Kuehl, Plummer, Purcell

Nea: Councillors: Jacyno, Lafreniere, Mayor Gervais

**Carried 4:3**

**9. Adjournment****Motion:**

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the October 15, 2024, meeting of the Parks & Recreation Committee adjourn at 6:55 p.m.

**Carried**

# Operations Committee Meeting Draft Minutes

Council Chambers  
Pembroke, Ontario  
January 21, 2025  
6:05 p.m.

## 1. Land Acknowledgement

## 2. Call to Order

### Present:

Mayor Gervais, Chair  
Deputy Mayor Abdallah  
Councillor Jacyno  
Councillor Kuehl  
Councillor Lafreniere (6:09 virtual)  
Councillor Purcell

### Regrets:

Councillor Plummer

### Also Present:

David Unrau, Chief Administrative Officer/Deputy Clerk (virtual)  
Victoria Charbonneau, Municipal Clerk  
Angela Lochtie, Treasurer/Deputy Clerk  
Brian Lewis, Director of Operations

## 3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interests declared.

## 4. Approval/Amendment of Meeting Agenda

### Resolution OPS 25-01-01:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the agenda of the Operations Committee meeting of January 21, 2025, be approved as circulated.

**Carried**

## 5. Approval of Minutes

a. Operations Committee – December 17, 2024

### Resolution OPS 25-02-02:

Moved by Councillor Purcell

Seconded by Councillor Jacyno

That the minutes of the Operations Committee meeting of December 17, 2024, be approved as circulated.

**Carried**

## 6. Business Arising from Minutes

There was no business arising from the minutes.

## **7. New Business**

### **a. On-Demand, Turn-Key Transit Services (RFP 24-08) – RFP Award**

Treasurer/Deputy Clerk Lochtie presented the report. A discussion was held and the following points were raised:

- The importance of available public transit to the community for all demographics (including students and the elderly)
- Available public transit is a benefit to the economic and enhances quality of life in the community
- The projected pilot project of 3 years will serve as a good foundation for gauging ridership and determining sustainability
- Concerns expressed over the sustainability of the program and funding sources and the cost to the rate payers
- Concerns over the negative impact to the local taxi companies, Carefore, and the Pembroke Handibus transportation operations in the City of Pembroke

#### **Resolution OPS 25-01-03:**

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the Operations Committee endorse and recommend that staff commence negotiations to enter into an agreement between the Corporation of the City of Pembroke, and Mobility Transportation Specialists (MTS) to provide turn-key transit services for an initial three (3) year term with an option to extend for an additional four (4) years.

Mayor Gervais called for a recorded vote.

Yea: Deputy Mayor Abdallah, Councillors Kuehl, Lafreniere, Purcell

Nea: Mayor Gervais

Carried 5:1

### **b. Engineering Services - Albert Street Reconstruction Design Award**

Director Lewis presented the report. A discussion was held and the following points were raised:

- Questions regarding the state of the road and why it has been slated for repair. It was noted that the street on the surface is passable, however, the infrastructure below the street level is in need of repair and poses a risk should it fail, it is a high priority for the underground infrastructure.
- Question regarding the plan for infrastructure where the boat used to be. It was responded with that there is collaboration with Parks and Recreation department that is being worked on for downtown connectors via trail head(s)

#### **Resolution OPS 25-01-04:**

Moved by Councillor Purcell

Seconded by Deputy Mayor Abdallah

That the City of Pembroke Operations Committee recommend that Council award the Engineering Design and Contract Administration Services for Albert Street Reconstruction Request for Proposal P-24-11 to Jp2g Consultants Inc. in the amount of \$174,405.00 plus applicable HST and that the shortfall come from surplus funds from the completed capital projects

**Carried**

c. Transportation Master Plan

Director Lewis presented the report. A discussion was held, and the following points were raised:

- Concerns stated Matheson Drive and D'Youville Drive
- It was stated by staff that most of the traffic will happen at upper part of that subdivision and away from Matheson. It has been discussed with developer that no connection to Matheson will be done through the first part.
- Everything in the Plan to move forward will still have to come to Council for approval (e.g. development of a road)
- It was asked if there is a possibility to take Matheson Drive out of the plan
- Staff indicated that the consultant would have to be asked to re-work the overall plan and discussions with the Township of Laurentian Valley would have to occur in conjunction with proposed change to ensure there was consensus to remove that portion of the plan
- Large Development off of Elgin Street that will likely have added pressure on the corner of Elgin Street and Boundary Road, has this been addressed?
- It was responded that there are a number of developments in play. Staff communicated these items to the consultant, and as a practice these are not included in the overall plan as they are actively being addressed.

**DIRECTION** – Staff to bring an information report on all current developments (within the next 12 months)

**Resolution OPS 25-01-05:**

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the City of Pembroke Operations Committee generally endorses and recommend to Council that they adopt the Transportation Master Plan East West Traffic 2024 completed by Paradigm Consulting as a guiding document for the Operations Department by defining key projects, subject to development, staffing capabilities and annual budget approvals.

Furthermore, notwithstanding the general acceptance of The Transportation Masterplan, The City of Pembroke Operations Committee opposes the linking of the Matheson Drive Connection.

**Carried**

d. Integrity Commissioner Appointment

Clerk Charbonneau presented the report. A discussion was held and the following points were raised:

- Importance of Integrity Commissioner's role with the City of Pembroke
- When drafting the Service Agreement, a 1-year term with possible extension of up to 3 years should be included.

**Resolution OPS 25-01-06:**

Moved by Deputy Mayor Abdallah

Seconded by Councillor Kuehl

That the Operations Committee endorse and recommend to Council the appointment of Bench Municipal: Law + Governance as Integrity Commissioner and Closed Meeting Investigator for the City of Pembroke.

Furthermore, that the Operation Committee endorse and recommend to Council that staff be directed to enter into negotiations with Bench Municipal: Law + Governance for a term of 1 year with a possible extension of up to 3 years.

**Carried**

**8. Adjournment**

**Resolution OPS 25-01-07:**

Moved by Deputy Mayor Abdallah

Seconded by Councillor Kuehl

That the Operations Committee meeting of January 21, 2025, adjourn at 6:37 p.m.

**Carried**

## *PEMBROKE HERITAGE MURALS© since 1989*

*February 5th @ 1:30 pm*

*1989 -2024 Thirty Five years of Volunteers dedicated to Pembroke's Outdoor Art Gallery.*

**PRESENT:** Pamela Dempsey, Jane Kielman, Dennis Corrigan, Claudia Gadinger

**REGRETS:** Councillor Ed Jacyno

**AGENDA:** MOTION by Dennis APPROVED

**MINUTES:** November 6th MOTION by Jane APPROVED

**CORRESPONDENCE:** [read only if necessary]

### **FINANCIAL REPORT:**

Nov/Dec 2024 & Jan. 2025: No Activity

General Acct. as of Jan. 2025: \$ 116.51

Reserve Fund as of Dec. 2024: \$ 2,248.13 \* 2024 Interest to come

2025 Budget Draft: Approved

MOTION by Dennis APPROVED

### **BUSINESS ARISING:**

#### **Primary M&R:**

**‘At the Ready’:** Will be repaired first. Repair seams w/ hardwood; hardwood will be cut to sizes ahead and primed; hardwood will be painted into the mural; flags will be re-painted; clear coat applied.

Pam suggested we use Alien tape and screws to fasten hardwood strips. In March/April Dennis & Pam will measure on site then go to Home depot to purchase hardwood.

**‘The Timber Raft’:** Flaking paint needs to be scraped, primed and painted: clear coat to be applied. Discussed lift unit type and approximate time that Jeff will take. The **berm** behind this mural has grown considerably since 2004; It needs to be cut back like work done behind the **‘Farmers Market’** murals. The **tree** near street corner is obstructing the camera: needs trimming.

**‘Champlain Trail’:** Right side panels need restoring: badly faded. Discussed lift type. All panels to be clear coated.

We agreed to meet with Jeff in the spring and visit each of these murals with him. Depending on his estimated time for **‘The Timber Raft’** & **‘Champlain Trail’**, we will decide which will be repaired 2<sup>nd</sup>. Lift rental costs are very expensive so we need to plan how we can get the work done.

#### **Minor M&R:**

**‘Peter White’:** Syner Capital still has not cut down the metal post in front of this mural. It’s been two years. Pam asked Dennis if he would do it. Yes.

**‘Mayors of Pembroke’:** Portrait of J. Metcalf needs to be replaced.

**‘Mackay Street Arena’:** One panel corner needs securing. Clear coat.

**‘The Unity Mural’:** Peeling paint across the bottom can be done by PHM. A ladder [Jeff] to re-paint the flag. Clear coat.

**‘Marching Toward the Millennium’:** Branches of the tree in front of the parachute soldier need trimming.

**‘The Pioneers’:** PHM will apply more paint to the frame. We have the paint in storage.

**‘Fiddling & Stepdancing’:** Dennis will trim the damaged Title plaque that was vandalized last fall. It will be installed in the spring using Alien tape.

#### Donation of Original Paintings:

Still waiting reply from the Festival Hall consortium re **‘The Irish Play’**. Elijah has informed Pam that this is on their Agenda for next week. If the offer is declined, Committee has given Pam permission to offer it to the Knights of Columbus. The Knights paid for this mural in 1999: a celebration of the Irish Play they performed for years at Festival Hall around St. Patrick’s Day,

**‘The Lumbering Industry’:** Committee agreed to offer this painting to Algonquin College, given their well known Forestry Program.

New ‘home’ suggestions: Dennis suggested Miramichi Lodge. Jane suggested Supples Landing. Committee will look at current Original Paintings file for ideas on which paintings to offer these facilities.

Algonquin College Diversity Mural: Pam sent Jamie a gentle reminder 01/22/25 that we are waiting for the Description and Artists’ names.

#### **NEW BUSINESS:**

We have a framed & signed print of **‘Old Time Fiddling & Stepdancing’**. Committee took a look at it and it appears the print has faded and is damaged. Pam will take a closer look at home.

Pam: Cogeco has never replied to our request for the wall left of **‘The Great Fire’** needs to be painted. It’s quite dirty. Pam will email Trevor again.

Pam reminded Claudia that we have postcards, T-shirts & Fiddle prints to give away. She said Sno Spree is covered, but a March event at the Seniors Hall will need some items.

Pam dropped off five sets of postcards today for Mayor Gervais. He will give them to visitors.

**Adjourn:** 2:30 pm

Next Meeting: March 5th

***Touring murals is a safe activity.***

## The Corporation of the City of Pembroke

### By-law Number 2025-08

#### **A By-law to regulate the fortification of land and to prohibit excessive fortification of land and to prohibit the application of excessive protective elements to land within the City of Pembroke**

**Whereas** pursuant to Section 133 of the *Municipal Act*, S.O. 2001, c.25, as amended, authorizes a municipality that is responsible for the enforcement of the Building Code Act, 1992, may regulate in respect of the fortification of and protective elements applied to land in relation to the use of the land; and prohibit the excessive fortification of land or excessive protective elements being applied to land in relation to the use of the land; and

**Whereas** Section 11(2) of the Municipal Act, S.O. 2001, c.25, as amended, states a lower-tier municipality and an upper-tier municipality may pass by-laws related to the health, safety and well-being of persons; and

**Whereas** the fortification of land or the application of protective elements to land is likely to pose a serious health, safety and welfare risk to law enforcement officials and/or emergency services personnel when confronted with such land when acting in the course of their lawful duties or in response to emergency situations and as well to the occupants of land whose ability to escape an emergency situation is or may be hindered or prevented; and

**Whereas** the fortification of land or the application of protective elements to land is likely to pose a serious threat to the safety and integrity of adjoining and abutting land and as well the owners and occupiers of those lands by restricting, limiting or preventing law enforcement personnel and/or emergency services personnel from responding to emergency situations effectively and in a timely manner; and

**Whereas** Section 10(2) of the Municipal Act, S.O. 2001, c.25, as amended, states that a single-tier municipality may pass by-laws which includes the health, safety, and well-being of persons; and

**Whereas** the Council of the Corporation of the City of Pembroke considers the enactment of a fortification by-law to be a matter concerning the health, safety, and welfare of the inhabitants of the municipality.

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

#### **Section 1 – Definitions**

The following words and phrases, when used in this by-law shall, for the purpose of this by-law have the meaning respectively ascribed to them:

1. **Apply or Application** means the erection, installation, extension or material alternation or repair of or application to land and includes to construct.
2. **Booby trap** is a device or setup that is intended to kill, harm or surprise a human or another animal. It is triggered by the presence or actions of the victim and sometimes has some form of bait designed to lure the victim towards it. The trap may be set to act upon trespassers that enter restricted areas, and it can be triggered when the victim performs an action (e.g., opening a door, picking something up, or switching something on). It can also be triggered by vehicles driving along a road, as in the case of improvised explosive devices (IEDs).
3. **Building Code** means the Ontario Building Code Act, S.O. 1992, c. 23, or any successor code.



4. **Chief Administrative Officer** means the officer or his or her designate appointed by Council as the Chief Administrative Officer for the City of Pembroke.
5. **Chief Building Official** means the officer or his or her designate appointed by Council as the Chief Building Official pursuant to Section 3 of the Building Code Act, S.O. 1992, c.23, as amended, and includes a Building Inspector.
6. **City** means the Corporation of the City of Pembroke.
7. **Construct** means to do anything in the erection, installation, extension or material alternation or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and “construction” has a corresponding meaning.
8. **Council** means the municipal council for the City of Pembroke.
9. **Emergency Services Personnel** means any individual employed by a Police Service, Fire Service (including volunteer Fire Fighters), or Ambulance Service in Ontario who is acting in accordance with the obligations imposed upon them (whether by statutory or common law duty) by their position and includes any person who is directed by an emergency services personnel to do, or refrain from doing, anything and who acts on those directions.
10. **Excessive Fortification and Excessively Fortify** means the use, maintenance or construction of devices, barriers or materials in a manner designed to hinder, obstruct or prohibit access to or from land or which have the effect of hindering, obstruction or prohibiting access to or from land and which include but is not limited to:
  - a) The application of steel plates, steel bars, bullet-proof shutters or heavy gauge wire mesh to window and other openings on any and all levels of any structures on land with the sole exclusion of basement windows or openings;
  - b) The application of concrete block, brick, or other masonry or similar product to partially or completely obstruct or seal any doorway, window or other exterior entrance or egress to land;
  - c) The application of steel sheeting or plates or other similar products to the interior or exterior walls of land such as to replace or reinforce walls or create a secondary wall in a manner to protect against firearms, artillery, explosives, vehicle impact and the like;
  - d) The application of laminated glass or any other form of break resistant/proof or bullet resistant/proof material or glass to windows or doors;
  - e) Armour plated or reinforced doors (exterior or interior) designed to resist against impact of firearms, artillery, explosives, battering rams, or vehicle impact;
  - f) The construction of pillars, cones or barriers out of concrete, steel, or any other solid building material that are designed to (or which is likely to) obstruct, hinder, restrict or prevent access onto any land by conventional means of access or modes of transportation so as to prevent reasonable access by Emergency Services Personnel;
  - g) The construction of an observation tower designed to enable the visual observation of surrounding areas beyond the perimeter of the land actually owned or leased/rented by the occupant whether the tower is occupied by an individual or a surveillance camera or like equipment.
  - h) The setup of a booby trap designed to (or which is likely to) obstruct, hinder, restrict or prevent access onto any land by conventional means of access or modes of transportation to as to prevent reasonable access by Emergency Services Personnel.

11. **Excessive Protective Elements** means the use, maintenance or construction of devices, objects, material components, or any contrivance designed for surveillance or to control, hinder, restrict or deny access to or from land or which have the effect of controlling, hindering, restricting or denying access to or from the land and includes but is not limited to:
- a) The application of electrified fencing or any similar perimeter barrier including hidden traps, electrified doors or windows, land mines or other explosive devices or any weapon or thing that may become a weapon when triggered or activated on encroachment to land whether designed to, or by application in such manner is, likely to cause death or serious injury;
  - b) The construction of an observation tower designed to enable the visual observation of surrounding areas beyond the perimeter of the land actually owned or leased/rented by the occupant whether the tower is occupied by an individual or a surveillance camera or like equipment.
12. **Fire Chief** means the chief of the City of Pembroke's Fire Department or his or her deputy or designate.
13. **Fire Code** means Ontario Regulation 213/07, as amended, and as passed under the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 or any successor code.
14. **Fortification or Fortify** means the construction of devices, barriers or materials in a manner designed to hinder, obstruct or prohibit access to or from land or which have the effect of hindering, obstructing or prohibiting access to or from the land and includes excessive fortification.
15. **Land** includes buildings, mobile homes, mobile buildings, mobile structures, outbuildings, fences, erections, physical barriers and any other structures on the land or in any structures on the land.
16. **Occupier** means a person residing on or in immediate possession of land, or of a part of land where relevant to notice of entry to the land or part.
17. **Officer** means a Chief Building Official, Fire Chief or a Property Standards Officer appointed under any City By-law, or Police Services or any other person assigned or appointed by the Chief Administrative Officer to administer or enforce this By-law, includes a person employed by the City whose duties are to enforce the By-law, and further includes a police officer.
18. **Owner** means a person who has registered title to the land, and includes the heirs, executors, administrators or successors and assigns or other legal representative of such person.
19. **Person** means any natural person and includes a corporation, a partnership and the heirs, executors, administrators and assigns or other legal representative of a person.
20. **Police Officer** means an officer sworn or appointed as a member of any police service in Canada.
21. **Property Standards Officer** means an officer appointed pursuant to a by-law under Section 15.1 of the Building Code Act, 1992, who may, upon producing proper identification, enter upon any land at any reasonable time without a warrant for the purpose of inspecting the land to determine;
22. **Protective Elements** means devices, objects, material components, or any contrivance designed for surveillance or to control, hinder, restrict or deny access to or from land or which have the effect of controlling, hindering, restricting or denying access to or from the land and includes excessive protective elements.

## **Section 2 - General Prohibitions**

### **2.1 No person shall:**

- a) Excessively fortify any land or cause, permit or maintain the excessive fortification of land;
- b) Apply, use, cause, permit or maintain excessive protective elements to or on land;
- c) Hinder, obstruct or attempt to hinder or obstruct, an officer, police officer or other person exercising a power or carrying out a duty under this by-law, or any persons assisting such officers, including without limiting the generality of the foregoing any Emergency Services Personnel.

## **Section 3 – Exemptions**

### **3.1 Section 2(1) (a) and (b) above do not apply to:**

- (a) Financial institutions as identified and listed in Schedules I, II and III of the Bank Act, S.C. 1991, Chapter 46, as amended from time to time that is zoned for such use or otherwise permitted by law;
- (b) Detention Centres zoned for such use otherwise permitted by law;
- (c) Lands, wherever situated, owned or occupied by the Ontario Provincial Police or an Ontario Municipal Police Service in accordance with the Community Safety and Policing Act, 2019, S.O. 2019, c.1;
- (d) Lands, wherever situated, owned or occupied by any Federal Department or Agency of the Government of Canada;
- (e) Lands, wherever situated, owned or occupied by the Royal Canadian Mounted Police;
- (f) Lands owned and occupied by the Corporation of the City of Pembroke;
- (g) Other commercial, industrial, institutional establishments or courthouses where the use is made more secure by Excessive Fortification or Excessive Protective Elements and where such use is permitted in the Zoning By-law or is otherwise lawfully permitted.

## **Section 4 – Scope and Limitation of By-law**

### **4.1 Section 2(1)(a) and (b) does not apply to prohibit:**

- (a) The use or application of commercially marketed household security devices designed and applied to provide protection from theft or other criminal activity against the person or property of an individual and which do not meet the definition or are not employed so as to meet the definition of excessive protective elements;
- (b) The use of Protective Elements such as “laser eye” or other advanced warning devices on windows or doors of a dwelling house for the purpose of providing a warning to the occupants of that dwelling house or structure or to dispatch Emergency Services Personnel where an actual entry into a dwelling house has occurred;
- (c) Common household alterations or renovations where the location or style of a door or window may be altered and meets the Building Code and Fire Code requirements and have received any permit required to complete such alteration or renovation;
- (d) The securing of openings in vacant buildings, or the closing of fire or other accidental structural damage to buildings as required under the City’s Property Standards By-law, as amended or by an order issued under either the Fire Protection and Prevention Act or the Building Code Act.

## **Section 5 – Power of Entry**

5.1 An Officer or Police Services may, at any reasonable time, enter and inspect any land to determine whether this By-law, or an order under this By-law, is being complied with.

## **Section 6 – Orders**

6.1 Where an Officer or the Chief Building Official is satisfied that a contravention of this By-law has occurred, the officer may make an order requiring work to be done to correct the contravention and the order shall set out:

- a) The municipal address and the legal description of the land;
- b) Reasonable particulars of the contravention and the work to be done and the period which there must be compliance with the order;
- c) If the work required by an order is not completed within the specified period, an Officer or the Chief Building Official may, at any reasonable time, enter upon the land or may make arrangements for municipal employees or a contractor retained for that purpose, to enter upon the land to do the work;
- d) A notice stating that if the work is not done in compliance with the order within the period it specifies, work done may be at the expense of the owner.

6.2 If the work required by an order is not completed within the specified period, an Officer or the Chief Building Official may, at any reasonable time, enter upon the land or may make arrangements for municipal employees or a contractor retained for that purpose, to enter upon the land to do the work.

## **Section 7 – Failure to Comply and Cost Recovery**

7.1 Where a person defaults in complying with a direction, requirement or order under this By-law to do a matter or thing, the Chief Administrative Officer may cause an Officer or agent on behalf of the City, with such assistance from others as may be required, to enter the land on which the contravention occurred at any reasonable time, and to carry out such direction, requirement or order at the person's expense.

7.2 The City may recover the costs from the person directed, required or ordered to do a matter or thing under this section, by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

7.3 The amount of the City's costs incurred to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.

## **Section 8 - Penalty and Enforcement**

8.1 Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

8.2(a) Every person or director or officer of a corporation shall comply with an order, direction or other requirement made under this By-law.

8.2(b) No person shall obstruct or attempt to obstruct an officer, or any person acting under an officer's instructions, in the lawful exercise of a power granted to him/her or them by this by-law.

8.3 All offences provided for in this by-law are designated as continuing offences as provided for in Subsection 429(2)(a) of the Municipal Act, 2001, S.O. 2001, c.25.

8.4 Any proceeding alleging an offence may be commenced pursuant to the Provincial Offences Act, or any successful legislation by:

- a) Filing a certificate of offence alleging the offence in the office of the court;

- b) Laying an information; or
- c) Any other means of commencing a proceeding that may be permitted in law from time to time by the Province of Ontario.

8.5 Where a proceeding is commenced by filing a certificate of offence alleging the offence in the office of the court, a person or corporation who is convicted of an offence is liable, for each day or part of a day that the offence continues, to the fine or penalties as set out in Schedule “A” of this by-law.

8.6 Where a proceeding is commenced by laying an information or any other means of commencing a proceeding that may be permitted in law from time to time by the Province of Ontario,

8.7 Any person who contravenes any provision of this By-law, or an officer or director of a corporation, who knowingly concurs in such a contravention by the corporation, is guilty of an offence and upon conviction is liable to a fine or penalty as follows:

- (a) for a first offence, a maximum of \$20,000;
- (b) for a second offence, a maximum of \$50,000;
- (c) for a third offence or subsequent offence, a maximum of \$100,000.

8.8 Any person who contravenes any order made under this by-law, or an officer or director of a corporation who knowingly concurs in such a contravention by the corporation, is guilty of a continuing offence and upon conviction is liable to a daily fine or penalty to a maximum of \$10,000 for each day or part of a day that the offence continues, and despite Section 11.1 the total of all the daily fines imposed for an offence is not limited by the maximums listed in Section 11.1.

8.9 For the purposes of this by-law, an offence is a subsequent offence if there has been a previous conviction under this, or any prior, Property Standards By-law.

## **Section 9- Conflict and Severability**

9.1 Subject to Section 12.2, where a provision of this By-law conflicts with the provision of any other By-law of the City or any applicable government regulation, the provision that establishes the higher standard to protect the health, safety and welfare of the general public shall prevail.

9.2 Notwithstanding Section 12.1, and despite Section 35 of the Building Code Act, 1992, if there is a conflict between the Building Code under the Building Code Act, 1992 and this By-law, the Building Code prevails.

9.3 Should a court of competent jurisdiction declare a part or whole of any provision of this By-law to be invalid or of no force and effect, the provision, or part, is deemed severable from this By-law and it is the intention of Council that the remainder survive and be applied and enforced in accordance with its terms to the extent possible under law.

## **Section 10 – Exemption Limited by Act of Law**

10.1 Any exemption authorized by this By-law in any manner shall, in no way be construed or interpreted as an exemption, limitation or excuse from a person’s requirement to abide by and comply with any other Federal, Provincial or Municipal Law.

## **Section 11 - Enactment**

11.1 That By-law 2002-58 and any amendments thereto and any other by-law inconsistent with the provisions contained in this by-law are hereby repealed.

11.2 This By-law shall come into force and take effect upon the date of the final passing thereof.

Passed and enacted this 18<sup>th</sup> Day of February 2025

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk

**By-law Number 2025-08 – Schedule “A” – Set Fines**

**Prescribing Standards for the Regulation of the Fortification of Land  
Within the City of Pembroke  
Part 1 Provincial Offences Act**

Item	Column 1 – Short Form Wording	Column 2 – Provision Creating or Defining Offence	Column 3 – Set Fine
1	Fails to comply with an order, direction or other requirement	s. 8.2 (a)	\$300.00
2	Obstructs or Attempts to Obstruct an Officer	s. 8.2 (b)	\$300.00

Note: The penalty provision for the offences indicated above is Section 8 of City of Pembroke’s By-law 2025-08 and Section 61 of the Provincial Offences Act, R.S.O. 1990, c. P.33.

Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

**The Corporation of the City of Pembroke**

**By-law Number 2025-09**

**A by-law to repeal By-law 2024-62 a by-law to authorize the entering into an agreement between 320 Lake St. Inc. and the Corporation of the City of Pembroke**

Whereas, pursuant to Section 9 of the *Municipal Act, 2001*, S.O. 2001, c.25, as *amended*, a municipality has the capacity, rights, power and privileges of a natural person for the purposes of exercising its authority under this or any other Act; and

Whereas, in November 2024, the Municipal Council of the Corporation of the City of Pembroke extended an offer to enter into an Agreement with 320 Lake St. Inc. for the use of City land for the purposes of a private parking lot at the northwest corner of Lake Street and College Way;

Whereas, after further developments, the Municipal Council of the Corporation of the City of Pembroke deems it appropriate to repeal By-law 2024-62.

Now Therefore the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That By-law 2024-62 being a by-law to authorize the entering into an agreement between 320 Lake St. Inc. and the Corporation of the City of Pembroke be repealed in its entirety.
2. This by-law shall come into force and take effect upon the date of the final passing thereof.

Passed and enacted this 18th day of February 2025.

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk



**The Corporation of the City of Pembroke**

**By-law Number 2025-10**

**A By-law to authorize the adoption of Amendment Number Twenty-Five to the Official Plan, 2016, of the City of Pembroke Planning Area**

**Whereas** Section 17 of the *Planning Act* R.S.O., 1990 provides that a Municipal Council may adopt an Official Plan; and

**Whereas** the Council of the Corporation of the City of Pembroke did, under By-law 2016-03, adopt the Official Plan, 2016 as the Official Plan of the City of Pembroke Planning Area; and

**Whereas** the Council of the Corporation of the City of Pembroke deems it expedient to amend said Official Plan, 2016;

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That Amendment Number Twenty-Five of the Official Plan, 2016, of the City of Pembroke Planning Area, consisting of the attached maps, Figure 1 and Figure II and the explanatory text be, and the same is hereby adopted and is attached as Schedule “A” to this by-law.
2. This By-law shall come into force and take effect upon the date of the final passing thereof.

**Passed and enacted this 18<sup>th</sup> day of February, 2025**

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk

## **Schedule “A” to By-law 2025-10**

### **Official Plan, 2016-03 of the City of Pembroke Planning Area**

#### **Amendment Number Twenty-Five**

##### **I. Title and Components**

When approved by the Corporation of the City of Pembroke this Amendment shall be known as Amendment Number Twenty-Five to the Official Plan, 2016, of the City of Pembroke Planning Area. This Amendment consists of the text and Figure I and Figure II attached.

##### **II. Purpose**

This amendment reconfigures the “Flood Fringe Residential” and “Hazard” designations’ delineation, along with an exemption to allow for the granting of consent to sever lots not fronting a public road, for the land municipally known as known as 1 Howard Street in the City of Pembroke.

##### **III. Location**

The property which is the subject of this amendment is comprised of PEMBROKE CON 2 FAL PT LOT 26; OTTAWA RIVER; City of Pembroke and is municipally known as 1 Howard Street. This lot is subject to the official plan amendment, shown on mapping attached hereto as Figure I, and a zoning by-law amendment, shown on mapping attached hereto as Figure II.

##### **IV. Basis of the Amendment**

The official plan amendment changes the delineation of the “Flood Fringe Residential” and “Hazard” designations of the land municipally known as 1 Howard Street and legally described as PEMBROKE CON 2 FAL PT LOT 26; OTTAWA RIVER; City of Pembroke, as per the topographical survey attached as Figure III, and adds an exemption to allow for the granting of consent to sever lots not fronting a public road.

The corresponding zoning by-law amendment changes the zoning of the above noted lands from a “Residential Type 1-flood fringe – R1-ff” zone to a “Residential Type 1-2-flood fringe-holding – R1-2-ff-h” zone.

The purpose of the re-designation and rezoning is to allow for future development of single detached dwellings on separate lots fronting the Ottawa River, subject to future applications for consent to sever being approved. The holding zone will require the submission of a satisfactory archeological investigation, environmental impact study, functional servicing report, and approval from the County of Renfrew for private road access crossing the Algonquin Trail, prior to the holding marker being lifted and the development being able to proceed.

1 Howard Street is designated “Flood Fringe Residential” and “Hazard” by the Official Plan, 2016. The applicant has submitted a new topographical survey of the site, which identifies applicable elevations to reconfigure the delineation of the two designations on Schedule “B” of the Official Plan, 2016.

Additionally, under the official plan amendment, an exemption to Section 7.15 of the official plan is granted. Said section states that, “Consents should be granted only when the land fronts on an existing public road that is of reasonable standard of construction. Consents will not be granted that have the effect of creating landlocked parcels either for the severed or retained lot.” In the case of 1 Howard Street, a future private road is proposed to provide access to the future proposed severed lots. This private road would be subject to the approval of the County of Renfrew for it to cross the Algonquin Trail, which would be a condition for the removal of the holding zone. This exemption allows for the possibility of the proposed private road, which will prevent the proposed lots from being landlocked.

## **VI. DETAILS OF AMENDMENT**

Schedule 'B' of the Official Plan, 2016 of the City of Pembroke Planning Area is amended by reconfiguring the "Flood Fringe Residential" and "Hazard" designations of PEMBROKE CON 2 FAL PT LOT 26; OTTAWA RIVER; City of Pembroke and municipally known as 1 Howard Street in the City of Pembroke. The present reconfiguration of the subject lands is shown on Figure III, attached hereto.

## **VII. IMPLEMENTATION**

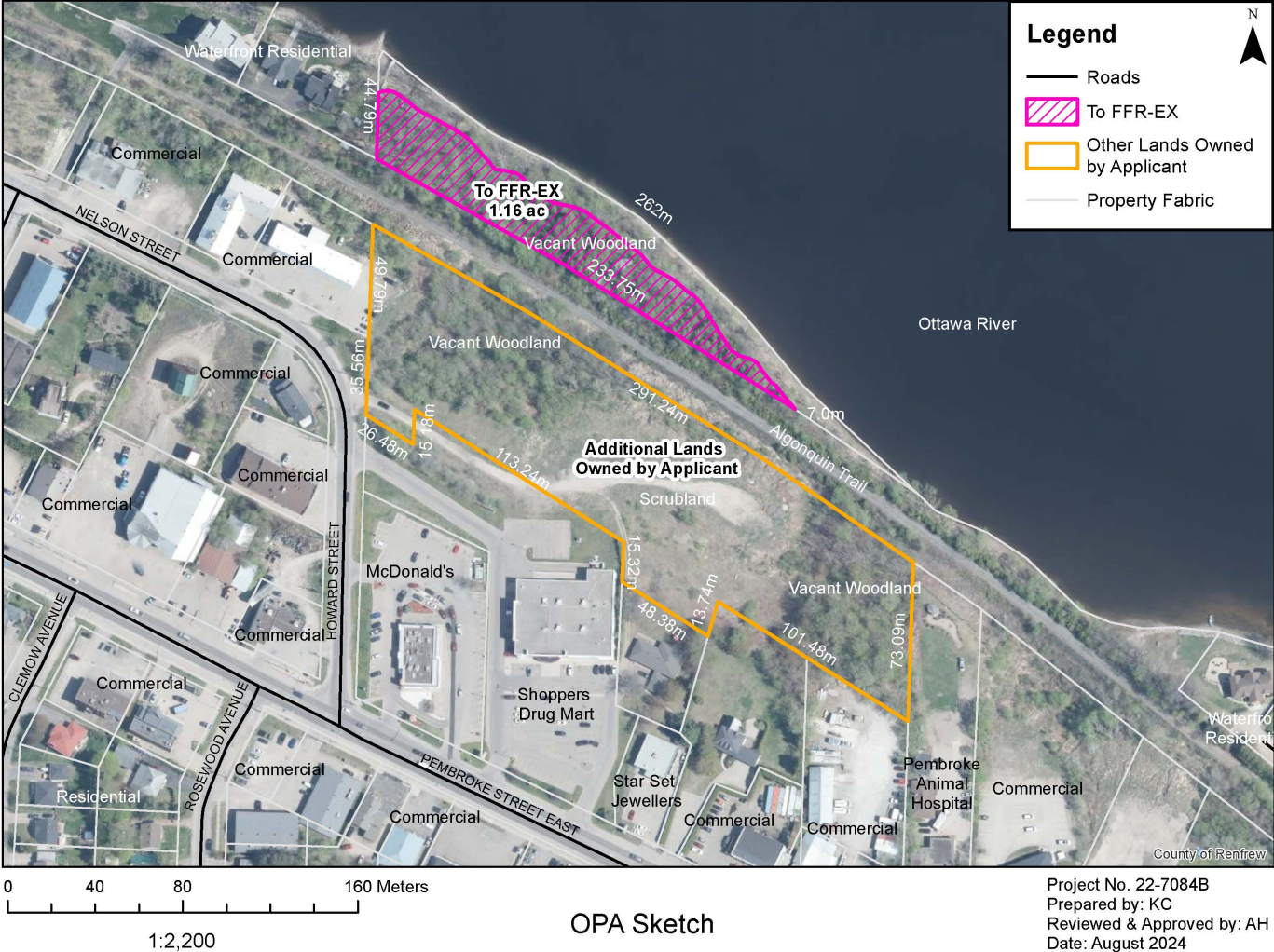
This Amendment shall be implemented in accordance with the policies of the Official Plan.

## **VIII. INTERPRETATION**

This amendment shall be interpreted in accordance with the policies of the Official Plan.

# Figure I to By-law 2025-10

Land to be have "Flood Fringe Residential"  
and "Hazard" designations reconfigured



# Figure II to By-law 2025-10

Property to be rezoned from  
“R1-ff” to “R1-2-ff-h”



**CITY OF PEMBROKE**

**ZONING BY-LAW  
SCHEDULE B**

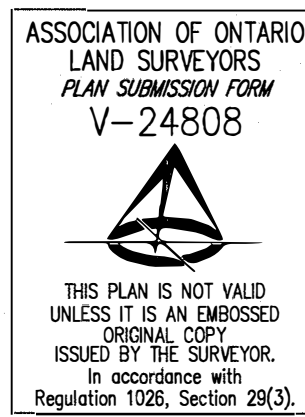
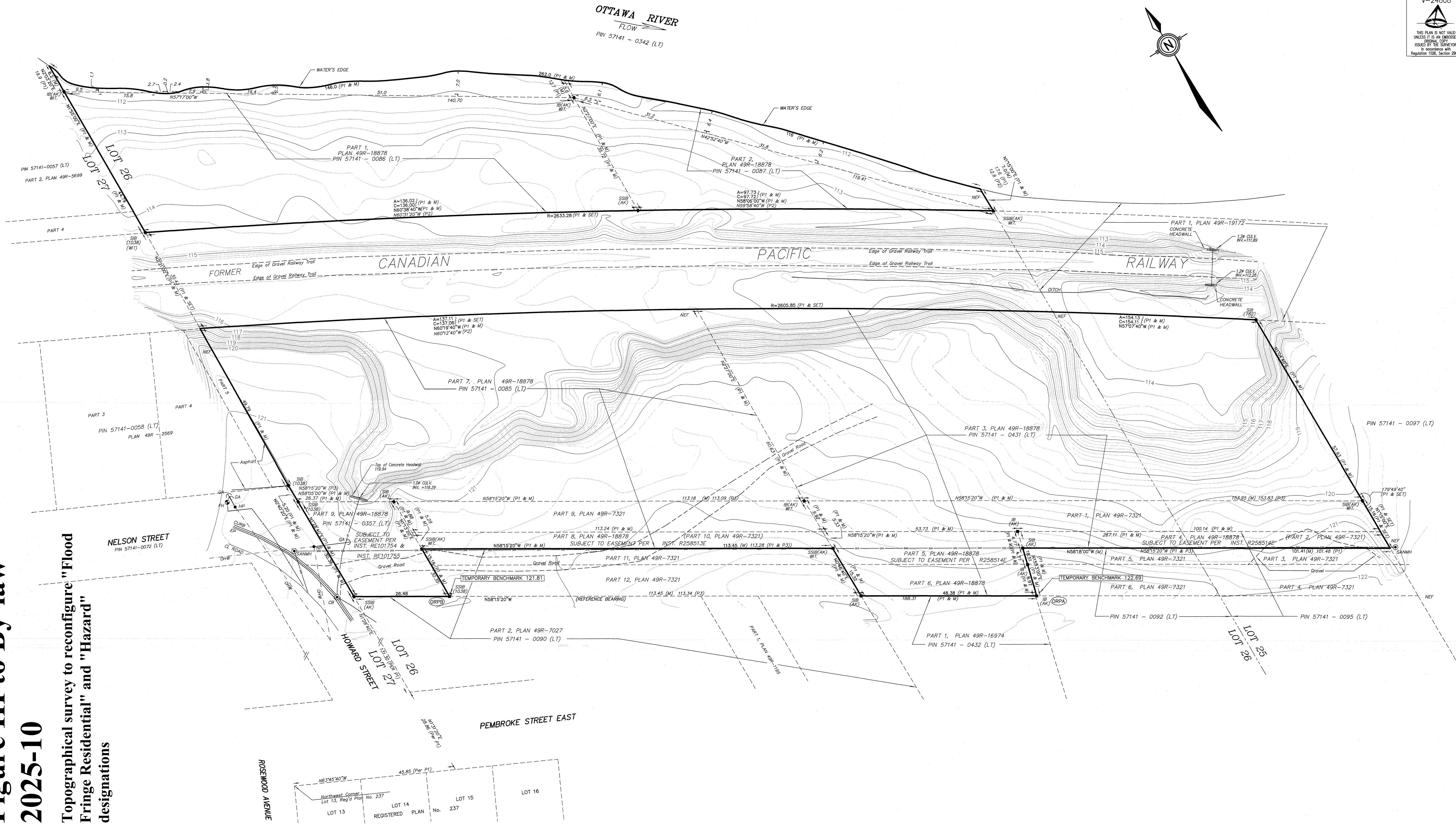
Final Zoning By-law January 2020





# Figure III to By-law 2025-10

Topographical survey to reconfigure "Flood  
Fringe Residential" and "Hazard"  
designations



PLAN OF SURVEY  
OF PART OF  
**LOTS 25 & 26**  
**CONCESSION 2**  
**FRONTING ALLUMETTE LAKE**  
**GEOGRAPHIC TOWNSHIP OF PEMBROKE**  
**CITY OF PEMBROKE**  
**COUNTY OF RENFREW**  
SCALE 1 : 400  
ADAM KASPRZAK SURVEYING LTD.

**BEARING NOTE:**  
BEARINGS ARE UTM GRID, DERIVED FROM INTEGRATED MONUMENTS ORPA AND ORPB, PER PLAN 49R-18878, SHOWN HEREON HAVING A GRID BEARING OF N58°15'20"W, UTM ZONE 18 (75° WEST LONGITUDE) NAD83 (CSRS)(1997).  
TO COMPARE BEARINGS WITH UNDERLYING PLANS, THE FOLLOWING ROTATIONS HAVE BEEN APPLIED:  
(P3) 1°16'40" CLOCKWISE

**DISTANCE NOTE:**  
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.  
DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.99997.

**WATER'S EDGE NOTE:**  
THE WATER'S EDGE SHOWN ON THIS PLAN WAS MEASURED ON APRIL 13, 2022 AND IS ACCEPTED AS THE BEST AVAILABLE EVIDENCE OF THE OTTAWA RIVER EXISTING AT THE TIME OF THE ORIGINAL SURVEY OF THE TOWNSHIP OF PEMBROKE.

**ELEVATION NOTE:**  
ELEVATIONS SHOWN ON THIS PLAN ARE GEODETIC AND REFER TO FIRST ORDER GEODETIC BENCHMARK 0011993U831, HAVING A PUBLISHED GEODETIC ELEVATION OF 124.037 (COWD28/78).

**CONTOUR NOTE:**  
MAJOR CONTOURS INDICATE 1.00 DIFFERENCE IN ELEVATION. MINOR CONTOURS INDICATE 0.25 DIFFERENCE IN ELEVATION.

**INTEGRATION DATA:**

POINT ID	NORTHING	EASTING	ELEVATION
ORPA	5 076 937.47	337 597.45	122.69
ORPB	5 077 022.99	337 460.11	121.81

COORDINATE VALUES TO RURAL ACCURACY PER SEC. 14 (2) OF O. REG. 216/10 AND CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

THIS IS NOT A VALID COPY UNLESS EMBOSSED WITH A SURVEYOR'S SEAL  
© COPYRIGHT ADAM KASPRZAK SURVEYING LTD. 2022

THIS PLAN HAS BEEN PREPARED FOR ALEX DIAZ, ART HOUSE DEVELOPMENTS.

**LEGEND (If Applicable)**

IB	IRON BAR
SIB	STANDARD IRON BAR
SSIB	SHORT STANDARD IRON BAR
MON	MONUMENT FOUND
MS	MONUMENT SET
RIB	ROUND IRON BAR
(782)	A.C. BOURNE, O.L.S.
(1038)	A.J. SIMPSON, O.L.S.
(AK)	ADAM KASPRZAK SURVEYING LTD.
---	FENCE
WIT	WITNESS
HP	HYDRO POLE
MAN	MANHOLE
SAN	SANITARY
COMM	COMMUNICATIONS
DIAM	DIAMETER
OWH	OVERHEAD UTILITY WIRES
T	TOP
B	BOTTOM
FH	FIRE HYDRANT
WV	WATER VALVE
GV	GAS VALVE
PEF	TELEPHONE PEDESTAL
INV	INVERT (OF CULVERT)
EP	EDGE OF PAVEMENT
CL	CENTRELINE OF ROAD
CL	STEEL LAMPPOLE
WV	WATER VALVE(WV) OR GAS VALVE(GV)
CATCH	CATCH BASIN
MANH	MANHOLE
WV	GAS/HYDRO METER
WP	WOOD POST
CP	CONCRETE PIN
DECID	DECIDUOUS
Q	QUERCUS
CONIF	CONIFEROUS TREE
TR	TRAFFIC LIGHT
CBSD	ROUND CATCH BASIN
NEF	NO EVIDENCE FOUND
(P1)	PLAN 49R-18878
(P2)	PLAN 49R-19172
(P3)	PLAN 49R-7321
---	UNDERGROUND STORM LINE
---	UNDERGROUND SANITARY LINE

**SURVEYOR'S CERTIFICATE**  
I CERTIFY THAT:  
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.  
2. THE SURVEY WAS COMPLETED ON APRIL 16, 2022.  
DATE: JUNE 3, 2022  
*Adam Kasprzak*  
ADAM KASPRZAK  
ONTARIO LAND SURVEYOR  
**ADAM KASPRZAK SURVEYING LTD.**  
ONTARIO LAND SURVEYORS  
432 PEMBROKE ST. W. P.O. BOX 492  
PEMBROKE ONTARIO K8A 6X7  
PHONE (683) 735-0764  
SCALE: 1 : 400 REF: 21-5329  
FILE: 21-5329\_E.dwg

**The Corporation of the City of Pembroke**

**By-law Number 2025-11**

**A by-law to amend By-law 2020-05 of the Corporation of the City of Pembroke, being a by-law to regulate the use of lands and the character, location and use of buildings and structures in the City of Pembroke.**

**Whereas** Section 34 of The Planning Act R.S.O., 1990 provides that by-laws may be passed by Municipal Council for restricting the use of lands and the erection or use of buildings except as provided for in such by-laws; and

**Whereas** the Council of the Corporation of the City of Pembroke did, on the twenty-first day of January, 2020, pass By-law 2020-05 to provide for the use of lands and the character, location and use of buildings and the said By-law has, from time to time, been amended; and

**Whereas** it is deemed expedient to further amend the said By-law;

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That By-law 2020-05 of the Corporation of the City of Pembroke be amended by the addition to Section 5.4 thereof the following:  
Section 5.4(2) Residential Type 1-2 – R1-2  
Notwithstanding any provisions of this By-law to the contrary, the property which is located in the R1-2 zone, municipally known as **1 Howard Street** and more particularly described as PEMBROKE CON 2 FAL PT LOT 26; OTTAWA RIVER may be developed in accordance with the following provisions:
  - i) Exemption from Section 3.12(1) - Frontage On Public Street
2. That Schedule 'A' to By-law 2020-05 of the Corporation of the City of Pembroke be amended to show the property described as PEMBROKE CON 2 FAL PT LOT 26; OTTAWA RIVER as a "Residential Type 1-flood fringe-holding – R1-ff-h" zone in place and instead of a "Residential Type 1-flood fringe – R1-ff" zone, and to show the properties described as PEMBROKE CON 2 FAL PT LOTS 25 AND 26; RP 49R-7321 PARTS 1, 2, 7 TO 12 as a "Residential Type 4 – R4" zone in place and instead of "Highway Commercial – C2" & "Highway Commercial-holding – C2-h" & "Residential Type 2 – R2" zones. The properties which are rezoned are shown as the lined areas on Schedule 'A' attached hereto.
3. This By-law shall be circulated in the manner provided for by the regulations enacted pursuant to Section 34(18) and (19) of The Planning Act R.S.O., 1990. In the event that no objection is filed within 20 days of the date of giving written notice, this By-law shall come into force and take effect. In the event that any objection to the approval of this By-law is filed within the required time period, this By-law shall be submitted to the Ontario Land Tribunal (OLT) for approval and shall come into force and take effect only upon the approval of OLT, as evidenced by the issuance of its formal order in that respect.

Passed and enacted this 18<sup>th</sup> day of February, 2025.

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk



This is Schedule ‘A’ to By-law 2025-11 of the Corporation of the City of  
Pembroke, passed this 18<sup>th</sup> day of February, 2025.

Mayor

Clerk

Subject Properties to be rezoned from a “Residential Type 1-flood fringe – R1-ff”  
zone to a “Residential Type 1-2-flood fringe-holding – R1-2-ff-h” zone, and from  
“Highway Commercial – C2” & “Highway Commercial-holding – C2-h” &  
“Residential Type 2 – R2” zones to a “Residential Type 4 – R4” zone:





## **The Corporation of the City of Pembroke**

### **By-law Number 2025-12**

**A by-law to amend By-law 2020-05 of the Corporation of the City of Pembroke, being a by-law to regulate the use of lands and the character, location and use of buildings and structures in the City of Pembroke.**

**Whereas** Section 34 of The Planning Act R.S.O., 1990 provides that by-laws may be passed by Municipal Council for restricting the use of lands and the erection or use of buildings except as provided for in such by-laws; and

**Whereas** the Council of the Corporation of the City of Pembroke did, on the twenty-first day of January, 2020, pass By-law 2020-05 to provide for the use of lands and the character, location and use of buildings and the said By-law has, from time to time, been amended; and

**Whereas** it is deemed expedient to further amend the said By-law;

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That By-law 2020-05 of the Corporation of the City of Pembroke be amended by the addition to Section 8.4 thereof the following:

**Section 8.4(37) Residential Type 4-37 – R4-37**

Notwithstanding any provisions of this By-law to the contrary, the properties which are located in the R4-37 zone, municipally known as **Blocks 614 & 615 Golfview Draft Plan of Subdivision** and more particularly described as STAFFORD CON 1 PT LOTS 29 & 30 (shown as BLOCKS 614 & 615 on the Golfview Draft Plan of Subdivision) may be developed in accordance with the following provisions:

- i) Permitted uses: Apartment Dwelling  
Retirement Home Dwelling  
Day Nursery  
Main floor commercial uses limited to: bakeshop, bank, convenience store, drug store, eating establishment, health club, laundromat, local retail store, medical clinic, mixed use building, office, personal services establishment and service shop
- ii) Zone provisions shall be in accordance with Section 8.2, excepting the following:
  - a. Minimum Lot Area – 1.5 hectares
  - i. Maximum Building Height – 15 storeys
  - k. Privacy Yards – 5m
- iii) A “Local Retail Store” definition shall be added to Section 2 - Definitions and shall mean a retail store which caters to the specific needs of a local area or neighbourhood.
- iv) A “Service Shop” definition shall be added to Section 2 - Definitions and shall mean a building or part of a building, not otherwise defined or classified herein, and whether conducted in conjunction with a local retail store or not, for the servicing or repairs of articles, goods, or materials and in which no product is manufactured, no equipment articles, goods or materials are stored outside and there is no equipment or process which creates excessive noise, glare, fumes or

odour detrimental to the health and general welfare of persons residing in the neighbourhood.

2. That Schedule 'A' to By-law 2020-05 of the Corporation of the City of Pembroke be amended to show the property described as STAFFORD CON 1 PT LOTS 29 & 30 (shown as Blocks 614 & 615 on the Golfview Draft Plan of Subdivision as a "Residential Type 4-37 – R4-37" zone in place and instead of "Residential Type 4-21 – R4-21" zone. The property which is rezoned is shown as the lined area on Schedule 'A' attached hereto.
3. That By-law 2020-05 of the Corporation of the City of Pembroke be amended by the deletion of the existing Section 8.4(21), to be replaced with Section 8.4(21) Residential Type 4-21 – R4-21 (Reserved for Future Use).
4. This By-law shall be circulated in the manner provided for by the regulations enacted pursuant to Section 34(18) and (19) of The Planning Act R.S.O., 1990. In the event that no objection is filed within 20 days of the date of giving written notice, this By-law shall come into force and take effect. In the event that any objection to the approval of this By-law is filed within the required time period, this By-law shall be submitted to the Ontario Land Tribunal (OLT) for approval and shall come into force and take effect only upon the approval of OLT, as evidenced by the issuance of its formal order in that respect.

Passed and enacted this 18<sup>th</sup> day of February, 2025.

Ron Gervais  
Mayor

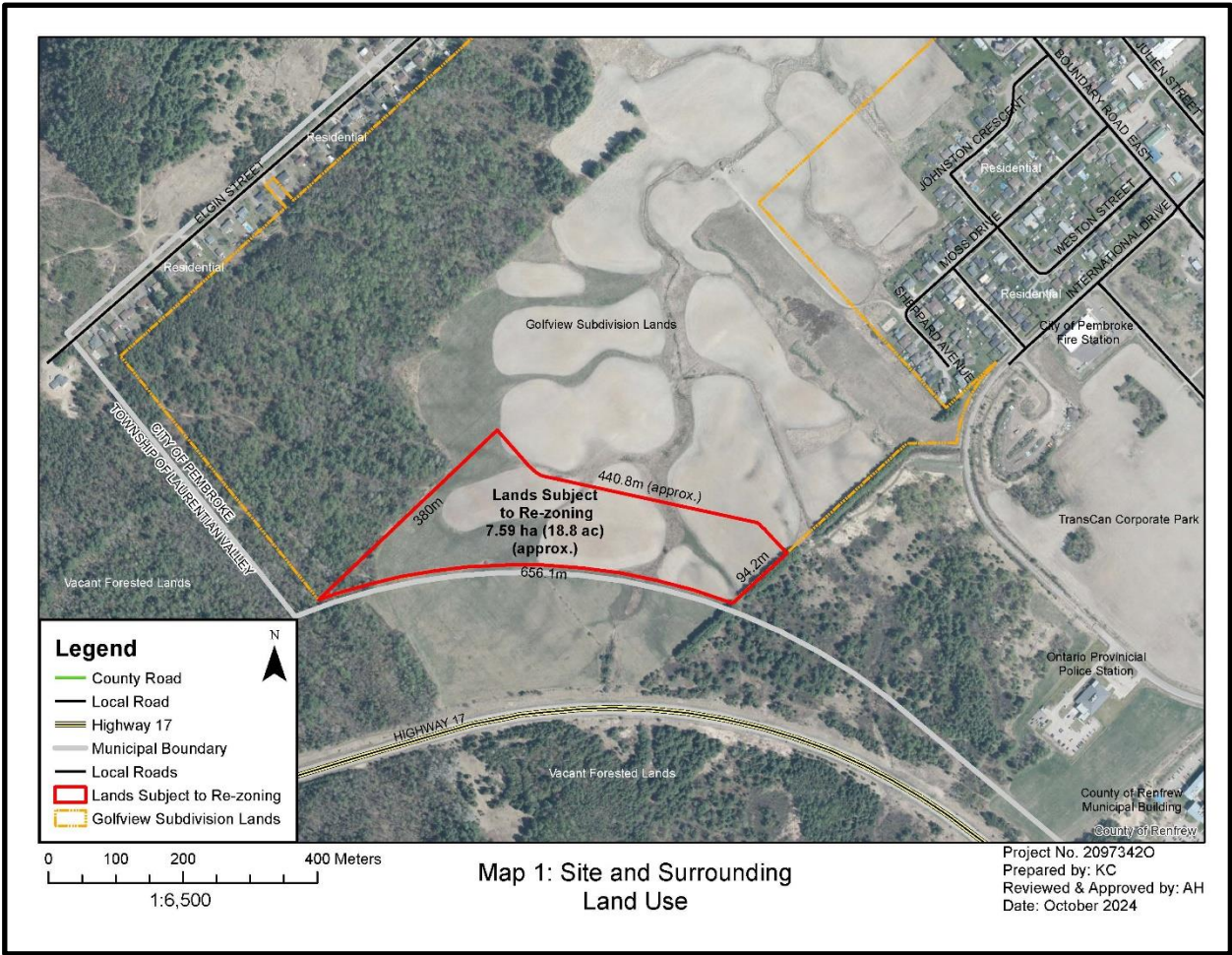
Victoria Charbonneau  
Clerk

This is Schedule ‘A’ to By-law 2025-12 of the Corporation of the City of  
Pembroke, passed this 18<sup>th</sup> day of February, 2025.

Mayor

Clerk

Subject Property to be rezoned from a “Residential Type 4-21 – R4-21” zone to  
a “Residential Type 4-37 – R4-37” zone:



**The Corporation of the City of Pembroke**

**By-law Number 2025-13**

**A By-law to establish tax ratios for prescribed property classes for the year 2025**

**Whereas** the Council of the City of Pembroke is required to establish tax ratios pursuant to the *Municipal Act*, S.O. 2001, c. 25, as amended (hereinafter referred to as “The Act”); and

**Whereas** the tax ratios determine the relative amount of taxation to be borne by each property class; and

**Whereas** revised maximum tax ratios have been calculated in accordance with Ontario Regulation 385/98, as most recently amended; and

**Whereas** tax ratios identified in this by-law do not exceed those maximum ratios; and

**Whereas** the property classes have been prescribed pursuant to the *Assessment Act*, R.S.O. 1990, c.A.31, as amended (hereinafter referred to as the “Assessment Act”), and Part II of O.Reg. 282/98.

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That for the taxation year 2025, the tax ratio for property in:
  - a. the residential/farm property class is 1.000000;
  - b. the multi-residential property class is 1.939796;
  - c. the new multi-residential property class is 1.100000;
  - d. the commercial property class is 1.980000;
  - e. the industrial property class is 2.630000;
  - f. the pipeline property class is 1.642036;
  - g. the farmlands property class is 0.250000;
  - h. the managed forest property class is 0.250000.
2. That for the purposes of this by-law:
  - a. the commercial property class includes all commercial office property, shopping centre property and parking lot property;
  - b. the industrial property class includes all large industrial property.
3. This by-law shall come into force and take effect upon the date of the final passing thereof.

**Passed and enacted this 18<sup>th</sup> day of February 2025**

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk

## **The Corporation of the City of Pembroke**

### **By-law Number 2025-14**

#### **A By-law to adopt the estimates for the sums required during the year 2025 for the general and special purposes of the City of Pembroke**

**Whereas** the Council of the City of Pembroke shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality pursuant to the *Municipal Act, 2001*, S.O. 2001, c25, as amended.

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That the Municipal Council adopt the sum of Forty-Two Million, Thirty-Four Thousand, and Seventy-Two Dollars (\$42,034,072) as the estimate of the funds required during the year 2025 for general and special purposes of the Corporation including all sums required by law to be provided by the Municipal Council for any local board of the Corporation, excluding school boards.
2. That having duly adopted the estimates and having deducted therefrom for the estimated revenues other than property taxes for the year 2025 the amount of Fourteen Million, Six Hundred and Twelve Thousand, Four-Hundred and Thirty-Three Dollars (\$14,612,433), the Municipal Council hereby adopts the sum of Twenty-Seven Million, Four Hundred and Twenty-One Thousand, Six Hundred and Thirty-Nine Dollars (\$27,421,639) as its estimate of the Property Tax Levy required during the year 2025 for the general and special purposes of the Corporation, including the sums required by law to be provided by Municipal Council for all local boards of the Corporation, excluding school boards.
3. This by-law shall come into force and take effect upon the date of the final passing thereof.

**Passed and enacted this 18<sup>th</sup> Day of February 2025**

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk

**The Corporation of the City of Pembroke**

**By-law Number 2025-15**

**A By-law to impose an annual fee to be charged to the owners, householders, or occupants of any building in the City of Pembroke to defray the expense of Waste Management Facilities and Services**

**Whereas** the *Municipal Act*, S.O. 2001, c25, as amended, provides that a municipality and a local board may pass by-laws imposing fees or charges on any class of persons for service or activities provided or done by or on behalf of it; and

**Whereas** the Council deems it desirable to impose a fee to defray the cost of the waste management facilities and services provided to the residents and ratepayers of the City of Pembroke.

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That an annual fee, as detailed in Schedule “A” attached hereto and forming part of this By-law, be hereby imposed on each owner, householder or occupant of any building situated in the City of Pembroke to defray the expense of the waste management system.
2. That the owners of vacant land and property located in the Exempt property class are hereby exempt from the annual fee;
3. That the Treasurer of the Corporation of the City of Pembroke may add the fees to the tax roll and collect them in the same manner as municipal taxes.
4. That City of Pembroke By-law 2024-10 and any other by-law inconsistent with the provisions contained in this by-law are hereby repealed.
5. This by-law shall come into force and take effect upon the date of the final passing thereof.

**Passed and enacted this 18<sup>th</sup> day of February 2025**

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk

**Schedule “A” to By-law 2025-15**

**Schedule of fees for the provision of Waste Management Facilities and Services**

**Residential (including Multi-Residential):**

<b>Assessment Range</b>	<b>Annual Charge</b>
0 – 299,999	\$65.00
300,000 – 599,999	\$130.00
600,000 – 999,999	\$195.00
1,000,000 – 1,999,999	\$260.00
2,000,000 +	\$325.00

**Commercial/Industrial/Institutional:**

<b>Assessment Range</b>	<b>Annual Charge</b>
0 – 299,999	\$130.00
300,000 – 599,999	\$260.00
600,000 – 999,999	\$390.00
1,000,000 – 1,999,999	\$520.00
2,000,000 +	\$650.00

**The Corporation of the City of Pembroke**

**By-law Number 2025-16**

**A By-law to impose an annual fee to be charged to the owners, householders, or occupants of any building in the City of Pembroke to defray the expense of the collection and disposal of waste**

**Whereas** the *Municipal Act, 2001*, S.O. 2001, c25, as amended, provides that a municipality and a local board may pass by-laws imposing fees or charges on any class of persons for service or activities provided or done by or on behalf of it; and

**Whereas** the Council deems it desirable to impose a fee to defray the expense of the collection and disposal of waste provided to the residents and ratepayers of the City of Pembroke.

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That an annual fee of \$158.00 per unit be hereby imposed on each owner, householder, or occupant of any building situated in the City of Pembroke receiving such services, to defray the expense of the collection and disposal of waste.
2. That the Treasurer of the Corporation of the City of Pembroke may add the fees to the tax roll and collect them in the same manner as municipal taxes.
3. That City of Pembroke By-law 2024-06 and any other by-law inconsistent with the provisions contained in this by-law are hereby repealed.
4. This by-law shall come into force and take effect upon the date of the final passing thereof.

**Passed and enacted this 18<sup>th</sup> Day of February 2025**

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk



**The Corporation of the City of Pembroke**

**By-law Number 2025-17**

**A By-law to adopt the estimates for the sums required during the year 2025 for the Pembroke Business Improvement Area (PBIA) and to establish rates to be levied for same**

**Whereas** the *Municipal Act, 2001*, R.S.O. 1990, c. 25, as amended, provides that a Board of Management shall prepare a proposed budget for each fiscal year; and

**Whereas** the *Municipal Act, 2001*, provides that a Board of Management shall submit the budget to Council and the municipality may approve it in whole or in part; and

**Whereas** the *Municipal Act, 2001*, provides that a municipality shall annually raise the amount required for the purposes of a Board of Management, including any interest payable by the municipality on money borrowed by it for the purposes of the Board of Management; and

**Whereas** the *Municipal Act, 2001*, provides that a municipality may establish a special charge by levy upon rateable property in the improvement area.

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That the Municipal Council adopt the sum of Two Hundred and Thirteen Thousand and Twenty-Eight Dollars (\$213,028.00) as the estimate of the funds required during the year 2025 for the Pembroke Business Improvement Area.
2. That the amounts required for the purposes of the Pembroke Business Improvement Area for the year 2025 will be raised as a levy on rateable property in the improvement area that is in a prescribed business property class.
3. That for the taxation year 2025, a rate of 0.00753399 be charged on the rateable assessment in the improvement area that is in a prescribed business property class.
4. That the Treasurer may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
5. That taxes are payable at the City of Pembroke Municipal Office, 1 Pembroke Street East, Pembroke, Ontario, K8A 3J5.
6. This by-law shall come into force and take effect upon the date of the final passing thereof.

**Passed and enacted this 18<sup>th</sup> day of February 2025**

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk

**The Corporation of the City of Pembroke**

**By-law Number 2025 - 18**

**A By-law to amend By-law 68-44, being a by-law to establish sewage service rates and their structure in the Corporation of the Town (Now the City) of Pembroke**

**Whereas** through By-law Number 68-44, as amended, the Municipal Council of the Corporation of the Town (now the City) of Pembroke established a sewage service rate and provided for the structure of it in the Corporation of the Town (now the City) of Pembroke; and

**Whereas** the Municipal Council of the Corporation of the City of Pembroke deems it expedient to further amend By-law Number 68-44.

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That effective January 1, 2025, Section 2 of By-law Number 68-44 be deleted and the following substituted therefore:
  - (a) An annual sewer rate and sewage rate, as follows, be charged for each independent unit and the same is hereby imposed on the owner or occupant of premises situated in the City of Pembroke paying on a flat basis for the supply of water:

Number of Units	Effective Annual Rate – January 1, 2025
Single Unit	\$964.71
Second Unit	\$758.39
Each Additional Unit	\$531.24

The said sewer rate and sewage service rate hereby imposed shall be charged notwithstanding that the independent unit is not separately assessed or charged for water on a flat rate basis but forms part of a larger unit which is so assessed or charged.

- (b) An annual sewer rate and sewage service rate, as follows, shall be charged to the owner or occupant of premises in the City of Pembroke which are supplied by the Corporation with water on a metered basis:

For the first 136 cubic meters of water per quarter or fraction thereof: \$4.08516 per cubic meter.

Second rate per quarter for consumption in excess of 136 cubic meters up to 1364 cubic meters or fraction thereof: \$3.22220 per cubic meter.

Third rate per quarter for all water consumption in excess of 1364 cubic meters or fraction thereof: \$2.54824 per cubic meter.

- (c) The sewer rate and sewage rate and service rate provided for an Item (a) of this paragraph shall be billed on, and at the same time as, the quarterly water bill and shall be paid by the owner or occupant and collected by the City Treasurer in like manner as the said quarterly bill for water.

2. This by-law shall come into force and take effect upon the date of the final passing thereof.

**Passed and enacted this 18<sup>th</sup> day of February 2025**

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk

**The Corporation of the City of Pembroke**

**By-law Number 2025 - 19**

**A By-law to amend By-law Number 83-93, being a by-law to provide for the Administration, Operation and Regulation of Waterworks**

**Whereas** the Municipal Council of the Corporation of the City of Pembroke deems it expedient to amend the charges for water supplied by the Corporation.

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That Schedule “A”, Schedule “B” and Schedule “C” to By-law Number 83-93, as amended, be, and the same are, hereby repealed.
2. That, effective January 1, 2025 as indicated, the charges as detailed in Schedule “A”, and Schedule “B” attached hereto and forming part of this by-law shall be the charges for water supplied by the Corporation.
3. That, effective January 1, 2025, the policy in Schedule “C” attached hereto and forming part of this by-law shall be the policy for utility billing undertaken by the Corporation.
4. This by-law shall come into force and take effect upon the date of the final passing thereof.

**Passed and enacted this 18<sup>th</sup> day of February 2025**

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk

Schedule “A” to By-law 83-93, as amended by By-law 2025-19, dated February 18, 2025

2025 Annual Flat Rates

Unit	Effective Annual Rate January 1, 2025
Single Unit	\$608.57
Second Unit	\$486.37
Each Additional Unit	\$327.20

Effective January 1, 2025, an additional levy of \$233.52 will be made upon all privately-owned swimming pools which do not have a metered water supply and have a capacity in excess of 2.27, two and one quarter cubic meters.

Schedule “B” to By-law 83-93, as amended by By-law 2025-19, dated February 18, 2025

2025 Metered Rates

Metered Rate	Effective Rate – January 1, 2025
For the first 136 cubic meters per quarter or fraction thereof	\$2.18168 per cubic meter
Second rate per quarter for consumption in excess of 136 cubic meters up to 1364 cubic meters or fraction thereof	\$1.73895 per cubic meter
Third rate per quarter for all water consumption in excess of 1364 cubic meters or fraction thereof	\$1.36856 per cubic meter

2025 Quarterly Meter Maintenance Charge Plus Minimum Consumption Charge

Meter Size (Inches)	Meter Maintenance Charge (\$)	Minimum Consumption Charge (\$)	Total Minimum Bill (\$)
1 and under	\$82.79	\$449.49	\$532.28
1.25	\$140.26	\$577.31	\$717.57
1.5	\$166.29	\$787.85	\$954.14
2	\$346.43	\$1,145.84	\$1,492.27
3	\$416.88	\$1,961.82	\$2,378.70
4	\$483.31	\$3,921.17	\$4,404.48
6	\$831.03	\$6,733.38	\$7,564.41

2025 Additional Charges

Outside the City boundary, out-of-City rates shall be computed based on by-law 2022-78.

**Schedule “C” to By-law 83-93, as amended by By-law 2025-19, dated  
February 18, 2025**

**City of Pembroke  
Utility Billing & Collection Policies and Procedures**

**Purpose**

The purpose of this policy is to define the procedures to be taken in the preparation of utility billings and collections of delinquent accounts. This ensures ratepayers are treated with fairness and in a consistent manner.

1. The Treasury Department of the City of Pembroke is responsible for billing and collection of utility accounts.
2. Every residential dwelling which is provided with water and sewer service will be subject to utility charges unless the water supply to the dwelling is turned off by an employee of the municipality.
3. A fee will be charged to shut off and turn on the water service to a property.
4. City of Pembroke will promote regular prompt payment by providing consistent due dates and multiple payment methods including, but not limited to, online banking, telebanking, by mail, in person at City Hall, drop off in night depository or pre-authorized payments.
5. Utility bills will be prepared on a quarterly basis for flat rate and metered properties.
6. Utility bills will be delivered to the ratepayer by regular mail at least twenty-one (21) days in advance of the due date.
7. A fee will be added to accounts for each returned cheque as per the City's user fee by-law.
8. For meter billing purposes: If a meter fails to generate a read or a read is not collected for any other reason, the customer shall be charged based on a reasonable estimate as determined by the Treasury Department derived from the consumption of four previous billing cycles. At the time when a meter read is collected, the account will be adjusted based on the actual metered consumption if necessary.
9. The City will not consider requests for utility bill rebates/credits due to renovations, repairs, or extended absences unless the period is greater than three months and the request is supported by a formal water on/off authorization form with appropriate fees paid. The utility bill credit would be processed for the period the water is turned off.

**Penalty for Non-Payment**

A late payment charge of 1.25% per month will be added to utility accounts on any unpaid balance on the first day of default and the first day of each month thereafter until payment is received. Payments received are first applied to the late payment fees followed by the corresponding principal. Staff do not have the authority to waive or cancel penalties for late payment.

**Collection Procedures**

Utility arrear notices are mailed out monthly after penalty billing for every month that is not a billing month. The notice indicates the balance on the account on the date of the statement.

For accounts that remain in default with a minimum balance equivalent to six (6) months utility service (2 billings) where the property owner does not respond to attempts of Treasury staff and/or make alternate payment arrangements, the Treasurer has the authority to exercise the following practices:

1. The balance of the utility account including penalties, may be transferred to taxes and collected in like manner; OR

2. The property owner may be advised by regular mail that water service to the property will be disconnected by staff on a specific date.
  - a. The disconnection notice must include the date and time the service will be disconnected, the fee, as well as a staff contact number.
  - b. The disconnection date shall be a minimum of 7 days from the date the notification is mailed.
  - c. If the balance of the utility account remains unpaid, and no suitable arrangements have been agreed to before the date on the disconnection notice, staff will post a disconnection notice on the physical property. Notice of disconnection will be physically posted a minimum of 48 hours before disconnection.

### **Water and Sewer Over/Under Charges**

The water/sewer accounts are setup and maintained by the Treasury department. Treasury staff strives to ensure accurate billing information and relies on information from MPAC, the Planning and Building and Operations departments. The property owner is responsible for verifying the amount billed is accurate and for notifying Treasury staff of any change that will affect the water/sewer bill.

Council has elected to establish a protocol for refunding and/or billing water and sewer ratepayers that have been over or under charged for water and sewer services.

#### **Purpose:**

The Council of the City of Pembroke wishes to apply a system for Water and Sewer Retroactive Billing for Over/Under Charges that is consistent for all ratepayers.

#### **Authority:**

The Treasurer and his/her designate have the authority to approve changes to water/sewer accounts. The treasurer and his/her designate must approve the changes prior to proceeding with step 6 below.

#### **Procedures:**

In the event a complaint is received from a ratepayer claiming to have been over/under charged on the water/sewer bill, and/or a billing error is identified by staff, treasury staff will take the following steps:

1. Record the date, and document available information;
2. Request additional information and supporting documentation from the ratepayer as necessary;
3. Contact the Operations and/or the Planning and Building departments to collect information regarding the property;
4. Dispatch staff to visit the property where appropriate;
5. Determine whether a refund or increase in the water/sewer bill can be substantiated;
6. Advise the ratepayer in writing of the findings and what changes, if any, will be made to their water and sewer billing going forward, and retroactive adjustments;
7. Make the necessary changes and adjustments to the water/sewer account and prepare a cheque requisition to refund the appropriate amount;
8. Retroactive changes will be effective the latter of, January 1<sup>st</sup> of the year the complaint is received or error discovered by the municipality, the date the change actually occurred or, the date the property was purchased;



9. All or part of a refund may be applied to the relative water/sewer account if there are arrears.
10. Requests for utility bill relief due to leaks must be received in writing to the Treasury Department within 90 days of the issue date of the high consumption bill. Requests are reviewed based on the documentation provide. There is NO obligation from the City to consider relief.
  - a. Water consumption indicated on the bill must exceed 2 times the customer's average consumption. Average consumption is based on the customer's previous four billing periods when available.
  - b. Water consumption indicated on the bill must exceed 2 times the customer's average consumption. Average consumption is based on the customer's previous four billing periods when available.
  - c. Customer is only eligible for 1 leak adjustment per year and 2 leak adjustments over a 10-year timeframe per address.
  - d. To receive an adjustment the customer must provide proof of repair which may include invoice for repair, receipts for parts or a written confirmation from the Operations department that the repair has been fixed.
  - e. To receive an adjustment the customer must provide proof of repair which may include invoice for repair, receipts for parts or a written confirmation from the Operations department that the repair has been fixed.
  - f. High water consumption due to filling a pool or spa, watering lawns/gardens, washing cars, or other similar uses of water are not eligible.
  - g. The property cannot be vacant or unattended during the timeframe when the leak occurred. For extended absences, customers should consider shutting off the water supply except where water is being used for heating.
  - h. Water loss due to theft, vandalism, or construction damage is not eligible for an adjustment.
  - i. Adjustments are based on 50% of the difference between the actual water consumption that the high consumption bill was based on and the customer's average consumption over the previous four quarters.
  - j. The maximum adjustment amount is capped at \$2,000.

## **General**

All water and sewer collection policies and actions as adopted by the City of Pembroke Council from time to time shall form part of this policy.

All fees and charges referred to in this policy are adopted by Council By-law.

**The Corporation of the City of Pembroke**

**By-law Number 2025-20**

**A By-law to adopt a Pool Lifeguard Recruitment and Retention Policy for  
The Corporation of the City of Pembroke**

**Whereas** the *Municipal Act*, S.O. 2001, Chapter 25, Section 224, provides the authority for municipalities to develop and evaluate the policies and programs for the municipality and to ensure that administrative practices and procedures are in place to implement the decisions of Council;

**And Whereas** the Planning and Development Committee of the Corporation of the City of Pembroke did, on February 4, 2025, endorse the Pool Lifeguard Recruitment and Retention policy;

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That the Corporation of the City of Pembroke adopts the attached policy hereto and forming a part hereof as Schedule "A".
2. The Director of Parks and Recreation is hereby authorized to make such minor deletions, additions or other changes to the policy, for the purpose of ensuring the regulations for Lifeguards under employment of the City of Pembroke remain in alignment of industry standards and requirements.
3. That this by-law shall come into force and take effect on the date of passing.

**Passed and Enacted this 18<sup>th</sup> Day of February, 2025.**

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk

**Program:** Lifeguard Recruitment and Retention Policy

**Main Contact:** Aquatic Supervisor/Program Assistant

**Last Revision:** January 2025

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[Policy Statement](#)

[Purpose](#)

[Enrollment & Requirements](#)

[Contact](#)

[Change History](#)

## Policy Statement

The City of Pembroke's Strategic Plan (2023-2027) is committed to supporting staff engagement, attraction, recruitment and retention through creating succession plans for its employees and the Corporation.

## Purpose

Through this support, it is hoped that lifeguards can be retained to support the necessary requirements for the safety of our patrons. This policy provides guidance on the incentive program enrollment requirements and terms and conditions of the policy.

## Enrollment & Requirements

### Criteria for Enrollment:

1. The eligible courses are Bronze Medallion, Bronze Cross, Standard First Aid National Lifeguard, Swim and Lifesaving Instructor.
2. Only courses that are offered through the City of Pembroke are eligible. If candidates choose to take one of the above courses at another facility, they may remain in the incentive policy but will only be compensated for the courses offered through the City of Pembroke.  
A signing bonus for candidates hired by the City of Pembroke who are already certified with the required courses to become a lifeguard, mentioned in one (1) of this policy under criteria for enrollment will be at the discretion of the Director.
3. The Incentive Policy is in effect January 1, 2025. Any previous enrollment in any of these programs will not be considered for reimbursement.

## Recruitment and Retention Policy

4. To receive reimbursement for eligible courses and/or a signing bonus, candidates must successfully obtain employment with the City of Pembroke through a competitive process, work at the Kinsmen Pool and/or Riverside Beach as an instructor guard for a minimum of 300 hours and one (1) full year of employment with the City of Pembroke. If a candidate pauses their service with the municipality to provide swim instruction and/or aquatic services for another municipality, business and/or organization/institution, the candidate will not qualify for their one year. The candidate will be required to make up the difference of lost time. i.e. candidate works 10 months for the City of Pembroke and 2 months elsewhere, the candidate will be required to work another two months for the City of Pembroke to qualify for the re-imbusement, in addition the minimum of 300 hours.
5. Candidates will only be reimbursed for courses that they have passed. If a candidate should require more than one attempt to pass a course, only the successful attempt will be included.
6. Only the course fee is eligible for reimbursement. Taxes and non-resident fees are non-applicable.
7. The City of Pembroke reserves the right to cancel the recruitment and retention policy without notice and will be reviewed on an annual basis and subject to change.

### Contact

Aquatic Supervisor/Program Assistant  
 Telephone: 613-735-6821, Ext. 1502  
 Email: recreation@pembroke.ca

### Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Lifeguard Recruitment and Retention Policy	January 1, 2025	New policy	25-02-XX

**The Corporation of the City of Pembroke**

**By-Law Number 2025- 21**

**A By-law to appoint an Integrity Commissioner and Closed Meeting Investigator**

**Whereas** the Municipality is authorized pursuant to Subsection 223.3 of the *Municipal Act, 2001* (the *Act*), as amended, to appoint an integrity commissioner (the “Integrity Commissioner”) who has the function to investigate in an independent and confidential manner, a complaint made to them by any person, as to whether a member of council or a member of a local board has complied with the Code of Conduct or other ethics-related policies, rules or procedures, and to report on the investigation;

**Whereas** the Municipality is authorized, pursuant to Subsection 239.2 of the *Act* to appoint an investigator who has the function to investigate in an independent and confidential manner, a complaint made to them by any person as to whether council has complied with the *Act* with respect to a closed meeting, and to report on the investigation;

**Whereas** the Municipality intends that the Integrity Commissioner shall exercise all powers available at law once such powers are available, this contract shall empower the Integrity Commissioner to act in accordance with the amendments to the *Act* under the terms of this contract after February 19, 2025 without further amendment to this contract;

**Whereas** the Consultant has represented, and the Municipality is satisfied, that the Consultant has the skills and abilities necessary to perform the role of the Integrity Commissioner and Closed Meeting Investigator;

**Whereas** the Municipality wishes to retain the Consultant as an independent Integrity Commissioner and Closed Meeting Investigator for the Municipality;

**Now Therefore** the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That Mary Ellen Bench of Bench Municipal: Law + Governance is hereby appointed Integrity Commissioner and Closed Meeting Investigator for the City of Pembroke effective February 19, 2025 for a one (1) year term.
2. That the Mayor and CAO are authorized to enter into the Professional Services Agreement, attached as Schedule A and forming part of this by-law.
3. This by-law shall come into force and take effect upon the date of the final passing thereof.

**Passed and Enacted**

**This 18<sup>th</sup> Day of February 2025**

Ron Gervais  
Mayor

David Unrau  
Chief Administrative Officer/Deputy Clerk

## **Integrity Commissioner/Closed Meeting Investigator Services**

This Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Between:

The Corporation of the City of Pembroke (hereinafter referred to as the “City”)

and

Mary Ellen Bench, Bench Municipal: Law + Governance (hereinafter referred to as “the Consultant”)

**Whereas** the City is authorized, pursuant to Subsection 223.3 of the Municipal Act, 2001 (the Act), as amended, to appoint an integrity commissioner (the integrity Commissioner”) who has the function to investigate in an independent and confidential manner, a complaint made to them by any person, as to whether a member of council or a member of a local board has complied with the Code of Conduct or other ethics-related policies, rules or procedures, and to report on the investigation.

**And Whereas** the City is authorized, pursuant to Subsection 239.2 of the Act to appoint an investigator who has the function to investigate in an independent and confidential manner, a complaint made to him or her by any person as to whether council has complied with the Act with respect to a closed meeting, and to report on the investigation;

**And Whereas** the Act has been amended to include additional powers of Integrity Commissioners, effective March 1, 2019;

**And Whereas** the City intends that the Integrity Commissioner shall exercise all powers available at law once such powers are available, this contract shall empower the Integrity Commissioner to act in accordance with the amendments to the Act under the terms of this contract after March 1, 2019 without further amendment to this contract;

**And Whereas** the Consultant has represented, and the City is satisfied that the Consultant has the skills and abilities necessary to perform the role of the Integrity Commissioner and Closed Meeting Investigator;

**And Whereas** the City wishes to retain the Consultant as an independent Integrity Commissioner and Closed Meeting Investigator for the City;

**Now therefore** in consideration of the covenants, terms and conditions contained herein, the City and the Consultant agree as follows:

## Powers and Duties

1. The City hereby retains and appoints the Consultant as the Integrity Commissioner for the City and the Consultant accepts such appointment and agrees to carry out the responsibility of the Integrity Commissioner, as more specifically described in the Statement of Duties and Responsibilities, attached as Schedule “A” to this Agreement, during the term of this Agreement.
2. The Integrity Commissioner shall have all of the powers set out in Section 223.1 to 223.8 of the *Act*, as amended from time to time.
3. The City hereby retains and appoints the Consultant as a Closed Meeting Investigator for the City and the Consultant accepts such appointment and agrees to carry out the responsibility of the Closed Meeting Investigator, and more specifically described in the Statement of Duties and Responsibilities, attached as Schedule “A” to this Agreement, during the term of this Agreement.
4. The closed Meeting Investigator shall have all of the powers set out in Section 239.2 of the *Act*, as amended from time to time.
5. The Consultant shall review the city’s current code of Conduct and work with Council and to draft a new Code of Conduct for Council/Local Boards and Committees, review of the current Council/Staff Relations Policy (and provide recommendations for updates/revisions) and conduct training for current Council and staff members. Additionally, should the service agreement be extended, the consultant shall also conduct training for new Council and Staff in December of 2026 (or at a reasonable time after municipal elections agreed to by Council and staff).

## Term of Agreement

6. The Consultant’s appointment pursuant to this Agreement is effective on February 19, 2025 and will continue for a period of one (1) year, unless terminated earlier in accordance with this clause. Notwithstanding the above, the Parties agree that the Consultant shall undertake the drafting of the Code of Conduct for Council/Local Boards and Committees, review of the current Council/Staff Relations Policy and

conduct training for current Council and staff members. Additionally, should the service agreement be extended, the consultant shall also conduct training for new Council and Staff in December of 2026 (or at a reasonable time after municipal elections agreed to by Council and staff).

This Agreement may only be terminated in accordance with the following:

- a. The City may be released from the Agreement at any time, with 30 days written notice.
- b. The Consultant shall provide thirty (30) days written notice to the City of his intention to resign as the City's Integrity Commissioner and his resignation shall only be effective at the expiry of the notice period.

#### Records

7. All reports are records and as such are the property of the City and the records should be submitted to the Clerk associated with the municipal record upon termination of the contract. The parties acknowledge that certain materials gathered by the Integrity Commissioner in the course of performing her duties under this Agreement will remain confidential as provided for in the Act.

#### Renewal

8. The Consultant's appointment pursuant to this Agreement may be renewed for a further three (3) years on the same terms and on the mutual agreement of the Parties. This will be determined by the parties on or before December 31, 2025.

#### Compensation

9. The Consultant will not require an annual retainer and will provide services on an as needed basis.
10. The City agrees to pay to the Consultant an hourly fee of Three Hundred Dollars (\$300.00) per hour to a maximum of \$1500 per day, plus applicable taxes, during such time that the Consultant is actively carrying out their duties pursuant to this Agreement. The Consultant shall provide the City with a monthly invoice detailing the hours worked and expenses incurred for the period in question and the City agrees to pay such invoices within thirty (30) days of the receipt thereof.



11. The City agrees to reimburse the Consultant for all reasonable expenses and disbursements, including mileage, incurred by the Consultant which are necessary to enable the Consultant to perform their duties pursuant to this Agreement. All such expenses must be supported by appropriate receipts.
12. The Consultant shall review the current Code of Conduct and work with Council to draft a new Code of Conduct for Council/Local Boards and Committees, review the current Council/Staff Relations Policy and conduct training for current Council and staff. Additionally, should this service agreement be extended, the consultant shall also conduct training for new Council and Staff in December of 2026 (or at a reasonable time after municipal elections agreed to by Council and staff). The parties acknowledge that the Province introduced the Municipal Accountability Act, 2024 in December 2024, indicating its intention to change the Act and that such changes could include the need to abide by a standard form Code of Conduct. The Consultant agrees to provide advice and assistance to the City in this regard.
13. The Consultant shall provide an annual report (within a reasonable time frame after the end of each calendar year) to Council regarding complaints received and a high level overview of the work done by the Integrity Commissioner and Closed Meeting Investigator for the City.

#### Consultant Status

14. In performing their duties and responsibilities as Integrity Commissioner/Closed Meeting Investigator pursuant to this Agreement, it is recognized that the Consultant is independent of the City's administration and shall report directly to Council.
15. The Consultant acknowledges that she is an independent contractor and shall not be deemed an employee of the City, for any purpose. The Consultant further acknowledges that, as an independent contractor, she will not be entitled to any employment-related benefit, including such benefits that are applicable to employees of the City.
16. In light of the Consultant's status as an independent contractor, the City shall have no responsibility whatsoever with regard to any income taxes or any other

emittances which may be payable by the Consultant on the fees paid under this Agreement. The City assumes no obligation or liability as between the Parties to deduct or remit any statutory or government remittances.

#### Confidential Information

17. The Consultant acknowledges that the City is an institution for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Accordingly, the Consultant undertakes not to disclose information subject to the *MFIPPA* except as may be necessary in the proper discharge of their duties and responsibilities pursuant to the terms of this Agreement and in accordance with the *MFIPPA*.
18. This Article shall survive the termination of this Agreement.

#### Delegation

19. In the event that more than one complaint is made at any time requiring more than one investigation and the Consultant determines it to be necessary to delegate some or all of his powers and duties, then they may do so in writing to any person other than a Member of Council or City staff, provided that the person to whom such a delegation is made possesses the requisite skills and abilities and agrees in writing to be governed by the same duties of confidentiality as the Consultant and to abide by the terms and conditions of this Agreement. The Consultant shall not assign or sublet the whole or any part of this Agreement without the prior written consent of the City.

#### Insurance

20. The Consultant shall, at her expense, obtain and keep in force during the term of this Agreement. Comprehensive General Liability Insurance satisfactory to the City, including the following:
  - a. Insurance shall be issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence/\$2,000,000 aggregate for any negligent acts or omissions by the vendor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal & advertising injury; contractual

liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; product & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause. Such insurance shall not contain a failure to preform exclusion.

- b. The Consultant shall also, at her expense, obtain and keep in force during the term of this Agreement errors and omissions insurance satisfactory to the Municipalities in an amount of at least \$2,000,000.
- c. The Consultant shall maintain automobile Liability Insurance in respect of licensed vehicles must have limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death, and damage to property.
- d. The Consultant is required to submit insurance documents listing all coverages and amounts as indicated, in a form satisfactory to the City , upon the signing of the Agreement.

#### WSIB

- 21. The Contractor is required to submit the Workplace Safety and Insurance Board (WSIB) Clearance Certificate or proof of exemption, in a form satisfactory to the City, upon the signing of the Agreement.

#### Indemnity

- 22. The City hereby agrees to indemnify and save harmless the Consultant and their delegates from and against any and all liabilities, loses, expenses, costs (including legal costs), demands, damages, suits, judgments, penalties, expenses and liabilities of any kind or nature whatsoever arising out of the carrying out by the Consultant and his delegates in good faith of their duties and responsibilities under this Agreement including, but not limited to, any alleged breach of this Agreement, any procedural defect or other breach of the relevant statutory provisions.
- 23. The consultant shall indemnify and hold the City harmless from and against any alleged breach of this Agreement, any procedural defect or other breach of the relevant statutory provisions or against any liability, loss, claims, demands, costs (including legal costs), damages, suits, judgments, penalties, and expenses,

including reasonable legal fees, occasioned wholly or in part by any bad faith by the consultant, their agents, officers, employees or other persons for whom the consultant is legally responsible.

#### General Provisions

24. This Agreement shall be governed by and construed exclusively in accordance with the laws of the province of Ontario.

25. If any provision of this Agreement is declared to be void or unenforceable, such provision shall be deemed to be separate from the remainder of this Agreement to the extent of the particular circumstances giving rise to such declaration, and such provision as it applies to other persons and circumstances and the remaining terms and conditions of this Agreement shall remain in full force and effect.

26. This Agreement, along with the attached Schedule(s), constitutes the entire agreement between the Parties and supersedes all previous negotiations, understandings and agreement, whether verbal or written with respect to any matters referred to in this Agreement.

27. This Agreement shall ensure to the benefit of, and be binding on, the Parties and their successors and assigns.

The Parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2025

The City

The Corporation of the City of Pembroke

\_\_\_\_\_

David Unrau

Chief Administrative Officer

\_\_\_\_\_

Ron Gervais

Mayor

“We have the authority to bind the corporation”

Consultant

Mary Ellen Bench, Bench Municipal: Law + Governance



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“I have the authority to bind the Corporation”

## **Schedule “A”**

### Statement of Duties and Responsibilities

The duties of the Integrity Commissioner/Closed Meeting Investigator shall be:

#### **Education and Advice**

1. To provide advice, education, and training on the Council Code of Conduct to Members of Council and those to whom the Code applies, either collectively or individually;
2. To provide advice, education, and training on the Code of Conduct for Local Boards (if applicable) to the Members of the Local Board and those to whom the Code applies, either collectively or individually;
3. To provide advice and opinions to Members of Council and those to whom the Code applies, either collectively or individually, with respect to the *Municipal Conflict of Interest Act*, the Code of Conduct and other procedures, rules and policies of the City governing ethical behaviour.
4. To provide advice and opinions to the Chair, Members of Local Boards and those to whom the Code applies, either collectively or individually, with respect to the Municipal Conflict of Interest Act, the Code of Conduct and other procedures, rules and policies of the City governing ethical behaviour.
5. To provide educational information to the City and the public about the City’s codes of conduct for members or council and members of local boards (if applicable), and about the *Municipal Conflict of Interest Act* and any applicable changes to legislation relevant to this Agreement that Council should be made aware of.
6. To develop policies and procedures for the Office of the Integrity Commissioner, and to review these on an annual basis.
7. To review and amend (as needed) the city’s current Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable) and any related policies and procedures, as required, and to make recommendations for any needed changes in respect thereof;
8. To review of the current Council-Staff Relations Policy and recommend changes where applicable.

9. To undertake training for Council and Local Boards, as applicable, on the Code.

### **Investigations**

1. In accordance with the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable), other applicable ethics-related policies, rules or procedures, the requirements for Closed Meeting Investigations and the policies and procedures for conducting investigations, to engage in dispute resolution activities as deemed appropriate in advance of or as part of any investigation.
2. In conducting any investigations under this Agreement, to have regard to the importance of:
  - a. the investigator's independence and impartiality;
  - b. confidentiality with respect to the investigator's activities; and
  - c. the credibility of the investigator's investigative process; to conduct investigations from time to time upon receipt of a request for investigation (a "Request") in respect of complaints and alleged breaches of the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable), Closed Meeting complaints or other applicable ethics-related policies, rules or procedures and the provide recommendations based on the outcome of the investigation;
13. To proceed without undue delay and with due diligence to investigate a Request and to report to Council within a reasonable period of time;
14. To conduct each investigation in private and to not disclose the identity of the complainant to any person/body unless written authorization to do so is obtained from the complainant;
15. To hear or obtain information from such persons as the Integrity Commissioner/Closed Meeting Investigator thinks fit and to make such inquiries as they thinks fit;
16. To provide an opportunity to the City or any person that may be adversely affected by a proposed report of the Integrity Commissioner/Closed Meeting

Investigator, the opportunity to make representations respecting such report or recommendation before it is finalized for submission to Council;

17. To preserve confidentiality and secrecy with respect to all matters that come to his or her knowledge in the course of performing duties hereunder, save and except disclosure of such matters as in the Consultant's opinion ought to be disclosed in order to establish grounds for his/her conclusions and recommendations:
18. After making an investigation into an alleged breach of the Council Code of Conduct or the Closed Meeting requirements, the Integrity Commissioner/Closed Meeting Investigator shall render their opinion as to whether or not a member of Council has contravened the Council Code of Conduct or whether Council has breached the Closed Meeting requirements of the Act and make recommendations as necessary;
19. After making an investigation into an alleged breach of the Code of Conduct or the Closed Meeting requirements for Local Boards (if applicable), the Integrity Commissioner/Closed Meeting Investigator shall render their opinion as to whether or not a member of the Local Board has contravened the Council Code of Conduct or whether the Local Board has breached the Closed Meeting requirements of the Act and make recommendations as necessary;
20. After making an investigation into an alleged breach of *the Municipal Conflict of Interest Act*, the Integrity Commissioner shall render an opinion as to whether or not a Member of Council or a Member of a Local Board has contravened the Act, and if so whether any sanction or further action is recommended.





**The Corporation of the City of Pembroke  
Pembroke, Ontario**

Date: 2025-02-18

Resolution No: 2025-02-26

Moved by:

Seconded by:

**Be It Resolved That** the Corporation of the City of Pembroke approves the City of Pembroke Pollution Control Centre (PCC) Annual Compliance Report.

**Carried**

Mayor



**The Corporation of the City of Pembroke  
Pembroke, Ontario**

Date: 2025-02-18

Resolution No: 2025-02-27

Moved by:

Seconded by:

**Be It Resolved That** the Corporation of the City of Pembroke approves the Pembroke Drinking Water System 2024 Annual Water Reports.

**Carried**

Mayor



## **The Corporation of the City of Pembroke Pembroke, Ontario**

Date: 2025-02-18

Resolution No: 2025-02-28

Moved by:

Seconded by:

**Whereas** Festival Hall @ L'Équinoxe is a key cultural venue in the City of Pembroke, hosting events that contribute to the local economy, arts, and tourism sectors; and

**Whereas** the Alcohol and Gaming Commission of Ontario (AGCO) requires that events seeking Special Occasion Permits (SOPs) be designated as municipally significant by the local municipality; and

**Whereas** the unique location of Festival Hall within École élémentaire et secondaire publique L'Équinoxe necessitates additional regulatory compliance for events serving alcohol; and

**Whereas** the Festival Hall Consortium will receive 15% of all canteen sales, including alcohol sales, as outlined in the Festival Hall Consortium/Kitchissippi Productions Management Agreement, making the ability to secure SOPs a critical component of revenue generation;

**Be It Resolved That** the Corporation of the City of Pembroke hereby declares all events hosted at Festival Hall @ L'Équinoxe to be municipally significant for the purpose of obtaining Special Occasion Permits, effective immediately; and

**Furthermore**, this designation shall apply to all future events held at Festival Hall unless otherwise specified by City Council.

**Carried**

Mayor Ron Gervais



## **The Corporation of the City of Pembroke Pembroke, Ontario**

Date: 2025-02-18

Resolution No: 2025-02-29

Moved by:

Seconded by:

**Whereas** Festival Hall @ L'Équinoxe is a key cultural venue in the City of Pembroke, hosting events that contribute to the local economy, arts, and tourism sectors; and

**Whereas** the Alcohol and Gaming Commission of Ontario (AGCO) requires that events seeking Special Occasion Permits (SOPs) be designated as municipally significant by the local municipality; and

**Whereas** the unique location of Festival Hall within École élémentaire et secondaire publique L'Équinoxe necessitates additional regulatory compliance for events serving alcohol; and

**Whereas** the Festival Hall Consortium will receive 15% of all canteen sales, including alcohol sales, as outlined in the Festival Hall Consortium/Kitchissippi Productions Management Agreement, making the ability to secure SOPs a critical component of revenue generation; and

**Whereas** granting delegated authority to the Chief Administrative Officer, or their designate, ensures compliance with AGCO requirements while allowing for efficient and timely designation of municipally significant events;

**Be It Resolved That** the Corporation of the City of Pembroke delegates authority to the Chief Administrative Officer, or their designate, to deem events at Festival Hall @ L'Équinoxe as municipally significant for the purpose of obtaining Special Occasion Permits, effective immediately.

**Carried**

Mayor Ron Gervais

**The Corporation of the City of Pembroke**

**By-law Number 2025-22**

**Being a By-law to confirm the proceedings of the Regular Meeting of the Council of the City of Pembroke at the meeting held on the eighteenth day of February 2025**

Whereas Section 5(1) of the *Municipal Act, 2001*, as amended, provides that the powers of a municipality shall be exercised by its council; and

Whereas Section 5(3) of the *Municipal Act*, as amended, provides that the powers of every Council are to be exercised by by-law; and

Whereas it is deemed expedient that the proceedings of the Council of the City of Pembroke at this meeting be confirmed and adopted by by-law.

Therefore, the Council of the City of Pembroke enacts as follows:

1. That all actions of the Council of the City of Pembroke at its meeting of February 18, 2025, in respect of each report, motion, resolution or other action, passed and/or taken by the Council at its meeting, is hereby adopted, ratified, and confirmed as if all such proceedings were expressly embodied in this by-law; and
2. That the Mayor and appropriate officials of the City of Pembroke are hereby authorized and directed to do all things necessary to give effect to the said action and to obtain approvals where required, and to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the City of Pembroke to all such documents.
3. That this By-law shall come into force and take effect upon the passing thereof.

**Passed and Enacted This 18<sup>th</sup> Day of February 2025**

Ron Gervais  
Mayor

Victoria Charbonneau  
Municipal Clerk