



Agenda

Council Meeting

Tuesday, March 4, 2025

Council Chambers

Following Striking Committee Meeting

(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 18, 2025
 - b. Special Meeting of Council – February 25, 2025
 - ii. Adopt minutes from Committees
 - a. Finance and Administration Committee Meeting – January 7, 2025
 - b. Finance and Administration Committee Budget Meetings – December 10 and 11, 2024, January 6, 14, and 27, 2025
 - c. Striking Committee Meeting – January 7, 2025
 - iii. Receive minutes from Local Boards
 - Pembroke Public Library Board – January 16, 2025
5. **Delegations and Presentations**
6. **Business Arising from Delegations and Presentations**
7. **Staff and Committee Reports**
 - a. Striking Committee – Appointment to the Accessibility Advisory Committee (report to be provided at meeting)
 - b. Striking Committee – Terms of Reference for the Anniversary Committee (report to be provided at meeting)
8. **Proclamations**
 - a. Amyloidosis Awareness Month – March 2025
 - b. International Women's Day – March 8, 2025
9. **By-laws**

- a. 2025-24 A by-law to establish fees and charges on persons for payment of municipal services, activities and use of municipal property for the City of Pembroke
- b. 2025-25 A by-law to authorize the entering into a contribution agreement for the zero-emission vehicle infrastructure program (ZEVIP)
- c. 2025-26 A by-law to authorize and adopt the City of Pembroke's emergency management program and emergency plan
- d. 2025-27 A by-law to adopt a community recreation grant policy for the Corporation of the City of Pembroke

10. Motions

- a. Resolution 25-03-13 – Community Improvement Plan Application for A-1085 Pembroke Street West

11. Correspondence

- a. Horace Street Petition

12. Mayor's Report

13. Notices of Motion

14. Councillor Updates

15. Closed Session

16. Business Arising from Closed Session

17. Confirming By-law

- Confirming By-law 2025-28

18. Adjournment

City of Pembroke Council Meeting

Council Chambers
Pembroke, Ontario
February 18, 2025
10:05 p.m.

1. Call to Order

Present:

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

Regrets:

Also Present:

David Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Colleen Sauriol, Director, Planning, Building and By-Law Enforcement
Brian Lewis, Director, Operations

Mayor Gervais called the regular meeting of Council to order at 10:05 p.m.

2. Opening Prayer/Reflection

3. Disclosure of Pecuniary Interest & General Nature Thereof

There were no disclosures of pecuniary interest declared.

Resolution 25-02-08:

Moved By Councillor Lafreniere
Seconded by Councillor Plummer

Subject to section 2.4 of Procedural By-Law 2020-61 that the rules and regulations contained therein may be suspended in order to extend the length of the Council meeting dated February 18, 2025 past 10:00 p.m. to consider business.

Carried

4. Minutes

- i. Approve minutes from Council
 - a. Regular Meeting of Council – February 4, 2025

Resolution 25-02-09:

Moved by Deputy Mayor Abdallah
Seconded by Councillor Plummer

That the minutes of the Regular Meeting of Council of February 4, 2025, be approved as circulated.

Carried

ii. Adopt minutes from Committees

a. Parks and Recreation Committee – October 15, 2024

Resolution 25-02-10:

Moved by Councillor Purcell

Seconded by Councillor Plummer

That the minutes of the Parks and Recreation Committee meeting held on October 15, 2024, be adopted as circulated.

Carried

b. Operations Committee – January 21, 2025

Resolution 25-02-11:

Moved by Councillor Lafreniere

Seconded by Deputy Mayor Abdallah

That the minutes of the Operations Committee meeting held on January 21, 2025, be adopted as circulated.

Carried

iii. Receive minutes from Local Boards

• Pembroke Heritage Murals Committee – February 5, 2025

Resolution 25-02-12:

Moved by Councillor Plummer

Seconded by Councillor Purcell

That the minutes of the Pembroke Heritage Murals Committee meeting held on February 5, 2025, be adopted as circulated.

Carried

iv. **Delegations and Presentations**

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

vi. **Staff and Committee Reports**

vii. **Proclamations**

viii. **By-laws**

a. By-law 2025-08 Fortification By-law

Resolution 25-02-13:

Moved by Councillor Jacyno

Seconded by Councillor Plummer

That By-law 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, 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

b. By-law 2025-09 Repeal By-law 2024-62

Resolution 25-02-14:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Plummer

That By-law 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, 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

c. By-law 2025-10 OPA 1 Howard Street

Resolution 25-02-15:

Moved by Councillor Lafreniere

Seconded by Councillor Purcell

That By-law 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, 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

d. By-law 2025-11 ZBA 1 to 101 Howard

Resolution 25-02-16:

Moved by Councillor Lafreniere

Seconded by Councillor Plummer

That By-law 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, 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

e. By-law 2025-12 ZBA Blocks 614 and 615 Golfview Subdivision

Resolution 25-02-17:

Moved by Councillor Purcell

Seconded by Councillor Plummer

That By-law 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, 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

f. By-law 2025-13 Tax Ratios

Resolution 25-02-18:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Plummer

That By-law 2025-13, a By-law to establish tax ratios for prescribed property classes for the year 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

g. By-law 2025-14 Budget 2025

Resolution 25-02-19:

Moved by Councillor Jacyno

Seconded by Deputy Mayor Abdallah

That By-law 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, 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

h. By-law 2025-15 OVWRC Waste Management

Resolution 25-02-20:

Moved by Councillor Plummer

Seconded by Councillor Purcell

That By-law 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, 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

i. By-law 2025-16

Resolution 25-02-21:

Moved by Councillor Plummer

Seconded by Councillor Purcell

That By-law 2025-16, a By-law to impose an annual fee to be charged to the owners, householders, or occupants of any buildings in the City of Pembroke to defray the expense of the collection and disposal of waste, 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

j. By-law 2025-17 2025 PBIA Budget Rates

Resolution 25-02-22:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Plummer

That By-law 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, 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

k. By-law 2025-18 Sewer Service Rates 2025

Resolution 25-02-23:

Moved by Councillor Lafreniere

Seconded by Councillor Purcell

That By-law 2025-18, a By-law to amend By-law 68-44, being a by-law to establish service rates and their structure in the Corporation of the Town (Now the City) of Pembroke, 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

l. By-law 2025-19 Water Rates

Resolution 25-02-24:

Moved by Councillor Purcell

Seconded by Councillor Plummer

That By-law 2025-19, being a by-law to amend By-law 83-93, being a by-law to provide for the Administration, Operations and Regulation of Waterworks, 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

m. By-law 2025-20 Pool Lifeguard Recruitment and Retention Policy

Resolution 25-02-25:

Moved by Councillor Lafreniere

Seconded by Councillor Purcell

That By-law 2025-20, a By-law to adopt a Pool Lifeguard Recruitment and Retention Policy for the Corporation of the City of Pembroke, 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

n. By-law 2025-21

Resolution 25-02-26:

Moved by Councillor Jacyno

Seconded by Councillor Plummer

That By-law 2025-21, a By-law to appoint an Integrity Commissioner and Closed Meeting Investigator, 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

10. Motions**a. Approval of 2024 Annual Pollution Control Reports****Resolution 25-02-27:**

Moved by Councillor Plummer

Seconded by Councillor Purcell

Be it Resolved That the Corporation of the City of Pembroke approves the City of Pembroke Pollution control Centre (PCC) Annual Compliance Report.

Carried

b. Approval of 2024 Annual Water Reports**Resolution: 25-02-28:**

Moved by Councillor Plummer

Seconded by Councillor Purcell

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

Carried

c. Municipally Significant Events in the City of Pembroke**Resolution: 25-02-29:**

Moved by Councillor Purcell

Seconded by Councillor Plummer

Whereas, hosting events that contribute to the local economy, arts, and tourism sectors is supported by the City of Pembroke; 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

Be It Resolved That the Corporation of the City of Pembroke hereby designates delegated authority to the Chief Administrative Officer (CAO), or their designate, to deem events in the City of Pembroke as municipally significant effective immediately for the purposes of obtaining Special Occasion Permits.

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):

- New pool – extended a special thanks to Director Durocher and staff who ensured all preliminary work was done to build a new pool up to design standards. The exploration of a multiplex/P3 project of a pool, rinks, etc. The project timeline for this is unclear, but the concept it is actively being addressed and worked on.

13. Notices of Motion**14. Councillor Updates**

Deputy Mayor Abdallah

- Attendance and volunteered at PBIA Soup Fest. The event was well attended and run, with the funds made going toward future events in downtown Pembroke.

Councillor Lafreniere

- Attended family day event at the Pembroke PMC. It was well run with a lot of activities. and run with a lot of amenities. Extended a thank you to all staff who ran the event and all attendees.

Councillor Jacyno

- Commend members of the Knights of Columbus providing hot dogs and hot chocolate as part of family day activities in Pembroke.

15. Closed Session – 10:26 p.m.

Resolution: 25-02-30

Moved by Councillor Purcell

Seconded by Councillor Plummer

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:

- TransCan Corporate Park
- Garden Street
- Julian & Almira Street

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 2025-22

Resolution: 25-02-31

Moved by Councillor Lafreniere

Seconded by Councillor Plummer

That By-law 2025-22 to confirm the proceedings of the Regular Meeting of Council of February 18, 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: 25-02-32

Moved by Councillor Lafreniere

Seconded by Councillor Purcell

That the February 18, 2025, regular meeting of Council adjourn at 11:27 p.m.

Carried

Ron Gervais
Mayor

Victoria Charbonneau
Municipal Clerk

Draft City of Pembroke Special Council Meeting

Council Chambers
Pembroke, Ontario
February 25, 2025
5:00 p.m.

1. Land Acknowledgement

2. 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/Deputy Clerk
Victoria Charbonneau, Municipal Clerk

Mayor Gervais called the regular meeting of Council to order at 5:05 p.m.

3. Opening Prayer or Reflection

4. Disclosure of Pecuniary Interest & General Nature Thereof

There were no disclosures of pecuniary interest declared.

5. Closed Session 5:07 p.m.

Resolution: 25-02-33

Moved by Deputy Mayor Abdallah

Seconded by Councillor Plummer

- a. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or board as per Section 239(2)(e) of the Municipal Act, related to 273 Victoria Street

Carried

Business Arising from Closed Session 6:29 p.m.

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

Resolution: 25-02-34

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the CAO be instructed to investigate or hire an investigator, to investigate and report publicly to Council on the events and professional services that led to the drafting and execution of a subpar lease with the Grind Pembroke for 273 Victoria Street in 2020.

Carried

6. Confirming By-law

- Confirming By-law 2025-23

Resolution: 25-02-35

Moved by Councillor Plummer

Seconded by Deputy Mayor Abdallah

That By-law 2025-23 to confirm the proceedings of the Special Meeting of Council of February 25, 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

7. Adjournment

Resolution: 25-02-36

Moved by Councillor Kuehl

Seconded by Councillor Jacyno

That the February 25, 2025, Special Meeting of Council adjourn at 6:32 p.m.

Carried

Ron Gervais
Mayor

Victoria Charbonneau
Municipal Clerk

Finance and Administration Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
January 7, 2025
6:13 p.m.

1. Call to Order

Present:

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

Regrets:

Councillor Purcell

Also Present:

Dave Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Scott Selle, Chief Pembroke Fire Department
Angela Lochtie, Treasurer/Deputy Clerk

Deputy Mayor Abdallah called the meeting to order at 6:13 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest declared.

3. Approval/Amendment of Meeting Agenda

Resolution FA25-01-01:

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the agenda of the Finance & Administration Committee meeting of January 7, 2025, be approved as circulated.

Carried

4. Approval of Minutes

- Finance and Administration Committee – December 3, 2024

Resolution FA25-01-02:

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the minutes of the Finance and Administration Committee meeting of December 3, 2024, be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Delegations/Presentations

Mr. Rod Sinclair and Mr. Kevin Mitchell of Baker Tilly were in attendance to present the 2023 City of Pembroke Audited Financial Statements.

7. New Business**a. 2023 Audited Financial Statements**

Treasurer/Deputy Clerk Lochtie presented the report.

Resolution: FA25-01-03:

Moved by Councillor Lafreniere

Seconded by Mayor Gervais

That the Finance and Administration Committee endorse and recommend to Council acceptance of the draft Consolidated Financial Statements for the year ended December 31, 2023 as final, as presented.

Carried

b. PFD Monthly Report 2024

Chief Selle presented the information report.

- Highlights were made about public safety messaging respecting unsafe ice. It was noted that public service announcement advertisements will continue to run. It was stressed that no ice is safe ice and for the public to remain extremely cautious of the conditions.

c. Review of Just in Time Agreement with Red Cross

Chief Selle presented the report. A discussion was held, and the following points were raised:

- It was noted that the agreement was brought forward at the beginning of 2024, and it was approved by Council.
- It has been recommended by Red Cross that a Just in Time Agreement be brought forward at the beginning of each year on an annual basis.
- If committee agrees to the agreement, it will be appended to the City's Emergency Plan.

Resolution FA 25-01-04:

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That the Finance and Administration Committee approve the Just in Time (JIT) agreement with the Canadian Red Cross Society to be implemented during emergencies in the City of Pembroke, as presented.

Carried

d. Emergency Plan Update By-law 2023-75

Chief Selle presented the report.

Resolution FA25-01-05:

Moved by Councillor Plummer

Seconded by Councillor Lafreneiere

That the Finance and Administration Committee approve the update of By-law 2023-75, a by-law to authorize and adopt the City of Pembroke's Emergency Management Program and Emergency Plan to reflect the updated Emergency Plan as outlined in Schedule "A", as presented.

8. Adjournment

Resolution: FA-25-01-06

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the Finance and Administration Committee meeting of January 7, 2025, adjourn at 6:53 p.m.

Carried

Finance & Administration Committee Meeting

Council Chambers
Pembroke, Ontario
December 10, 2024
9:00 a.m.

1. Land Acknowledgement

2. Call to Order:

Present:

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

Regrets:

Councillor Plummer

Also Present:

Dave Unrau, Chief Administrative Officer/Clerk
Angela Lochtie, Treasurer/Deputy Clerk
Ashley Perrier, Recording Secretary
Brian Lewis, Director of Operations
Jenn Belaire, Financial Planning Analyst
Jordan Durocher, Director of Parks & Recreation
Marsha Hawthorne, Purchasing Manager/Deputy Treasurer
Scott Selle, Fire Chief
Victoria Charbonneau, Municipal Clerk

The Chair called the meeting to order at 9:00 a.m.

3. Disclosure of Pecuniary Interest & General Nature Thereof

There were no disclosures pecuniary interests declared.

4. Mayor's Message

Mayor Gervais started the meeting with a discussion on the need to tackle each budget the same way, diligently working the way through it to try to make it manageable however sustain the same level of quality of services that are provided to the community.

5. Budget Critical Path & Process

Ms. Lochtie reviewed the slide presentation regarding the critical path, and the pending deadlines. Ms. Lochtie confirmed the contents of the budget package that committee members received in advance of today's meeting, which included the following

Operating Budgets: General Fund, Water and Sewer, Pembroke Public Library, and PBIA. Also included within the packages were Capital Budget Requests, Reserve and Reserve Fund Schedules, and a Long-Term Debt Continuity Schedule. Ms. Lochtie made note of the Public Budget Meeting on January 14, 2025 at 6:00pm. This will be an opportunity to present the revised draft budget for 2025 and receive any feedback based on where the City is at following these two days of deliberations. On Day 3, scheduled for Friday January 16th: public feedback will be reviewed; Pembroke Public Library and PBIA will be present to discuss their budgets; and tax ratios & impacts will be discussed. The City plans to finalize the budget in February, 2024.

6. Review of City Operating Budgets

Ms. Lochtie reviewed the 2025 Draft Operating Budgets. A discussion was held, and the following motions were made:

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the detailed draft budget excluding the capital portion be available for residents on the City website. Including a disclaimer - accessible version upon request, please contact Treasury Dept.

Carried

Motion:

Moved by: Councillor Kuehl

Seconded by: Deputy Mayor Abdallah

That the Finance & Administrative Committee postpone the motion to increase funding for the Pembroke's 50+ Active Living until the next meeting.

Carried

Tabled Motion:

Moved by: Mayor Gervais

Seconded by: Councillor Lafreniere

That the Finance & Administrative Committee increase the overtime budget by \$22,500 from \$2,500 to \$25,000 to allow work to be completed this year with the understanding that staff will come to council with examining all possible options and budget according.

Motion:

Moved by: Councillor Kuehl

Seconded by: Mayor Gervais

That the Finance & Administrative Committee postpone the mayor's motion to the call of the chair in consultation with the CAO.

Carried

Motion:

Moved by: Councillor Kuehl

Seconded by: Mayor Gervais

That the Finance & Administrative Committee increase the tax certificate fee by \$20, from \$40 to \$60.

Carried

Motion:

Moved by: Mayor Gervais

Seconded by: Councillor Kuehl

That the legal fees budget be increased by \$50,000 from \$25,000 to \$75,000 in the municipal property section of the 2025 Treasurer's budget.

Carried

Motion:

Moved by: Councillor Purcell

Seconded by: Councillor Lafreniere

That the Investment Attraction Officer position be a 1year term, with opportunity to extend an additional year.

Defeated 3:3

Councillor Jacyno requested a recorded vote.

Yea: Deputy Mayor Abdallah, Councillors Lafreniere and Purcell

Nea: Mayor Gervais, Councillors Jacyno, Kuehl

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That the Master Fire Plan in the amount of \$100,000 be removed from the nonrecurring section within the 2025 Fire budget.

Carried

The potential impact of the 2026 OPP costs were referenced, and the following motion was made:

Motion:

Moved by: Councillor Purcell

Seconded by: Mayor Gervais

That the Finance & Administrative Committee create an OPP Levy Stabilization Reserve to fund any unexpected projects and contribute \$100,000 within the 2025 Budget.

Carried

Motion:

Moved by: Councillor Kuehl

Seconded by: Councillor Jacyno

That staff bring a report to the Finance & Administrative Committee for the removal of the parking meters east of Mackay Street with also the consideration of transferring the parking meters and pay stations to the PBIA.

Carried

Motion:

Moved by: Councillor Purcell

Seconded by: Councillor Jacyno

That the Finance & Administrative Committee rename the multiplex proposed 1% levy increase to the Levy Stabilization Reserve fund.

Carried

Note: This motion will transfer \$250,000 from the Aquatic Centre Reserve contribution to the New Levy Stabilization Reserve.

Ms. Lochtie noting that the remaining departments would be discussed at the next meeting held on Wednesday December 11, 2024.

7. Adjournment

Motion:

Moved by Councillor Jacyno

Seconded by Councillor Purcell

That the Finance & Administration Committee meeting of December 10, 2024, adjourn at 2:58p.m.

Carried

Finance & Administration Committee Budget Meeting

Council Chambers
Pembroke, Ontario
December 11, 2024
9:00 a.m.

1. Land Acknowledgment

2. Call to Order:

Present:

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

Regrets:

Councillor Plummer

Also Present:

Angela Lochtie, Treasurer/Deputy Clerk
Ashley Perrier, Recording Secretary
Brian Lewis, Director of Operations
Jenn Belaire, Financial Planning Analyst
Jordan Durocher, Director of Parks & Recreation
Scott Selle, Fire Chief
Colleen Sauriol, Director of Planning, Building & Bylaw Enforcement
Marsha Hawthorne, Purchasing Manager/Deputy Treasurer
Victoria Charbonneau, Municipal Clerk

The Chair called the meeting to order at 9:05 a.m.

3. Disclosure of Pecuniary Interest & General Nature Thereof

There were no disclosures pecuniary interests declared.

4. Review of City Operating Budgets

Ms. Lochtie made note regarding the possible change of time for day 3 meeting. Ms. Lochtie noted that Ms. Hawthorne will be reviewing the operations departments of the 2025 draft Operating budget.

Councillor Lafreniere entered the meeting 9:08 a.m.

A discussion was held, and the following motions were made:

Motion:

Moved by Councillor Purcell

Seconded by Councillor Lafreniere

That the Climate Action budget of \$40,000 be deferred until 2025 allowing 7 more years to complete the remaining milestones.

Defeated 4:2

Councillor Purcell requested a recorded vote:

Yeas: Councillors Purcell, Lafreniere

Neas: Mayor Gervais, Deputy Mayor Abdallah, Councillors Jacyno, Kuehl.

Motion:

Moved by Mayor Gervais

Seconded by Councillor Jacyno

That the Climate Action budget be reduced by \$20,000 from \$40,000 to \$20,000 within the asset management section of the 2025 Roads budget.

Carried

Ms. Lochtie began a review of the Parks & Recreation Department Budgets.

Motion:

Moved by Councillor

Seconded by Councillor

That the Riverside Park Fieldhouse Snow Clearing budget of \$8,500 be removed from the 2025 Parks & Facilities budget.

Carried

Ms. Lochtie's presentation continued with the Parks & Recreation Department.

Questions were raised by Committee regarding new staffing requests and Mr. Durocher provided members with several alternate options. The following items were noted as Option 2:

- Provide with one full time position General Maintenance/Pool Operator
- Remove summer ice operations and push the PACC opening to the end of September
- Position will support daytime rentals happening in the month of September
- Will assist with a retention plan for the pool operator
- Position will assist with vacation coverage
- Contract snow removal at PMC

Tabled Motion:

Moved by Councillor Purcell

Seconded by Councillor Lafreniere

That one-operator position be removed from the administration section within the 2025 Parks & Facilities budget; with the condition to contract out snow removal at the PMC, and the removal of summer operations at the PACC rink as discussed in option 2.

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the Finance & Administrative Committee table the motion until after lunch.

Carried

Ms. Lochtie continued the review of the Parks & Recreation Budget, and the following motions were made:

Motion:

Moved by Councillor Purcell

Seconded by Councillor Lafreniere

That one-operator position in the amount of \$58,605 be removed from the administration section within the 2025 Parks & Facilities budget, also to contract out the snow removal, and summer operations option 2.

Carried

Motion #1:

Moved by Councillor Purcell

Seconded by Councillor Lafreniere

That the Finance & Administrative Committee select option 2: to hire a recreation specialist/administrative position; a contract position for 18-24 months with options to renew.

Motion #2:

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the Finance & Administrative Committee postpone to the call of the chair.

Carried

Motion:

Moved by Councillor Purcell

Seconded by Councillor Jacyno

That the Pembroke Seniors Active Living funding be increased by \$4,000 from \$8,400 to \$12,400, and the Centre Lajoie funding be increased by \$1,000 from \$8,400 to \$9,400.

Carried

Motion:

Moved by: Mayor Gervais

Seconded by: Councillor Lafreniere

That increasing the overtime budget by \$22,500 from \$2,500 to \$25,000 to allow work to be completed this year with the understanding that staff will come to council with examining all possible options and budget accordingly.

Defeated 3:3

Councillor Purcell requested a recorded vote:

Yeas: Mayor Gervais, Councillors Kuehl, Lafreniere

Neas: Deputy Mayor Abdallah, Councillors Jacyno, Purcell.

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Purcell

That the Finance & Administrative Committee recommend outsourcing the asset management plan; staff to provide Council with costing.

Carried

Motion:

Moved by Councillor Purcell

Seconded by Councillor Lafreniere

That the Finance & Administrative Committee replace the full-time payroll clerk position with a term position with an option to extend for a second year, and to complete the lean review at a cost of \$30,000 over 4-5 months as recommended by the CAO.

Defeated 3:3

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Purcell

That the payroll clerk position in the amount of \$41,995 be removed from the administration section within the Financial section of the 2025 budget.

Defeated 3:3

Councillor Jacyno requested a recorded vote:

Yeas: Mayor Gervais, Councillors Lafreniere, Purcell

Neas: Deputy Mayor Abdallah, Councillors Jacyno, Kuehl

Ms. Lochtie continued the discussion, and the following motions were made:

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the Materials budget be reduced by \$10,500 from \$12,500 to \$2,000 in the Meter Maintenance section within the 2025 Bylaw Enforcement budget.

Carried

Motion:

Moved by Mayor Gervais

Seconded by Councillor Purcell

That the Deputy Clerk position in the amount of \$83,375 be removed from the administration section within the 2025 administration budget.

Carried

Tabled Motion:

Moved by Councillor Purcell

Seconded by Councillor Jacyno

That the Deputy Fire Chief position in the amount of \$124,990 be removed from the administration section within the 2025 Fire budget.

Motion:

Moved by Councillor Purcell

Seconded by Mayor Gervais

That the Finance & Administrative Committee table the decision on the Deputy Fire Chief position until next meeting.

Carried

5. Public Meeting & Next Steps

Ms. Lochtie discussed the options of an additional evening meeting prior to the public budget meeting, and the following items were noted:

- Review of Water & Sewer Budgets; discussion regarding rates
- Review of Capital Budget
- Staff to provide the Treasurer with possible savings/cuts

6. Adjournment

Motion:

Moved by Councillor Kuehl

Seconded by Mayor Gervais

That the Finance & Administration Committee meeting of December 11, 2024, adjourn at 2:55 p.m.

Carried

Finance & Administration Committee Budget Meeting

Council Chambers
Pembroke, Ontario
January 6, 2025
4:00 p.m.

1. Land Acknowledgment

2. Call to Order

Present:

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

Regrets:

Councillor Purcell

Also, Present:

Dave Unrau, Chief Administrative Officer/Deputy Clerk
Angela Lochtie, Treasurer/Deputy Clerk
Ashley Perrier, Recording Secretary
Brian Lewis, Director of Operations
Jennifer Belaire, Financial Planning Analyst
Jordan Durocher, Director of Parks & Recreation
Colleen Sauriol, Director of Planning, Building & Bylaw Enforcement
Marsha Hawthorne, Purchasing Manager/Deputy Treasurer
Scott Selle, Fire Chief

The Chair called the meeting to order at 4:04 p.m.

3. Disclosure of Pecuniary Interest & General Nature Thereof

There were no disclosures pecuniary interests declared.

4. Review Pembroke Business Improvement Area (PBIA Budget)

Ms. Summers presented the 2025 PBIA budget. A discussion was held, and the following motion was made:

Motion:

Moved by Councillor Kuehl
Seconded by Councillor Lafreniere
That the Finance and Administration Committee accepts the Pembroke Business Improvement Area's 2025 budget as presented.

Carried**5. Review of Pembroke Public Library (Library Budget)**

Ms. Lochtie reviewed the 2025 Pembroke Public Library budget.

Mr. Jeffery reviewed some highlights in the past year. Ms. Rajamani reviewed a summary which Committee members received on Monday January 6, 2025, outlining the Library's requests for funding from the City in 2025. Ms. Rajamani reviewed key facts from the Library's 2024 Annual Report, then discussed the performance of the Library and the 2025 budget figures.

Councillor Plummer entered the meeting at 4:37 p.m.

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Jacyno

That the Pembroke Operating contribution be reduced by \$92,000 from \$750,442 to \$668,769 within the revenue section of the Pembroke Public Library 2025 budget.

Carried**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Jacyno

That the Multicultural Festival City contribution budget be reduced by \$5,000 from \$15,000 to \$10,000 within the Multicultural Festival section of the Pembroke Public Library 2025 budget.

Defeated**6. Review of City Operating Budget**

Ms. Lochtie noted that after two days of deliberations, the draft budget reflects a 10.87% levy increase after growth of \$153,831.

7. Outstanding Motions:

Ms. Lochtie noted the two tabled motions from the meeting previous meeting held on December 11. A discussion was held, and the following motions were made:

Motion:

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the Finance & Administrative Committee lift the tabled motion from Day 2 on December 11, 2024 regarding the Deputy Fire Chief position.

Carried**Tabled Motion:**

Moved by Councillor Purcell

Seconded by: Councillor Jacyno

That the Deputy Fire Chief position in the amount of \$124,990 be removed from the administration section within the 2025 Fire budget.

Carried

Motion:

Moved by Councillor Plummer

Seconded by Councillor Jacyno

That the Finance & Administrative Committee lift the tabled motion from Day 2 on December 11, 2024 regarding the Recreation Specialist position.

Carried

Tabled Motion:

Moved by Councillor Purcell

Seconded by Councillor Lafreniere

That the Finance & Administrative Committee select option 2: to hire a Recreation Specialist/Administrative position; a contract position for 18-24 months with options to renew.

Defeated

Motion:

Moved by Councillor Plummer

Seconded by Councillor Jacyno

That the Recreation Programmer position in the amount of \$86,650 be removed from the administration section within the Parks & Recreation's 2025 budget.

Defeated 3:3

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance & Administrative Committee accept the operating budget changes proposed by staff representing a budget decrease of \$187,350 within the 2025 budget.

Carried

8. Review of Water & Sewer Budgets

Ms. Lochtie introduced the Water/Sewer budgets, and the following motion was made:

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That the Finance & Administrative Committee accept the 2025 Water/Sewer budgets and rates as presented.

Carried

9. Review of Capital Budget

Ms. Lochtie indicated that City staff worked to develop a 2025 Capital Budget that was realistic to the level of funding currently available.

Ms. Lochtie reviewed the Capital budget changes after the day 2 meeting, staff proposed \$80,000/0.32% cuts and/or changes.

A discussion was held, and the following motions were made:

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Jacyno

That the Finance & Administrative Committee accept the capital budget changes proposed by staff representing a budget decrease of \$80,000.

Carried

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance & Administration Committee accepts the 2025 Draft Capital budget as presented.

Carried

10. Feedback for Public Meeting & Next Steps

Ms. Lochtie went over the process for the Public Budget meeting.

11. Adjournment

Motion:

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the Finance & Administration Committee meeting of January 6, 2024, adjourn at 7:51p.m.

Carried

Finance & Administration Committee Budget Meeting

Council Chambers
Pembroke, Ontario
January 14, 2025
6:00 p.m.

1. Land Acknowledgment

2. Call to Order

Present:

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

Regrets:

Councillor Plummer
Councillor Purcell

Also, Present:

Dave Unrau, Chief Administrative Officer/Deputy Clerk
Victoria Charbonneau, Municipal Clerk
Angela Lochtie, Treasurer/Deputy Clerk
Ashley Perrier, Recording Secretary
Jennifer Belaire, Financial Planning Analyst
Marsha Hawthorne, Purchasing Manager/Deputy Treasurer

Deputy Mayor Abdallah called the meeting to order at 6:01 p.m.

3. Disclosure of Pecuniary Interest & General Nature Thereof

There were no disclosures pecuniary interests declared.

4. Approval/Amendment of Meeting Agenda

The Chair requested that the agenda be approved by the Council's Standing Committee.

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Jacyno

That that the agenda of the Finance and Administration Committee Public Budget Meeting of January 14, 2025, be approved as presented.

Carried

5. New Business

The Chair indicated that this meeting has been called to consider the draft 2025 budget to establish annual fees to be charged for garbage collection and disposal; the waste

management facility; to review the water and sewer rates; and to adopt the 2025 budgets for the City of Pembroke and the local boards. He asked the Clerk to report how the meeting was advertised to the public.

The Clerk reported that a media release was posted on the City's website and social media platforms on November 25, 2024. A notice was placed in the Pembroke Observer and News the week of November 30, 2024, and again the week of December 7, 2024. It was also posted on the bulletin board at City Hall on November 25, 2024. Radio advertisements on both local radio stations were scheduled throughout the week of January 10-14, 2025.

a) Presentation

The Chair asked to hear from the Treasurer. Ms. Lochtie presented highlights from the 2025 draft Operating budgets and local boards, including a review of Library and PBIA. Ms. Hawthorne presented the Water/Sewer budgets including a review of rates for water, sewer, sewer waste management. Ms. Bellaire presented the draft Capital budgets, including an overview of the state of City infrastructure for the City of Pembroke.

b) Comments from the Chair of Finance & Administration Committee

The Chair is also the Chair of Finance & Administration Committee, and the following items were noted:

- Thanked the Treasurer and staff for the dedication and professional work on preparing the 2025 draft budget.
- Proposed increase for the 2025 budget is driven from several factors: rising policing costs, wage adjustments, asset management requirements, reopening of the Kinsmen Pool and other essential expenditures.
- Aging infrastructure including roads, sidewalks and recreational facilities places a additional burden on the budget and acetates difficult decisions for the future.
- Province of Ontario needs to reassess its approach to downloaded programs which are straining on municipal budgets.
- Trial transit and new recreational amenities will help expand the tax rates by attracting new residents and businesses; to improve the community overall.

c) Comments from the Vice Chair of the Operations Committee

The Chair asked to hear from the Vice Chair of the Operations Committee. Mayor Gervais noted the following:

- Thanked staff for their work on the budget
- The 2025 budget is challenging; that committee is trying to arrive at a budget that is workable, manageable and able to allow the municipality to grow.
- City Auditors indicated that the City of Pembroke is at a low risk level for debt use, and sound financial picture.
- Operations department: The budget reflects work needs to be completed.
- City of Pembroke is a single tier municipality. This budget is a reflection on the total cost to do business for the municipality. Other lower tier municipalities can be compared to the City rate however it is not inclusive of what the County of Renfrew rate will be on top of it the lower tier rate.

d) Comments from the Chair of the Parks and Recreation Committee

The Chair asked to hear from the Chair of the Parks & Recreation Committee. Councillor Lafreniere noted the following:

- Provided a summary of the events/activities from 2024; Canada Day, Waterfront activities, new activities within the downtown core etc.
- Highlights for 2025: two more positions needed for the department
- 2025 Capital Projects include:
 - Additional park bench replacements
 - Park lighting at the Kinsmen & Pansy Patch, Paving Parking lot at Pansy Patch
 - Creating a reserve for upcoming Centennial project, replace play structure at Kinsmen Park.
 - Upper Ottawa Valley Little League committee received the Blue Jays Care Foundation Grant of \$88,000. In partnership with the City, these monies will go to field drainage work on diamond 3, and will benefit all the ball players.
 - Trail development
 - Marina Dock improvements
 - New Equipment: mower, utility vehicle & Olympia Ice Resurfacer, with support from Silverstick.

e) Comments from the Chair of Planning & Development Committee.

The Chair asked to hear from the Chair of the Planning & Development Committee. Councillor Jacyno noted the following:

- Thanked everyone for attending the meeting.
- Two options when making this budget: increase taxes or service reductions.

f) Comments from the Public

The Chair asked if there were any comments received from the public. Ms. Lochtie indicated that 7 comments or questions have been received from the public. Of the written submissions received there were two main categories. First concern was over the size of the levy increase of 8.98% and the desire for the City to concern for residents on a fixed income and their ability to pay. Second was the concern raised against garbage along the Algonquin Trail. The County owns this trail, they have indicated that the City can install garbage and perform routine maintenance, however, will not contribute any resources (manpower or financial) to address the concerns. The City Operations department has indicated that materials have been purchased for touchdown areas to be installed in the spring/early summer of 2025.

- Registered Participants

The Chair stated that at this point in the meeting, members of the public who have registered to address the Finance and Administration Committee members will be called upon. He indicated that if time permits, he would invite anyone in the audience who wished to address the Committee to come forward. If we run out of time, he asked those who wished to submit their comments in writing or stay and speak with Committee members following the meeting.

The Chair called upon Karen Walsh, Isabella Street

Ms. Walsh noted the following:

- Thanked staff for the presentation given.
- Kinsmen Pool is scheduled to reopen tomorrow.
- Residents on fixed income will experience tough times with high tax rates
- Increase in staff – how can the residents afford it
- CAO Unrau new vision – lots of plans, plans that need to implement
- Professional Grant writer – need to ensure the City is not missing out on funding.
- Capital Project Isabella Catchment Study – Moffat to Doran – needs to get done.
- Roads/Sidewalks – some will be removed, impacts accessibility.
- Police Services – Option to combine the two municipalities, to help with increasing costs.
- New Business- creates new jobs, which will increase the tax base. The City needs to grow.
- Legal Fees – regarding a Charitable Organization
- Partners need to contribute, Township of Laurentian Valley. Focus on being creative, new vision for Pembroke.
- Preparation of the Budget: City has limited resources, needs growth.

Ms. Lochtie noted the additional funding had been increased in the 2025 budget for Professional Services specifically for grant writing.

- Non- Registered Participants (time permitting)

The Chair called upon Ellen Vandersleen, President of the Pembroke Horticultural Society

Ms. Vandersleen noted the following:

- 2025 suggestions:
 - New signage Pansy Patch Park
 - Loads of gravel added to the parking lot in front of Pansy Patch Park, Horticultural Society to help with the cost
 - Build a bridge across the Pansy Patch Park, barriers to be installed for unauthorised vehicles.
 - Garbage cans to be placed along the street along Algonquin Trails.
 - Improving Paul Martin Drive – Planting trees, flowers and other things; allowing the corridor to become a noted entrance to the City.

The Chair called upon Mike Gaudette, 569 Elizabeth Street

Mr. Gaudette noted the following:

- 8.98% tax increases cannot continue. Hard times for residents on fixed income.
- OPP shocking increase for all municipalities
- Concerned for the young people/children. Pilot transit project should be an option, for both seniors and youth.

g) Comments from the Finance & Administration Committee members.

The Chair asked to hear from members of the Finance & Administration Committee.

The Chair asked to hear from Mayor Gervais; Mayor Gervais indicated that he had no further comment.

The Chair asked to hear from Councillor Jacyno; Councillor Jacyno indicated that he had no further comment.

The Chair asked to hear from Councillor Kuehl. Councillor Kuehl noted the following:

- Thanked the Treasurer and the entire finance team.
- Council meetings being recorded and available for streaming on YouTube
- More transparencies: Budget meeting detail packages are available on the website for all residents to view.
- Social media posts – comparing numbers versus City of Pembroke, other municipalities need to remember the numbers are only part of the equation. The County portion needs to be included in the comparison. The City of Pembroke rate increase includes the County portion, all in.
- Residents need to appreciate the services within the City.
- Past budget increases of 2% will stay in the past; raising taxes every year needs to happen.
- Thanked everyone for attending the meeting

The Chair asked to hear from Councillor Lafreniere. Councillor Lafreniere noted the following:

- Pembroke OPP is much different from Town of Petawawa; Pembroke has a much larger business population, more downtown core, social housing, hospital and more streets for patrolling. Additional staffing for the Pembroke OPP will happen over the next few years.
- Services provided compared to our neighbours, depends on where the residents want to spend your money.
- 2% tax increases are in the past.

Mike Gaudette indicated concerns regarding that 2016 was the last MPAC assessment.

Ms. Lochtie noted that the MPAC reassessment will impact both taxes between property classes and differences within the classes. Any imbalance between classes can be adjusted by tax ratios, which will be considered once MPAC updates their assessment.

The Chair thanked everyone for coming and asked those who wished to be notified of the Finance & Administration Committee's decision, please leave your name, address, and postal code with the staff members at the back of the room.

6. Adjournment

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That the Finance and Administration Committee Public Budget Meeting on January 14, 2025 adjourn at 8:04 p.m.

Carried

Finance & Administration Committee Budget Meeting

Council Chambers
Pembroke, Ontario
January 27, 2025
4:00 p.m.

1. Land Acknowledgment

2. Call to Order

Present:

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

Also, Present:

Dave Unrau, Chief Administrative Officer/Deputy Clerk
Angela Lochtie, Treasurer/Deputy Clerk
Victoria Charbonneau, Municipal Clerk
Ashley Perrier, Recording Secretary
Brian Lewis, Director of Operations
Jennifer Belaire, Financial Planning Analyst
Jordan Durocher, Director of Parks & Recreation
Colleen Sauriol, Director of Planning, Building & Bylaw Enforcement
Marsha Hawthorne, Purchasing Manager/Deputy Treasurer
Scott Selle, Fire Chief

The Chair called the meeting to order at 4:07 p.m.

3. Disclosure of Pecuniary Interest & General Nature Thereof

There were no disclosures of pecuniary interests declared.

4. Proposed Rate Impacts & Tax Ratios

Ms. Lochtie reviewed the tax ratio analysis, and the following items were noted:

- Assessments values continue to reflect 2016 base year. Assessments will be the same as 2024, unless there were changes to the property.
- In 2025, the City's start and revenue neutral tax ratios are the same.
- Tax ratios will need to be analyzed once MPAC updates the assessment values in a future tax year.

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the Finance & Administration Committee accepts the “Start Ratio” scenario for the 2025 tax year.

Carried

Ms. Lochtie asked if any other budget items needed to be addressed regarding the operating and capital budgets.

A discussion was held regarding the request of Pembroke Buskerfest sponsorship and the following motions were made:

Tabled Motion:

Moved by Councillor Purcell

Seconded by Mayor Gervais

That the Finance & Administration Committee reallocate \$5,000 from the operating budget at the discretion of the Treasurer for sponsorship of Pembroke Buskerfest and waiving the fees for barricades.

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the Finance & Administration Committee amend the motion to deny the request at this time without prejudice to Buskerfest Committee to submit future applications to Parks & Recreation, Tourism Department or to Council for future funding.

Withdrawn

Ms. Lochtie noted a letter was received from the PBIA & the Chair of the Pembroke Buskerfest Committee. The committee is seeking assistance with the following:

- Financial Contribution: A sponsorship of \$15,000 to support the event programming and logistics.
- Fee Waiver for Road Closure Barriers: To assist with the road closures during the event.
- Additional garbage cans and staff: To manage waste effectively during the festival. While the PBIA will be responsible for disposing of the garbage, the provision of additional garbage cans and staffing to empty them would be invaluable.
- Street sweeping: Cleaning the streets 1-2 days prior to the event to enhance the event space for visitors and performers.

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance & Administration Committee table the original motion.

Carried 4:3**Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance & Administration Committee accept the 2025 draft Operating and Capital budget as amended with an overall levy increase after growth of 8.98%.

Carried

5. Feedback from the Public Meeting

There was no feedback provided at this time.

6. Next Steps

Ms. Lochtie noted the final version of the 2025 Operating & Capital budget will be presented at the February 18th Council meeting along with the bylaws for passing.

7. Adjournment

Motion:

Moved by Councillor Plummer

Seconded by Mayor Gervais

That the Finance & Administration Committee meeting of January 27, 2025, adjourn at 5:38 p.m.

Carried

Draft Striking Committee Meeting

Council Chambers
Pembroke, Ontario
January 7, 2025
6:54 p.m.

1. Call to Order

Present:

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

Regrets:

Councillor Purcell

Also, Present:

David Unrau, Chief Administrative Officer/Deputy Clerk
Victoria Charbonneau, Municipal Clerk

Mayor Gervais called the meeting to order at 6:54 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no pecuniary interests declared.

3. Approval/Amendment of Meeting Agenda

Resolution: S25-01-01

Moved by Deputy Mayor Abdallah

Seconded by Councillor Plummer

That the agenda of the Striking Committee meeting of January 7, 2025, be approved as circulated.

Carried

4. Approval of Minutes

Resolution: S25-01-02

Moved by Councillor Plummer

Seconded by Deputy Mayor Abdallah

That the minutes of the Striking Committee meeting of December 3, 2024 be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Closed Session 6:55 p.m.**Resolution: S25-01-03**

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That this meeting become a closed meeting to discuss personal matters about identifiable individuals, including municipal or local board employees who have been recommended to serve on the Renfrew County Joint Services Committees: Health Committee and Community Services Committee (Section 239 (2) of the *Municipal Act* as amended).

Carried

7. Business Arising from Closed Session 7:25 p.m.

The Chair indicated that a Striking Committee in Caucus was held to discuss personal matters about identifiable individuals who were recommended to serve on Renfrew County Joint Services Committees: Health Committee and Community Services Committee

The Chair indicated that there were no pecuniary interests declared and that a report concerning the individuals recommended for the appointments Renfrew County Joint Services Committees will be discussed as the next item in the open portion of Striking Committee meeting.

8. New Business

- a. Renfrew County Joint Services Committee
CAO Unrau presented the report.

Resolution: S25-01-04

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the City of Pembroke Striking Committee endorses and recommends to Council that the City of Pembroke appoint the following individuals to the following committee until the end of the current term of Council, or until such time as that the Striking Committee of Council is able to meet following the 2026 municipal election:

1. County of Renfrew Joint Services – Community Services Committee:
Councillor Jacyno and Mayor Gervais
2. County of Renfrew Joint Services – Health Committee:
Councillor Lafreniere and Councillor Purcell

Carried

9. Adjournment**Resolution: S25-01-05**

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the Striking Committee meeting of January 7, 2025 adjourn at 7:29 p.m.

Carried



Pembroke Public Library Board Meeting Minutes

Thursday, January 16, 2025
6:00 pm

Members Present: Wendy Hewitt, Renelle Charron, Justin Jeffrey, Bethea Summers, Brian Abdallah, Mike Popke, Ron Gervais.

Absent: None

Staff: Karthi Rajamani, CEO

Board Minutes: Sara Thibeault

1. Call to Order:

- The meeting was called to order at 6:00pm.

2. Land Acknowledgement:

- Karthi Rajamani read the Land Acknowledgement.

1. Board Chair Election

MOTION: To elect Brian Abdallah as Board Chair for the year:

#25:01 M/ Justin Jeffrey, S/Mike Popke. CARRIED.

2. Approval of Agenda

MOTION: To approve the Agenda:

#25:02 M/ Wendy Hewitt, S/ Renelle Charron. CARRIED.

3. Approval of Minutes:

MOTION: To approve the minutes of the Board Meeting held on December 12, 2024:

#25:03 M/ Justin Jeffrey, S/ Mike Popke. CARRIED.

4. Conflict of Interest: None

5. **Business Arising from Minutes:** None

6. **Correspondence:** None

7. **Board Chair Report:**

- Brian welcomed Bethea Summers back to the Library Board.
- He reported on Justin and Karthi's presentation of the 2025 Library Budget at the January 6, 2025 Pembroke City Council Draft Budget meeting.
- He mentioned his biweekly visits to the Library to sign invoices.

8. **CEO Report:**

- The Library's 2024 Annual Report was presented by Karthi & discussed by Board Members.

9. **Financial Report:**

- Karthi reported that Justin had recently gone to BMO Bank of Montreal to be granted official signing authority for the Library; she and Brian plan to do the same as well.

10. **Property Report:**

- Karthi notified Board Members of some much-needed flooring renovations in both the top-floor accessibility washroom as well as in the basement storage room. Board Members discussed the available quotes and made contractor recommendations.
- Karthi advised Board Members of her intention to combine the two children's department washrooms to create one larger, more accessible washroom. Board Members discussed the quote she received and recommended getting additional work appraisals.

11. **Policies:** None

12. In-Camera Session:

MOTION: That the Board move into an in-camera session:

#25:04 M/ Justin Jeffrey, S/ Mike Popke. CARRIED.

MOTION: That the Board move to end the in-camera session:

#25:05 M/ Justin Jeffrey, S/ Ron Gervais. CARRIED.

13. Acceptance of All Reports:

MOTION: To accept all reports:

#25:06 M/ Renelle Charron, S/ Mike Popke. CARRIED.

14. New Business:

- Brian requested that we contact the City Clerk in regards to replacing the Library's photograph of Queen Elizabeth II with an official portrait of King Charles III.
- Board Members discussed honouring the former Library Board Chair, Elizabeth Brose-Hinson, through the commission of a photograph (by Wendy Hewitt) and memorial plaque.

15. Adjournment: Approximately 6:44pm.

MOTION: To adjourn:

#25:07 M/ Mike Popke, S/ Wendy Hewitt. CARRIED.

16. Next Meeting: Thursday, February 20, 2025 at 6:00pm.

Board Chair

Brian Abdallah

CEO

Karthi Rajamani

By virtue of the power vested in me

I Do Hereby Declare

March, 2025

as

Amyloidosis Awareness Month

in the City of Pembroke.

Whereas March is Amyloidosis Awareness Month, a month dedicated to raising awareness, funding research, and supporting those living with amyloidosis and their loved ones; and

Whereas Amyloidosis is a group of diseases that occurs when an abnormal protein, known as amyloid, builds up in the tissues and organs of the body. Left untreated, the disease can result in organ failure and can be fatal; and

Whereas Amyloidosis can mimic the signs and symptoms of more common medical conditions and the disease can be challenging to diagnose; and

Whereas Amyloidosis often affects people who are older or middle aged; however, younger people have been diagnosed with this disease; and

Whereas Some of the signs and symptoms of amyloidosis can include shortness of breath, weight loss, fatigue, swelling in the ankles and legs, numbness in the hands and feet, foamy urine, carpal tunnel syndrome, bruising around the eyes, and an enlarged tongue; and

Whereas Early diagnosis can lead to better outcomes for both patients and their families; and

Whereas Raising awareness about all the amyloidosis diseases, including hereditary and non-hereditary forms of the disease, can contribute to the building of healthier communities across Canada.

Therefore, be it resolved that I, Ron Gervais, Mayor of the City of Pembroke, do hereby proclaim March 2025, as “Amyloidosis Awareness Month” in the City of Pembroke.

Dated in the Mayor’s Office this 4th day of March 2025

Ron Gervais
Mayor, City of Pembroke

By virtue of the power vested in me

I Do Hereby Declare

March 8, 2025

as “**International Women’s Day**”

in the City of Pembroke.

Whereas International Women’s Day is celebrated globally by those who advocate for gender equality and women’s rights in an effort to improve the lives of women and girls, Two Spirit, trans, non-binary, and gender diverse peoples; and

Whereas International Women’s Day is an opportunity to celebrate and recognize the social, economic, cultural, and political achievements of women, and marks a call to action for accelerating women’s equality; and

Whereas women and girls, in particular women with disabilities, racialized women, Indigenous women, immigrant women, Two Spirit and gender diverse peoples continue to experience many forms of oppression including violence, discrimination, income disparity, and barriers to access; and

Whereas International Women’s Day is a time to work toward a world where each woman and girl can exercise her choice, such as participating in politics, getting an education, having an income, and living in societies free from violence and discrimination.

Therefore, be it resolved that, I, Ron Gervais, Mayor of the City of Pembroke do hereby proclaim March 8, 2025, as International Women’s Day in the City of Pembroke; and

Be it further resolved that, the 2025 theme, “For all women and girls: Rights. Equality. Empowerment.”, calls for action that can unlock equal rights, power and opportunities for all, and a feminist future where no one is left behind.

Dated in the Mayor’s Office this 4th day of March 2025

Ron Gervais
Mayor, City of Pembroke

The Corporation of the City of Pembroke

By-law Number 2025-24

A By-law to establish fees and charges on persons for payment of municipal services, activities and use of municipal property for the City of Pembroke.

Whereas pursuant to section 391(1) of the *Municipal Act*, c, 25, S.O. 2001, as amended, a municipality is authorized to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done on behalf of any other municipality or any local board; and for the use of its property including property under its control;

And Whereas pursuant to section 391(3) of the *Municipal Act*, c, 25, S.O. 2001, as amended, a Municipality is authorized to impose fees or charges on persons for costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

And Whereas unpaid fees or charges imposed pursuant to the by-law are subject to an interest rate of one percent (1%) per month;

And Whereas pursuant to sections 398 of the *Municipal Act*, c, 25, S.O. 2001, as amended, the fees or charges imposed pursuant to this by-law constitute a debt owed to the Corporation of the City of Pembroke for which the Treasurer may add outstanding fees or charges, including interest on the unpaid balance to the Tax Roll for the property owned by the persons responsible for paying the fees and charges, and the amount shall be collected in the same manner as municipal taxes;

Now therefore in 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 schedules of department user fees, hereto and forming a part hereof:
 - (a) Schedule "A" – Administration Department Fees;
 - (b) Schedule "B" – Planning & Building Department Fees;
 - (c) Schedule "C" – Operations Department Fees;
 - (d) Schedule "D" – Recreation & Facility Fees;
 - (e) Schedule "E" – Fire Department Fees.
2. That By-law 2024-47 and any other by-law inconsistent with the provision contained in this by-law are hereby repealed.
3. This by-law shall come into force and take effect on May 1, 2025.

Passed and Enacted This 4th Day of March 2025

Ron Gervais
Mayor

Dave Unrau
Chief Administrative Officer

Schedule A to By-law 2025-24 – Administration Department Fees

Miscellaneous	Fee
Tax Certificate	\$60.00
NSF/Returned Cheque or Rejected Pre-authorized Payment	\$40.00
Tax Account Research and Reporting – More than 2 years of taxes and/or historical Paper Archive Record Retrieval/Research required	\$10 per ¼ hour
Tax Rolling Fee (one time annual)	\$50.00
Photocopies	\$1.00 first page \$0.50 each additional page
Quit Claim By-law Charge	\$25.00

Marriage License	Fee
Resident – Proof Required	\$125.00
Non-resident	\$150.00

Civil Marriage	Fee
Ceremony – Full Payment	\$ 300.00
Deposit	\$ 100.00
Balance if Deposit Prepaid	\$ 200.00
Cost per witness	\$ 25.00

Burial Permit	Fee
Burial Permit – In town death	\$15.00
Burial Permit – Out of town death	\$25.00
Emergency Burial Permit	\$40.00

Commissioner of Oath Services	Fee
Resident – proof required	\$10.00
Non-resident	\$20.00

Pet Tags (Dog and Cat)	Fee
Spayed	\$20.00
Unsterilized	\$30.00
Replacement of Lost Tag	\$5.00
Dog Park Tag	\$10.00

False Alarms – Police Services	Fee
First Alarm	Written notice provided to owner
Second & Subsequent alarms within the same calendar year	\$300.00 plus HST per occurrence

Schedule B to By-law 2025-24 – Planning & Building Department Fees

Sign Permit Fees

Portable Sign Permit	Fee
Minimum Sign Permit Fee Plus one of the following	\$ 50.00
• 6 months	\$ 55.00
• 12 months	\$ 110.00
Regular Sign Permit	\$ 10.00 for each \$1,000.00 of construction value or part thereof plus \$ 50.00 Administrative Fee.

Planning Department Fees

Miscellaneous Service	Fee
Zoning By-law Amendment	\$ 1,000.00 plus HST
Official Plan Amendment	\$ 1,200.00 plus HST
Official Plan and Zoning By-law Amendment	\$ 1,500.00 plus HST
Zoning, Motor Vehicle Compliance and Environmental Inquiries	\$ 100.00 plus HST
Minor Variance	\$ 700.00 plus HST
Consent to Sever Application	\$ 800.00 plus HST
Site Plan Agreement	\$ 1,000.00 plus HST
Zoning By-law Text	\$ 25.00 plus HST
Plan of Subdivision/Condo	\$ 2,000.00 plus HST
Subdivision Agreements	\$ 400.00 plus HST
Encroachment Agreements	\$ 450.00 plus HST
Part Lot Control	\$ 500.00 plus HST
Redline Changes to Plan of Subdivision	\$ 800.00 plus HST

Schedule C to By-law 2025-24– Operations Department Fees

Carts & Bins	Fees
Green Organic Cart (64 gal/204L)	\$129.20 plus HST
Blue Box Recycling Container	\$12.39 plus HST
Yellow Recycling Container with Mesh Cover	\$46.02 plus HST
Organic Kitchen Bin	\$6.19 plus HST
Mesh Cover for Recycling Container	\$11.50 plus HST

Private Service Charges

Street Sweeper	Fees
Work Hours	Current OPSS 127 rate + Operator rate
After Hours	Current OPSS 127 rate + Operator overtime rate

Snow Disposal Facility	Fees
Refundable Key (non-electronic) Deposit	\$30.00 plus HST
Non-refundable Deposit which pays for first 25 Loads	\$ 400.00 plus HST
Each additional load over 25	\$ 15.00 plus HST

Maintenance & Capital Works (if a property owner or contractor requests additional work while the City is doing an internal Capital Project, (City staff or rental contract) the following will apply:	Fees
Labour	Cost + 35% plus HST
Equipment	Current OPSS 127 rate
Materials	Cost + 10% plus HST
Rental Contract	Cost plus HST
Contracted Work (third party)	Cost plus HST
Administrative Fee	10% charge on above (Labour + Equipment + Materials + Rental Contract + Contracted Work) plus HST)

City staff required to complete work on a Capital project due to licencing requirements and/or inspection needs (i.e. water shut off/turn on, flushing, sampling, testing, etc.), are to be scheduled a minimum of 36 hours in advance for a mutually acceptable time. The City will endeavour to meet the contractor’s schedule where at all possible, but may have to adjust the schedule to reduce overtime hours. Should the contractor fail to schedule with the City appropriately, or fail to meet the schedule agreed to, the City will back charge the contractor for all labour and equipment required on site as deemed necessary by the City. Overtime rates will apply for after-hours work. The Contractor shall be ready, in advance of the City arrival on site, for the work to be completed by the City. This will include any advance excavations, preparation work, etc.

Recovery of Costs – Property Damaged by Motorist

The City of Pembroke will seek the recovery of any costs incurred through the repair/replacement of City property that has been damaged by a motorist. Any driver, or his/her insurance carrier, will be invoiced according to the fee structure established in Schedule C of this By-Law under the “Maintenance & Capital Works” heading.

Water Turn On/Off/Trip	Fee
Work Hours	\$ 45.70 plus HST
After Hours	\$ 71.95 plus HST

Water Service/Meter Inspections/Trip	Fee
Work Hours	\$ 45.70 plus HST
After Hours	\$ 71.95 plus HST

Sewer Service Inspections/Trip	Fee
Work Hours	\$ 45.50 plus HST
After Hours	\$ 71.50 plus HST

Storm Service Inspections/Trip	Fee
Work Hours	\$ 45.50 plus HST
After Hours	\$ 71.50 plus HST

Miscellaneous	Fee
Leak Detection Equipment	\$ 200.00 Flat Rate + Labour + Equipment plus HST
Small Live Tap (within City limits)	\$ 50.00/Tap + Labour + Equipment plus HST
Small Live Tap (outside City)	\$ 350.00/Tap + Labour + Equipment plus HST
Large Live Tap (within City limits)	\$ 750.00/Tap + Labourer + Equipment plus HST
Large Live Tap (outside City)	\$ 1,250.00/Tap + Labour + Equipment plus HST
Backflow Prevention Testing	\$ 100.00/Test + Labour + Equipment plus HST
Water Meters	(current actual cost + 10%) + 10% administrative fee plus HST
Bulk Water	\$ 6.00/1000 litres
Refundable Access Device Deposit	\$ 33.00 plus HST
Septage/Sewage Disposal Rates Plus: Administrative charge (\$10.00 plus HST) on all loads under .38m ³	\$ 30.30/m ³ plus HST
By-law Enforcement	\$ 100.00 flat fee + applicable fees (see Capital Works)

* Labour and equipment will be charged as noted in the Maintenance and Capital Works section

Daily Rental Fee for Tools	Fee
Hydrant Hose	\$ 25.00 plus HST
Flasher Barricades	\$ 5.00 plus HST
Wooden Barricades	\$ 5.00 plus HST
Portable Road Signs	\$ 5.00 plus HST

Culvert Extensions	Fee
1.8 m (6 feet) CSP	\$ 1,223.35 plus HST

Culvert Installations	Fee
6 m (20 feet) Corrugated Steel Pipe CSP	\$2,248.70
7 m (23 feet) CSP	\$2,321.60
6 m (20 feet) High Density Polyethylene	\$2,111.51

Schedule D to By-law 2025-24 – Recreation and Facility Fees

Ball Diamond Rental (Hourly) Ball - Fields Dragged and Bases Only	2024 Fees	2025 Fees	2026 Fees
Minor – no lights	\$11.55 plus HST	\$12.13 plus HST	\$12.76 plus HST
Minor – with lights	\$16.80 plus HST	\$17.64 plus HST	\$18.52 plus HST
Adult – no lights	\$15.75 plus HST	\$16.54 plus HST	\$17.37 plus HST
Adult – with lights	\$25.20 plus HST	\$26.46 plus HST	\$27.78 plus HST

Ball Diamond Rental (Hourly) Ball - Fields Fully Prepared	2024 Fees	2025 Fees	2026 Fees
Minor – no lights	\$15.75 plus HST	\$16.54 plus HST	\$17.37 plus HST
Minor – with lights	\$21.00 plus HST	\$22.05 plus HST	\$23.15 plus HST
Adult – no lights	\$19.95 plus HST	\$20.95 plus HST	\$22.00 plus HST
Adult – with lights	\$29.40 plus HST	\$30.87 plus HST	\$32.41 plus HST

Soccer Fields (Hourly)	2024 Fees	2025 Fees	2026 Fees
Minor – no lights	\$21.00 plus HST	\$22.05 plus HST	\$23.15 plus HST
Minor – with lights (starting at 8 pm)	\$27.30 plus HST	\$28.67 plus HST	\$30.10 plus HST
Adult – no lights	\$21.00 plus HST	\$22.05 plus HST	\$23.15 plus HST
Adult – with lights (starting at 8 pm)	\$29.40 plus HST	\$30.87 plus HST	\$32.41 plus HST

Marina Rates	2024 Fees	2025 Fees	2026 Fees
Daily Slip	\$33.52 plus HST	\$35.20 plus HST	\$36.96 plus HST
Seasonal Slip	\$33.52 plus HST	\$35.20 plus HST	\$36.96 plus HST
Seasonal Shore Power	\$150.78 plus HST	\$158.32 plus HST	\$166.24 plus HST

Launching	2024 Fees	2025 Fees	2026 Fees
Daily	\$8.10 plus HST	\$8.51 plus HST	\$8.94 plus HST
Seasonal	\$94.96 plus HST	\$99.71 plus HST	\$104.70 plus HST

Pump out Service	2024 Fees	2025 Fees	2026 Fees
Weekday (Monday – Thursday)	\$10.06 plus HST	\$10.56 plus HST	\$11.09 plus HST
Weekend (Friday – Sunday)	\$13.41 plus HST	\$14.08 plus HST	\$14.78 plus HST

Dry Docking	2024 Fees	2025 Fees	2026 Fees
Seasonal	\$111.72 plus HST	\$117.31 plus HST	\$123.18 plus HST
Off Season	\$363.09 plus HST	\$381.24 plus HST	\$400.30 plus HST

Amphitheatre	2024 Fees	2025 Fees	2026 Fees
Rental – up to 4 hours	\$105.00 plus HST	\$110.25 plus HST	\$115.76 plus HST
Between 4 – 8 hours	\$183.75 plus HST	\$192.94 plus HST	\$202.59 plus HST

Riverside Park Campground – Serviced Camp Site (Please note 7 days cancellation required or 50% cancellation fee applies)	2024 Fees	2025 Fees	2026 Fees
Nightly	\$42.45 plus HST	\$44.57 plus HST	\$46.80 plus HST
Sewage Pump Out	\$9.89 plus HST	\$10.38 plus HST	\$10.90 plus HST
Use of Dog Park	No charge	No charge	No charge

Riverside Park Campground – Unserviced Camp Site (Please note 7 days cancellation required or 50% cancellation fee applies)	2024 Fees	2025 Fees	2026 Fees
Nightly	\$35.75 plus HST	\$37.54 plus HST	\$39.42 plus HST
Use of Dog Park	No charge	No charge	No charge

Pavillions	2024 Fees	2025 Fees	2026 Fees
Flat Rate Rental	\$26.25 plus HST	\$27.56 plus HST	\$28.94 plus HST

Mini Golf and Horseshoe Pits	2024 Fees	2025 Fees	2026 Fees
Adults, Youth, Seniors	\$3.40 includes HST	\$3.55 includes HST	\$3.75 includes HST
Child (14 and under)	\$2.10 includes HST	\$2.20 includes HST	\$2.30 includes HST
TGIF (July and August) 14 and under	\$1.05 includes HST	\$1.10 includes HST	\$1.15 includes HST

**Kinsmen Pool
(Public Swim, Lessons, Pool Memberships and Rentals Effective August 1st, annually)**

Public Swim	2024 Fees	2025 Fees	2026 Fees
Senior (60+) and Student 14 – 17 years	\$4.20 includes HST	\$4.40 includes HST	\$4.60 includes HST
Algonquin College (Full Time Student)	\$4.20 includes HST	\$4.40 includes HST	\$4.60 includes HST
Adult	\$5.00 includes HST	\$5.25 includes HST	\$5.50 includes HST
Child (4-13 years)	\$2.65 includes HST	\$2.80 includes HST	\$2.95 includes HST
Child (3 and under with adult supervision)	No charge	No charge	No charge

Lessons	2024 Fees	2025 Fees	2026 Fees
Private	\$56.70	\$59.54	\$62.52
Parent & Tots	\$61.95	\$65.05	\$68.30
Preschool	\$61.95	\$65.05	\$68.30
Swimmer 1-2	\$61.95	\$65.05	\$68.30
Swimmer 3-6	\$70.35	\$73.87	\$77.56
Swimmer 7-10	\$72.45	\$76.07	\$79.87
Adult	\$69.30 plus HST	\$72.77 plus HST	\$76.41 plus HST
Aquabic Membership	\$69.30 plus HST	\$72.77 plus HST	\$76.41 plus HST
Aquabic Drop-In	\$9.29 plus HST	\$9.75 plus HST	\$10.24 plus HST
Ladies Red Cross Membership	\$54.60 plus HST	\$57.33 plus HST	\$60.20 plus HST
Ladies Red Cross Drop-In	\$6.97 plus HST	\$7.32 plus HST	\$7.69 plus HST

Instructor Courses	2024 Fees	2025 Fees	2026 Fees
Bronze Programs	\$215.25 plus HST	\$226.01 plus HST	\$237.31 plus HST
National Lifeguard	\$245.70 plus HST	\$257.99 plus HST	\$270.89 plus HST
Instructor Courses (Lifesaving Instructor and Swim Instructor)	\$245.70 plus HST	\$257.99 plus HST	\$270.89 plus HST
Standard First Aid	\$134.40 plus HST	\$141.12 plus HST	\$148.18 plus HST
National Lifeguard Recert	\$72.45 plus HST	\$76.07 plus HST	\$79.87 plus HST
Combined Courses (Bronze Programs Only)	\$367.50 plus HST	\$385.88 plus HST	\$405.17 plus HST

Pool Membership – 1 Month (additional non-resident fee of \$32.00 applies)	2024 Fees	2025 Fees	2026 Fees
Adult	\$49.35 plus HST	\$51.82 plus HST	\$54.41 plus HST

Pool Membership – 3 Months (additional non-resident fee of \$32.00 applies)	2024 Fees	2025 Fees	2026 Fees
Senior (60+ years) and Student 14-17 years	\$85.05 plus HST	\$89.30 plus HST	\$93.77 plus HST
Algonquin College (Full Time Student)	\$85.05 plus HST	\$89.30 plus HST	\$93.77 plus HST
Adult	\$118.86 plus HST	\$124.80 plus HST	\$131.04 plus HST
Child	\$44.63	\$46.86	\$49.20
Family	\$148.05 plus HST	\$155.45 plus HST	\$163.22 plus HST

Pool Membership – 6 Months (additional non-resident fee of \$30.00 applies)	2024 Fees	2025 Fees	2026 Fees
Senior (60+ years) and Student 14-17 years	\$140.70 plus HST	\$147.74 plus HST	\$155.13 plus HST
Algonquin College (Full Time Student)	\$140.70 plus HST	\$147.74 plus HST	\$155.13 plus HST
Adult	\$207.90 plus HST	\$218.30 plus HST	\$229.22 plus HST
Child	\$80.85	\$84.89	\$89.13
Family	\$266.70 plus HST	\$280.04 plus HST	\$294.04 plus HST

Pool Membership – 12 Months (additional non-resident fee of \$30.00 applies)	2024 Fees	2025 Fees	2026 Fees
Senior (60+ years) and Student 14-17 years	\$257.25 plus HST	\$270.11 plus HST	\$283.62 plus HST
Algonquin College (Full Time Student)	\$257.25 plus HST	\$270.11 plus HST	\$283.62 plus HST
Adult	\$385.35 plus HST	\$404.62 plus HST	\$424.85 plus HST
Child	\$134.40	\$141.12	\$148.18
Family	\$506.10 plus HST	\$531.41 plus HST	\$557.98 plus HST

Pool Rental (please note 7 days cancellation required or 50% cancellation fee applies)	2024 Fees	2025 Fees	2026 Fees
Basic (1-50 people)	\$81.90 plus HST	\$86.00 plus HST	\$90.30 plus HST
Basic (51-100 people)	\$109.20 plus HST	\$114.66 plus HST	\$120.39 plus HST
Additional Lifeguards	To be calculated	To be calculated	To be calculated
School Boards (lessons)	\$109.20 plus HST	\$114.66 plus HST	\$120.39 plus HST
Wading Pool	To be calculated	To be calculated	To be calculated

Pembroke Memorial Centre and PAAC
(Ice Rentals and Activity Room Rates Effective August 1st, annually)

Public Skating	2024 Fees	2025 Fees	2026 Fees
Senior (60 + years) / Student 14-17 years	\$3.40 including HST	\$3.55 including HST	\$3.75 including HST
Adult	\$3.95 including HST	\$4.15 including HST	\$4.35 including HST
Child	\$2.10	\$2.20	\$2.30

Public Skating Pass Card	2024 Fees	2025 Fees	2026 Fees
Senior (60 + years) / Student 14-17 years	\$23.10 including HST	\$24.25 including HST	\$25.45 including HST
Adult	\$28.35 including HST	\$29.75 including HST	\$31.25 including HST
Child	\$15.75	\$16.55	\$17.40

Ice Rental - Hourly	2024 Fees	2025 Fees	2026 Fees
Adult–Prime Time	\$195.51/hour plus HST	\$205.29/hour plus HST	\$215.55/hour plus HST
Adult/Youth (birthday parties) Non-Prime Time	\$134.06/hour plus HST	\$140.76/hour plus HST	\$147.80/hour plus HST
Minor Sports and Youth Groups	\$122.89/hour plus HST	\$129.03/hour plus HST	\$135.48/hour plus HST
Minor Sports – Out of Town	\$156.41/hour plus HST	\$164.23/hour plus HST	\$172.44/hour plus HST
School Boards	\$106.13/hour plus HST	\$111.44/hour plus HST	\$117.01/hour plus HST
Minor Sports (Mon-Fri 6 am – 9 am) and School Tournaments and Hockey Academy	\$71.51/hour plus HST	\$75.09/hour plus HST	\$78.84/hour plus HST
Minor – Programs /Clinics	\$150.82/hour plus HST	\$158.36/hour plus HST	\$166.28/hour plus HSt

Facility Rental PMC and PACC Prices do not include HST (please note 7 days cancellation required or 50% cancellation fee applies)	2024 Fees	2025 Fees	2026 Fees
Concerts – non-Profit Organization	\$1,575.00 per day	\$1,653.75 per day	\$1,736.44 per day
Concerts – for profit	\$2,625.00 per day	\$2,756.25 per day	\$2,894.06 per day
Circus	\$2,100.00 per day	\$2,205.00 per day	\$2,315.25 per day
Additional Days	\$525.00 per day	\$551.25 per day	\$578.81 per day
Arena Floor	\$42.00 per hour	\$44.10 per hour	\$46.31 per hour

Activity Room – PMC Suite “A” (12 person maximum occupancy)	2024 Fees	2025 Fees	2026 Fees
Sponsors (flat rate)	\$105.00 plus HST	\$110.25 plus HST	\$115.76 plus HST
Individual Rentals (flat rate)	\$131.25 plus HST	\$137.81 plus HST	\$144.70 plus HST

Activity Rooms – PACC/PMC	2024 Fees	2025 Fees	2026 Fees
Birthday Party	\$33.52 plus HST	\$35.20 plus HST	\$36.96 plus HST
Day Rate – Maximum 8 hours	\$111.72 plus HST	\$117.31 plus HST	\$123.18 plus HST

Replacement Costs for Tables and Chairs	2024 Fees	2025 Fees	2026 Fees
Tables (each)	\$210.00 plus HST	\$220.50 plus HST	\$231.53 plus HST
Chairs (each)	\$52.50 plus HST	\$55.13 plus HST	\$57.89 plus HST

Business Operations Fees

Please note that a City of Pembroke License is also required (By-law 2020-16 as amended) as well as a PBIA Associate Membership if within PBIA boundaries.

Semi-Annual Business (Seasonal: May 1 – Thanksgiving)	2024 Fees	2025 Fees	2026 Fees
Sidewalk Cart	\$105.00 plus HST	\$110.25 plus HST	\$115.76 plus HST
Mobile Food Unit	\$328.13 plus HST	\$344.54 plus HST	\$361.77 plus HST

Annual Business (January 1 – December 31)	2024 Fees	2025 Fees	2026 Fees
Sidewalk Cart	\$210.00 plus HST	\$220.50 plus HST	\$231.53 plus HST
Mobile Food Unit	\$656.25 plus HST	\$689.06 plus HST	\$723.51 plus HST

Please note that unless otherwise specified, cancellations are subject to a \$10 refund fee.

Schedule E to By-law 2025-24 – Fire Department Fees

Miscellaneous Services	Fee
Fire Permit including Initial Site Inspection	\$100.00
Fire Permit Annual Renewal (No changes to initial Site Plan)	\$50.00
Consumer Fireworks Permit	\$50.00
Display Fireworks Permit	\$100.00
File Search	\$100.00 plus HST
SCBA (Self Contained Breathing apparatus) Refills (per bottle)	\$20.00 plus HST
Vehicle Accidents (when unrecoverable through MTO)	\$620.64 per hour plus HST
Water Rescue – Ottawa River (towing fees for non-residents)	\$620.64 per hour plus HST
Fire Watch or Standby (Deemed necessary & approved by the Fire Chief)	\$100.00 per hour plus HST
Fire Scene Cause Determination	\$200.00 per hour or part. Minimum of \$200.00 plus HST
Vehicle Gasoline Leak Clean-up	\$200.00 per hour plus HST
Private Contractor Charges	Actual costs plus Administrative Fees & HST
Copy of Inspections	\$100.00 plus HST
Copy of Incident Reports	\$100.00 plus HST
Supply/Installation of Smoke Alarms and CO Detectors and Combination Smoke and CO Alarms	\$75.00 plus cost of alarm/detector plus HST
Supply/Installation of Batteries	\$10.00 plus HST

False Alarms	Fee
1 st False Alarm – Letter of warning	No Charge
2 nd False Alarm in a 12-month period	\$337.50 plus HST
3 rd False Alarm and any subsequent false alarm(s) within a 12-month period	\$675.00 plus HST

Inspections	Fee
Retrofit Inspections (first and second)	No Charge
Retrofit Inspections (third and subsequent)	\$100.00 per hour or no minimum \$100.00 plus HST
LCBO Inspections	\$100.00 plus HST
Private Day Care License	\$100.00 plus HST
Business Compliance Request	\$100.00 plus HST

Note:

1. Extraordinary Costs – where extraordinary costs are incurred in providing the services set out in this schedule, the Pembroke Fire Department may charge a fee in addition to that set out in Schedule E.
2. Unusual Circumstances – where any emergency or non-emergency service that requires equipment, apparatus, materials, or labour including but not limited to the use of contractors and or contractors’ equipment, the Pembroke Fire Department may charge a fee reflecting the additional costs to perform the service.

The Corporation of the City of Pembroke

By-law Number 2025-25

A By-law to authorize the entering into of a Contribution Agreement for the Zero Emission Vehicle Infrastructure Program (ZEVIP) between His Majesty the King in right of Canada and the Corporation City of Pembroke

Whereas pursuant to the *Municipal Act*, S.O. 2001, c.25, as amended, provides the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And Whereas the *Municipal Act*, S.O. 2001, c. 25, as amended, provides that a single-tier municipality may pass by-laws respecting the economic, social and environmental well-being of the municipality;

And Whereas the Municipal Council of the Corporation of the City of Pembroke desires to enter into a Contribution Agreement with the federal government of Canada for the installation of two fast chargers;

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

1. That the Mayor and Chief Administrative Officer be, and they are, hereby authorized to execute a Transfer Payment Agreement between His Majesty the King in right of Canada and the Corporation City of Pembroke; the specific terms of which are as substantially set out in the agreement 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 4th Day of March, 2025.

Ron Gervais
Mayor

Victoria Charbonneau
Clerk

DEPARTMENT OF NATURAL RESOURCES

CONTRIBUTIONS IN SUPPORT OF CLEAN FUELS, TRANSPORTATION AND INDUSTRY

ZERO EMISSION VEHICLE INFRASTRUCTURE PROGRAM

NON-REPAYABLE CONTRIBUTION AGREEMENT

THIS AGREEMENT is made in duplicate

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF CANADA, represented by the Minister of Natural Resources ("Canada"),

AND:

CORPORATION CITY OF PEMBROKE, a municipal corporation, incorporated under the laws of Ontario (the "Proponent").

WHEREAS Canada wishes to encourage the adoption of the ZERO EMISSION VEHICLE INFRASTRUCTURE PROGRAM (the "Program");

WHEREAS the Proponent has submitted to the Minister a Proposal for the funding of a Project called "City of Pembroke Installation of Two Fast Chargers" which qualifies for support under the Program;

WHEREAS Canada and the Proponent agree that in order for the Proponent to develop and implement the Project as described in Schedule A (Description of the Project), the Proponent will require financial assistance from Canada;

AND WHEREAS Canada is willing to provide financial assistance toward the Eligible Expenditures of the Project in the manner and upon the terms and conditions hereinafter set forth;

NOW, THEREFORE, Canada and the Proponent agree as follows:

1. INTERPRETATION

1.1 In this Agreement:

"Agreement" means this Agreement and the attached Schedules A, B, C, and D;

"Claim Period" means the quarter to which each payment claim pertains as set out in Schedule C (Reports), Section 1;

"Contribution" means the funding provided by the Minister under this Agreement;

"Eligible Expenditures" means any expenditures Incurred by the Proponent, as set out in Schedule B (Budget and Eligible Expenditures), within the Eligible Expenditure Period in accordance with the terms and conditions of this Agreement;

"Eligible Expenditure Period" means the period starting when this Agreement is signed to December 31, 2026;

"Fiscal Year" means the period beginning on April 1st of any year and ending on March 31st in the next year;

"Fixed Asset" means a tangible non-current asset, including buildings and equipment, acquired not for sale but for use for the Project during the Eligible Expenditure Period;

"Incurred" means, in relation to an Eligible Expenditure, an Eligible Expenditure that goods have been received by, and/or services have been rendered to, the Proponent;

"Incurred and Paid" means, in relation to an Eligible Expenditure, an Eligible Expenditure that the Proponent has paid for;

"Intellectual Property" means any intellectual property recognized by law, including any intellectual property right protected through legislation including governing patents, copyright, trade-marks, and industrial designs;

"Interest Rate" means the Bank Rate, as defined in the *Interest and Administrative Charges Regulations*, in effect on the due date, plus 300 basis points, compounded monthly. The Interest Rate for any given month can be found at: <http://www.tpsgc-pwgsc.gc.ca/recgen/txt/taux-rates-eng.html>;

"Minister" means the Minister of Natural Resources and includes any duly authorized officers or representatives;

"Party" means either the Proponent or Canada;

"Project" means the Project described in Schedule A (Description of the Project);

"Project Completion" means the date on which the Proponent provides Canada with evidence, satisfactory to Canada, that the Project is complete and open to its intended users together with the Project's activity report of the first week after the Project is open to its intended users;

"Proposal" means a written Proposal signed by the Proponent on **September 19, 2024**, including at least a background, purpose, work description, results expected, and a budget, which is accepted by the Minister for the Project;

"Total Government Funding" means cash contributions provided by the federal government and other contributions from the provincial/territorial and municipal governments toward the Total Project Costs; and

"Total Project Costs" means the Contribution and other verifiable cash or in-kind contributions either received or contributed by the Proponent and directly attributable to the Project from **December 20, 2024**, to **December 31, 2026**

1.2 The following schedules are attached to and made part of this Agreement:

- a) Schedule A (Description of the Project);
- b) Schedule B (Budget and Eligible Expenditures);
- c) Schedule C (Reports); and
- d) Schedule D (Certification of Eligible Expenditures Incurred and Paid).

1.3 In case of conflict between any provision in the main body of this Agreement and a provision in a schedule attached hereto, the provision in the main body of this Agreement shall take precedence.

1.4 Grammatical variations of the above defined terms have similar meanings. Words importing the singular number only shall include the plural and vice versa.

2. REPRESENTATIONS AND WARRANTIES

2.1 The Proponent represents and warrants that all factual matters contained in the Proposal and all supporting material submitted are true and accurate in all material respects, and that all estimates, forecasts and other related matters involving judgement were prepared in good faith and to the best of its ability, skill and judgement.

2.2 The Proponent represents and warrants that it is duly incorporated or registered and validly existing in good standing under the laws of Canada and has the power and authority to carry on its business, to hold property, and undertakes to take all necessary action to maintain itself in good standing and preserve its legal capacity during the term of this Agreement.

2.3 The Proponent represents and warrants that the signatory to this Agreement has been duly authorized to execute and deliver this Agreement on its behalf.

2.4 The Proponent represents and warrants that the execution, delivery, and performance of this Agreement have been duly authorized and when executed and delivered will constitute a legal, valid, and binding obligation of the Proponent enforceable in accordance with its terms.

2.5 The Proponent represents and warrants that it has not, nor has any person offered or promised to any official or employee of His Majesty the King in Right of Canada, for or with a view to obtaining this Agreement any bribe, gift or other inducement and it has not nor has any person on its behalf employed any person to solicit this Agreement for a commission, fee or any other consideration dependent upon the execution of this Agreement.

3. DURATION OF THE AGREEMENT

- 3.1 This Agreement comes into force when signed by the Parties.
- 3.2 Except as otherwise provided in the articles below, this Agreement will expire on the latest of:
- a) the Project Completion; or
 - b) the date on which all amounts owed by one Party to the other Party under this Agreement have been paid in full.
- 3.3 The following clauses shall survive the expiration of this Agreement for an additional **three (3) years**:
- a) Article 8 (*Accounts and Audits*);
 - b) Article 9 (*Intellectual Property*);
 - c) Article 10 (*Indemnity*);
 - d) Article 11 (*Default*);
 - e) Article 12 (*Access*);
 - f) Article 13 (*Reports*);
 - g) Article 14 (*Disposition of Assets*); and
 - h) Article 26 (*Dispute Resolution*).

4. CONDUCT OF PROJECT

- 4.1 The Proponent shall carry out the Project promptly, diligently and in a professional manner and in accordance with the terms and conditions of this Agreement.
- 4.2 The Proponent shall carry out the Project Completion by **December 31, 2026** unless terminated earlier pursuant to the provisions of this Agreement.
- 4.3 The Proponent shall comply with all applicable federal, provincial and municipal laws in relation to the Project.
- 4.4 The Minister will consider, as out of scope of this Project and therefore ineligible for reimbursement under this Agreement, any costs related to electric vehicles chargers manufactured in countries which do not have Free Trade Agreements in force with Canada.
- 4.5 The Parties are satisfied that any legal duty to consult with Aboriginal groups affected by the Project, and where appropriate, to accommodate Aboriginal groups' concerns has been met and continues to be met. If as a result of changes to the nature or scope of the Project Canada determines that a legal duty to consult is triggered, the Proponent agrees that all of Canada's obligations pursuant to this Agreement will be suspended from the moment that Canada informs the Proponent that a legal duty to consult arises.

In the event that a legal duty to consult arises, the Proponent agrees that:

- a) Canada will withhold any payment of the Contribution toward Eligible Expenditures until Canada is satisfied that any legal duty to consult with, and where appropriate, to accommodate Aboriginal groups has been met and continues to be met;
- b) if, as a result of such changes to the Project, Canada determines that further consultation is required, the Proponent will work with Canada to ensure that the legal duty to consult, and where appropriate, to accommodate Aboriginal groups, is met and continues to be met to Canada's satisfaction; and
- c) it will consult with Aboriginal groups that might be affected by the changes to the Project, explain the Project to them, including Canada's role, and will provide a report to Canada, which will include:
 - i) a list of all Aboriginal groups contacted;
 - ii) a summary of all communications to date with the Aboriginal groups, indicating which groups support or object to the Project, and whether their positions are final, preliminary or conditional in nature;
 - iii) a summary of any issues or concerns that the Aboriginal groups have raised and an indication of how the Proponent has addressed or proposes to address those issues or concerns; and
 - iv) any other information Canada may deem appropriate.

5. IMPACT ASSESSMENT

- 5.1 The Proponent shall comply with all federal environmental laws applicable to the Project, including the provisions of the *Impact Assessment Act* related to the projects carried on federal lands or outside of Canada.
- 5.2 If, within the Eligible Expenditure Period, the Project becomes a “project” carried out on federal land or outside of Canada according to the *Impact Assessment Act*, the Parties agree that Canada’s obligations under this Agreement will be suspended until:
- a) a determination indicating that the carrying out of the Project is not likely to cause significant adverse environmental effects by the Minister or another authority referred in the *Impact Assessment Act*; or
 - b) b) if the carrying out of the Project is likely to cause significant adverse environmental effects, a decision of the Governor in Council indicates that those effects are justified in the circumstances.
- 5.3 It is understood that the Parties may examine the need to modify or terminate the Agreement if the Project allows the realization in whole or in part of a “project” within the meaning of the *Impact Assessment Act*.
- 5.4 It is understood, that for greater certainty, the Minister is not required to request the Governor in Council to make a decision regarding the effects of the Project and the Minister may, by notifying the Proponent in writing, terminate this Agreement with immediate effect. In such a case, no Contribution will be disbursed under this Agreement and the Minister will not be liable for any direct, indirect consequential, exemplary or punitive damages, regardless of the form of the action, in terms of liability contractual or extra-contractual, or in any other way, following termination.

6. CONTRIBUTIONS

- 6.1 Notwithstanding any other provision of this Agreement, the Contribution shall not in any circumstances exceed the lesser of:
- a) **Fifty percent (50%) of Total Project Costs incurred; and**
 - b) **One Hundred Thousand dollars (\$100,000)**
- 6.2 The Fiscal Year allocations for the Contribution are as follows:
- | | |
|------------------|--|
| 2024-2025 | Zero dollars (\$0) |
| 2025-2026 | Fifty-Eight Thousand Three-Hundred and Seventy-Five dollars (\$58,375.00) |
| 2026-2027 | Forty-One Thousand Six-Hundred and Twenty-Five dollars (\$41,625.00) |
| Total: | One Hundred Thousand dollars (\$100,000) |
- Any reallocation of the Contribution amounts in whole or in part from one Fiscal Year to another shall require a written amendment signed by the Parties.
- 6.3 In order to be eligible to receive payment for any remaining portion of the Contribution as described herein, the Proponent must submit its final claim for payment on or before January 31, 2027.
- 6.4 The Minister will not contribute to any Eligible Expenditure Incurred by the Proponent prior to or after the Eligible Expenditure Period. For greater clarity, the Minister will consider as out of scope of this Project and therefore ineligible for reimbursement under this Agreement, any costs related to electric vehicles chargers manufactured in countries which do not have Free Trade Agreements in force with Canada.
- 6.5 If by the Project Completion, the Total Government Funding as set out in Schedule B (Budget and Eligible Expenditures), the Proponent has received exceeds **One Hundred percent (100%)** of the Total Project Costs incurred, the Minister may require the Proponent to reimburse such excess back to Canada.
- 6.6 The Proponent represents that no other federal, provincial, territorial or municipal government assistance, other than those described below and listed in Schedule B (Budget and Eligible Expenditures), has been or will be provided in respect of the Total Project Costs incurred:

Canada:	One Hundred Thousand dollars (\$100,000)
Other Federal:	Zero dollars (\$0)
Provincial:	Zero dollars (\$0)
Territorial:	Zero dollars (\$0)
Municipal:	One Hundred Sixty-one Thousand Five Hundred and Ninety-Four dollars (\$161,594)
Total Government Funding:	Two Hundred Sixty-one Thousand Five Hundred and Ninety-Four dollars (\$261,594)

The Proponent shall advise the Minister promptly of any change in the Total Government Funding listed above during the term of this Agreement.

6.7 Within **sixty (60) days** after the Project Completion, the Proponent shall provide the Minister with a declaration as to the total amount of contributions or payments, including Total Government Funding, received by the Proponent.

7. METHOD OF PAYMENT

7.1 Subject to the terms and conditions of this Agreement, Canada shall make the Contribution toward the Eligible Expenditures Incurred for which the goods have been received or the services have been rendered.

7.2 Subject to the terms and conditions of this Agreement, Canada shall make the Contribution toward the Eligible Expenditures Incurred for which the goods have not been received or for which the services have not been rendered, provided that:

a) For equipment, materials, or products, or contracting services related to the purchase of equipment, materials, or products:

i) Any claim for an Eligible Expenditure greater than \$100,000, is supported by proper documentation, which includes, but is not limited to a signed contract, a payment schedule showing milestone payment due dates, and invoice(s) due by the Claim Period;

ii) Any claim for an Eligible Expenditure of up to \$100,000, is supported by proper documentation which includes, but is not limited to a purchase order, and invoice(s) due by the Claim Period;

b) For Eligible Expenditures that are not described in paragraph a) above:

i) Any claim for an Eligible Expenditure greater than \$50,000, is supported by proper documentation which includes, but is not limited to a signed contract or purchase order, showing payment due dates, and invoice(s) due by the Claim Period, and is subject to Canada's approval to reimburse the Eligible Expenditure before the goods or services pertaining to said Eligible Expenditure are received or rendered;

ii) Any claim for an Eligible Expenditure of up to \$50,000, is supported by proper documentation which includes, but is not limited to a purchase order, and invoice(s) due by the Claim Period.

For greater clarity, the amounts described herein include the total cost of the Eligible Expenditure, and not the amount of any individual invoice related to said Eligible Expenditure.

7.3 In order to receive payment of Eligible Expenditures, the Proponent shall submit claims for payment, as set out in Schedule C (Reports). All claims must be submitted no later than **thirty (30) days** after the end of each Claim Period.

7.4 The Minister shall withhold **ten percent (10%)** from each payment until the Proponent has:

a) completed the Project to the satisfaction of the Minister;

b) submitted a final report documenting the completion of the Project as set out in Schedule C (Reports) and the Minister has approved said report;

c) certified, in the manner set out in Schedule D (Certification of Eligible Expenditures Incurred and Paid), that the Proponent has Incurred and Paid all claim for the payment of Eligible Expenditures of the Project; and

d) submitted and the Minister has received and approved a final statement of Eligible Expenditures Incurred and Paid in respect of the Project.

7.5 Notwithstanding Article 25 (**Amendments**), following receipt of a written request from the Proponent in accordance with Article 24 (**Notices**), the Minister may approve in writing at its sole discretion an extension to submit any claim or any report required to be submitted in accordance with this Agreement.

7.6 Where for any reason the Minister determines that the amount of the Contribution disbursed exceeds the amount to which the Proponent is entitled or the Proponent is not entitled to the Contribution, the Proponent must repay to Canada no later than **thirty (30) days** from the date of the Minister's notice, the amount of the overpayment or the amount of the Contribution disbursed. If the amount is not repaid by its due date, interest accrues at the Interest Rate for the period beginning on the due date and ending on the day before the day on which repayment to Canada is received. Any such amount is a debt due to His Majesty the King in Right of Canada and is recoverable as such.

7.7 Without limiting the scope of the set-off rights provided for under the *Financial Administration Act*, it is understood that the Minister may set off against any amount that may be payable to the Proponent pursuant to this Agreement, any amounts owed and past due by the Proponent to His Majesty the King in Right of Canada under any legislation or contribution agreements and the Proponent shall declare to the Minister all amounts outstanding in that respect when making any claim under this Agreement.

8. ACCOUNTS AND AUDITS

8.1 Prior to the Project Completion and for **three (3) years** after the expiration of this Agreement, as described in Article 3 (*Duration of the Agreement*), the Proponent shall, at its own expense:

- a) keep proper and accurate books, accounts, and records of its revenue received and expenses Incurred and Paid in connection with the Project and shall keep its invoices, receipts, and vouchers relating thereto;
- b) keep proper and accurate records of all data, analyses, and other scientific or technical assessments and reports, and any and all information relating to the outputs and outcomes of the Project;
- c) on demand, make available to the Minister such books, accounts, records, invoices, receipts, and vouchers referred to above and permit the Minister to examine and audit and take copies and extracts from such documents;
- d) allow the Minister, at the Minister's own expense and discretion, to conduct a technical audit to verify that the proposed measures outlined in Schedule A (Description of the Project) were implemented in accordance with this Agreement; and
- e) allow the Minister, at the Minister's own expense and discretion, to conduct an audit to verify the accuracy of reports submitted under Schedule C (Reports).

8.2 In respect of Eligible Expenditures related to professional, scientific and contracting services outlined in Schedule B (Budget and Eligible Expenditures), Canada's auditors may, acting reasonably, request that the Proponent's books, accounts and records be supplemented by information from the books, accounts and records of the subcontractors engaged by the Proponent having contracts in excess of **twenty percent (20%)** of the Contribution for the purposes of the Project. The Proponent will use commercially reasonable efforts to obtain such information as is reasonably requested by Canada's auditors from the Proponent's subcontractors, subject to and to the extent permitted by terms of the applicable contracts and, in particular, the audit provisions of such contracts.

9. INTELLECTUAL PROPERTY

9.1 All Intellectual Property that arises in the course of the Project shall vest in the Proponent, or be licensed to the Proponent in the event that a Proponent's subcontractor retains title to such Intellectual Property.

9.2 The Proponent shall supply to Canada the reports and documents described in Schedule C (Reports), and the Proponent hereby grants to Canada a non-exclusive, irrevocable, world-wide, free and royalty-free license in perpetuity to use, modify, and, subject to the *Access to Information Act*, make publicly available such reports and documents for non-commercial governmental purposes.

10. INDEMNITY

10.1 Neither Canada, nor its employees, officers and agents, will have any liability in respect of claims of any nature, including claims for injury or damages, made by any person involved in the activities of the Project or as a result of or arising out of this Agreement, and the Proponent will indemnify and save harmless Canada, its employees, officers and agents, in respect of such claims.

11. DEFAULT

11.1 The Minister may declare that an event of default has occurred if:

- a) the Proponent becomes insolvent or is adjudged or declared bankrupt or if it goes into receivership or takes the benefit of any statute from time to time in force relating to bankrupt or insolvent debtors;
- b) an order is made which is not being contested or appealed by the Proponent or a resolution is passed for the winding up of the Proponent or it is dissolved;

c) in the opinion of the Minister, there has been a misrepresentation or breach of warranty under Article 2 (*Representations and Warranties*);

d) in the opinion of the Minister, acting reasonably, a material adverse change in risk affecting the fulfilment of the terms and conditions of this Agreement has occurred;

e) any term, condition or undertaking in this Agreement is not complied with, including, without limitation, any of those in Article 4 (*Conduct of Project*), Article 7 (*Method of Payment*) or Article 5 (*Impact Assessment*), and any such defect has not been cured by or remedied by the Proponent within **thirty (30) days** of written notice of such defect having been provided to the Proponent; or

f) the Proponent neglects or fails to pay the Minister any amount due in accordance with this Agreement.

11.2 If the Minister declares that an event of default has occurred, in addition to all other remedies provided under contract law, the Minister may exercise one or more of the following remedies:

a) suspend any obligation of Canada to contribute or continue to contribute to the Eligible Expenditures of the Project or a part of the Project, including any obligation to pay any amount owing prior to the date of such suspension;

b) terminate any obligation of Canada to contribute or continue to contribute to the Eligible Expenditures, including any obligation to pay any amount owing prior to the date of such termination;

c) terminate this Agreement; and

d) direct the Proponent to repay all or part of the Contribution which has been paid to the Proponent, together with interest from the date of demand at the Interest Rate, with the exception of an event of default listed in Paragraph 11.1(d). Any such amount is a debt due to His Majesty the King in Right of Canada and is recoverable as such.

For greater clarity, all above remedies are cumulative.

11.3 The fact that the Minister does not exercise a remedy that the Minister is entitled to exercise under this Agreement will not constitute a waiver of such right and any partial exercise of a right will not prevent the Minister in any way from later exercising any other right or remedy under this Agreement or other applicable law.

12. ACCESS

12.1 Prior to the Project Completion and for **three (3) years** after the expiration of this Agreement, The Proponent shall provide the Minister or Minister's representatives reasonable access to any premises where the Project takes place to assess the Project's progress or any element thereof, subject to providing reasonable notice and complying with the Proponent's safety requirements for such access.

13. REPORTS

13.1 The Proponent shall submit Project reports satisfactory to the Minister in accordance with the provisions of Schedule C (Reports) or as otherwise requested by the Minister.

14. DISPOSITION OF ASSETS

14.1 If, prior to the Project Completion and for **three (3) years** thereafter, the Proponent sells, leases or otherwise disposes of any Fixed Asset excluding Intellectual Property, where the cost of the Fixed Asset is part of the Eligible Expenditures under the Project to which Canada has contributed under this Agreement, and where the proceeds of the sale, lease or other disposition are not applied to acquire assets in replacement of the Fixed Asset, the Proponent shall immediately notify the Minister in writing of such sale, lease or disposition and, if the Minister so requires, the Proponent shall share with Canada the proceeds of the sale, lease or any other disposition in the same ratio as that of Canada's Contribution to the purchase of the Fixed Asset by the Proponent, except that Canada's share shall not exceed the Contribution.

15. SUBCONTRACTS

15.1 The Proponent shall not subcontract all or any part of the Project except as provided in the Proposal or as otherwise set forth below. The Proponent shall advise the Minister of any other new contract, not originally included in the Proposal, the Proponent enters into with a third party to undertake work on the Project where the

estimate of the cost of the work to be performed exceeds **twenty percent (20%)** of the Contribution. The notice shall include a description of the extent and nature of the contracted work, the identity of the contractor, and the estimated cost of the contracted work. For greater certainty, for the purposes of this Article, there is no privity of contract between Canada and any of the Proponent's subcontractors; as such, the selection and amendment of any of the Proponent's subcontractors as may be listed in the Proposal is the sole responsibility of the Proponent and is not subject to the Minister's consent.

16. LEGAL RELATIONSHIP

16.1 Nothing contained in this Agreement shall create the relationship of principal and agent, employer and employee, partnership or joint venture between the Parties.

16.2 The Proponent shall not make any representation that:

- a) the Proponent is an agent of Canada; or
- b) could reasonably lead any member of the public to believe that the Proponent or its contractors are agents of Canada.

17. ACKNOWLEDGEMENT

17.1 The Proponent shall acknowledge the financial support of Canada in all public information produced as part of the Project.

17.2 The Proponent will seek prior written consent of the Minister for any public acknowledgement of the financial support of Canada to this Project through news releases, public displays, and public and media events.

17.3 Except for releases of information required to comply with securities regulations or other laws, where media announcements and public events relating to this Project are to be made by a Party, the Party shall use commercially reasonable efforts to give to the other a **three (3) weeks** prior written notice of any media announcement or public event and a reasonable opportunity to review and comment thereon.

17.4 The Proponent acknowledges that the Proponent's name, the amount awarded, and the general nature of the activities supported under this Agreement may be made publicly available by the Government of Canada.

18. TIME OF ESSENCE

18.1 Time is of the essence with respect to all provisions of this Agreement that specify a time for performance.

19. MEMBERS OF PARLIAMENT

19.1 No Member of the House of Commons or Senate shall be admitted to any share or part of this Agreement or to any benefit arising therefrom that is not otherwise available to the general public.

20. CONFLICT OF INTEREST

20.1 It is a term of this Agreement that all current or former public servants to whom the federal *Values and Ethics Code* for the Public Sector, federal *Policy on Conflict of Interest and Post-Employment*, or *NRCan Values and Ethics Code* applies shall comply with the Codes or Policy, as applicable.

20.2 If any individual working for the Proponent formerly provided consultancy services to the Minister that are related to this Agreement, particularly any services associated with developing the Agreement or developing the Project which is the subject of this Agreement, the Proponent is considered to be in a real, perceived, or potential conflict of interest situation.

20.3 If a conflict of interest situation arises during the Agreement, the Proponent shall notify the Minister, in the manner prescribed in Article 24 (*Notices*). Upon request, the Proponent shall notify the Minister of all reasonable steps taken to identify, avoid, prevent, and where it exists, resolve any conflict of interest situation.

20.4 The Minister may investigate a real, perceived, or potential conflict of interest and take such steps and measures as the Minister considers appropriate, including without limitation: informing the Proponent that it is in a conflict of interest situation; requesting specific actions be taken to correct the situation; requiring the Proponent to

withdraw any individual from participation in the Project for reasons of conflict of interest; suspending payments under the Agreement; or terminating the Agreement.

21. FORCE MAJEURE

21.1 The Parties shall not be in default or in breach of this Agreement due to any delay or failure to meet any of their obligations caused by or arising from any event beyond their reasonable control and without their fault or negligence, including any act of God or other cause which delays or frustrates the performance of this Agreement (a “force majeure event”). If a force majeure event frustrates the performance of this Agreement, Canada will only be liable for its proportionate share of the Eligible Expenditures Incurred and Paid to the date of the occurrence of the event.

21.2 The performance of the obligation affected by a “force majeure event” as set out above shall be delayed by the length of time over which the event lasted. However, should the interruption continue for more than **thirty (30) days**, this Agreement may be terminated by Canada.

21.3 Should either Party claim the existence of a “force majeure event” as above, prompt notice thereof shall be given to the other Party and the Party claiming the existence of a “force majeure event” shall have the obligation to provide reasonable satisfactory evidence of the existence of such event and use its best efforts to mitigate any damages to the other Party.

22. GOVERNING LAW

22.1 This Agreement shall be interpreted in accordance with the applicable federal laws and the laws in force in the Province of Ontario.

23. ASSIGNMENT

23.1 No benefit arising from this Agreement shall be assigned in whole or in part by the Proponent without the prior written consent of the Minister and any assignment made without that consent is void and of no effect.

24. NOTICES

24.1 The claims for payment, requests, reports, notices, repayments and information referred to in this Agreement shall be sent in writing or by any method of telecommunication and, unless notice to the contrary is given, shall be addressed to the Party concerned at the following address:

To Canada:

Louise Tanguay
Deputy Director
Infrastructure Programming Division
Natural Resources Canada
580 Booth Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 724-0177
E-mail: louise.tanguay@nrcan-rncan.gc.ca

To the Proponent:

Angela Lochtie
Treasurer / Deputy Clerk
Corporation City of Pembroke
1 Pembroke Street East
Pembroke, Ontario
K8A 3J5
Telephone: (613) 735-6821
E-mail: alochtie@pembroke.ca and pembroke@pembroke.ca
Grant funding direct deposit notifications, please email: payments@pembroke.ca

24.2 Requests, notices and documents are deemed to have been received, if sent by registered mail, when the postal receipt is acknowledged by the other Party; by facsimile or electronic mail, when transmitted and receipt is confirmed; and by messenger or specialized courier agency, when delivered.

24.3 The Minister and the Proponent agree to notify each other in writing if the above contact information changes. This requirement will not cause an Amendment.

25. AMENDMENTS

25.1 No amendment of this Agreement or waiver of any of its terms and conditions shall be deemed valid unless effected by a written amendment signed by the Parties.

26. DISPUTE RESOLUTION

26.1 If a dispute arises concerning the application or interpretation of this Agreement, the Parties will attempt to resolve the matter through good faith negotiation, and may, if necessary and the Parties consent in writing, resolve the matter through mediation by a mutually acceptable mediator.

27. APPROPRIATION

27.1 The payment of monies by Canada under this Agreement is subject to there being an appropriation by Parliament for the Fiscal Year in which the payment of monies is to be made.

27.2 Notwithstanding any other provision of this Agreement, Canada may reduce or cancel the Contribution to the Project upon written notice to the Proponent in the event that the funding levels for the Department of Natural Resources are changed by Parliament during the term of this Agreement. In the event that Canada reduces or cancels the Contribution, the Parties agree to amend the Project and the Eligible Expenditures of the Project, namely this Agreement, to take into account the reduction or cancellation of the Contribution.

28. LOBBYING ACT

28.1 The Proponent shall ensure that any person lobbying on behalf of the Proponent is registered pursuant to the *Lobbying Act* and that the fees paid to the lobbyist are not to be related to the value of the Contribution.

29. SUCCESSORS AND ASSIGNS

29.1 This Agreement shall inure to the benefit of and be binding on the Parties and their respective representatives, successors and assigns.

30. OFFICIAL LANGUAGES/LANGUES OFFICIELLES

30.1 This Agreement is drafted in **English** at the request of the Parties. Les Parties ont convenu que le présent Accord soit rédigé en **anglais**.

30.2 All public information documents related to the Project prepared or paid for in whole or in part by Canada must be made available in both official languages, when the Department of Natural Resources judges that this is required under the *Official Languages Act*. Tout document d'information publique préparé ou payé en tout ou en partie par le Canada ayant trait au Projet doit être offert dans les deux langues officielles, lorsque le Ministère des ressources naturelles le juge pertinent, conformément à la *Loi sur les langues officielles*.

31. COUNTERPART SIGNATURE

31.1 This Agreement (and any amendments) may be signed in counterparts including facsimile, PDF and other electronic copies, each of which when taken together, will constitute one instrument.

32. SEVERABILITY

32.1 Any provision of this Agreement prohibited by law or otherwise ineffective, will be ineffective only to the extent of such prohibition or ineffectiveness and will be severable without invalidating or otherwise affecting the remaining provisions of the Agreement. The Parties agree to negotiate in good faith a substitute provision which most nearly reflects the Parties' intent in entering into this Agreement.

33. ENTIRE AGREEMENT

33.1 This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter of this Agreement and supersedes all previous negotiations, communications, and other agreements, whether written or verbal between the Parties.

IN WITNESS THEREOF, this Agreement is duly executed on behalf of **His Majesty the King in Right of Canada** by an officer duly authorized by the Minister of Natural Resources and on behalf of the **Proponent** by an officer duly authorized on its behalf.

HIS MAJESTY THE KING IN RIGHT OF CANADA

Date

Louise Tanguay
Deputy Director
Infrastructure Programming Division
Fuels Sector

CORPORATION CITY OF PEMBROKE

Date

Ron Gervais
Mayor

Date

Dave Unrau
Chief Administrative Officer

SCHEDULE A

To the Agreement between

HIS MAJESTY THE KING IN RIGHT OF CANADA

And

CORPORATION CITY OF PEMBROKE

DESCRIPTION OF THE PROJECT

1. Project Description

TITLE	City of Pembroke Installation of Two Fast Chargers
OBJECTIVE	The objective of this Project is to support the deployment of infrastructure in public places, on-street, multi-unit residential buildings, workplace, as well as, strategic infrastructure projects for urban delivery, and fleet applications.
DESCRIPTION	<p>(High level overview only please .This section should clearly delineate what is to be done <u>from the department's point of view, and not from a Proponent's proposal point of view</u>).</p> <p>Ontario - 2: Level 3 Chargers (50-99 kW).</p> <p>With a 2016 population of 15,385, the City of Pembroke is considered the heart of the Ottawa Valley, the largest commercial service centre between Ottawa and North Bay. As a community hub, the City is home to a campus of Algonquin College, the Pembroke Regional Hospital, various social services, senior's residences, and long-term care facilities as well as a host of commercial, industrial, and retail employers. As an organization, our municipality offers recreation, fire, roads, water, sewer, planning, building, and bylaw services to residents. The objective of this project is to install two (2) private fast chargers located at a central City property to facilitate the conversion of City fleet to electric vehicles. The City has twenty-three (23) light duty gas powered vehicles in operation plus the potential for two transit vehicles. As this fleet is renewed, the City would like to support GhG reduction initiatives to convert this fleet to electric where possible. A review has indicated that inter-day charging will be required for some vehicles which has prompted the selection of two fast-chargers as the recommended solution. Specifically, this project will help achieve the program's objective to support the private deployment of EV charging to existing buildings through the installation of two private fast chargers in the overflow parking lot of the Pembroke Memorial Centre (PMC) Arena. In addition to public arena services, the PMC building is home to the City's Recreation Department. This building serves as the Recreation Department's headquarters with both office and meeting space for recreation staff. Recreation staff report into/out of this building on a daily basis. The City does not currently have any privately-owned chargers at any of its facilities. This investment in charging infrastructure at this location is considered a first step in facilitating an upgrade to an electric fleet for the City's twenty-three (23) light-duty gas-powered vehicles. It would also support charging for a future transit service. The two fast-chargers will be located in the overflow parking lot on Lake Street, across the street from the PMC. This location was selected so as to not interfere with the public parking available at this location. This central charging location in the City would allow use of the chargers across departments as needed. In summary, these two-chargers would support the deployment of private EV charging at a key City workplace for the City of Pembroke.</p> <p>Use wording such as “The Proponent will” instead of “The Proponent would”. For greater consistency with the body of the Agreement, you should refer to Canada and to the Proponent rather than using other names or acronyms)</p>

	<p>Service standards and uptime are published and disclosed on a public facing website at a minimum of a quarterly basis for initial 6 months after all project infrastructure is open to its intended users and activities have begun.</p>
BENEFITS	<p><u>Benefits to Canada:</u></p> <ul style="list-style-type: none">• Encourage strategic deployment of the infrastructure network that supports lower carbon options in the transportation sector.• Encourage the use of electric and alternative fuel vehicles in Canada.• Supply and demand for lower carbon transportation options in Canada continues to grow in the transportation sector. <p><u>Benefits to Stakeholders:</u></p> <ul style="list-style-type: none">• Increase capacity to encourage awareness, availability and use of lower carbon transportation options such as alternative fuelled vehicles and fuels.• Encourage a clean economic growth and the creation of jobs by installing and managing infrastructure.• Encourage Canadian companies who have positioned themselves as leaders in the development and deployment of alternative fuels and clean technologies.

2. Tasks and Timelines

<u>Tasks</u>	<u>Timelines</u>
Task 1 – Engineering and design	Insert: June 2025
Task 2 – Permit acquisition	Insert: Dec 2025
Task 3 – Equipment procurement	Insert: March 2026
Task 4 – Construction	Insert: June 2026
Task 5 – Inspection as to completion and full operation of the infrastructure	Insert: July 2026
Task 6 – Project management and reporting	Insert: Sep 2026
Task 7 – Open to its intended users and activities have begun.	No later than December 31, 2026

3. Key Performance Indicators

- Number of infrastructure installed or built.
 - Infrastructure is operational and open to its intended users before **December 31, 2026**.
4. The Proponent must submit a written request to Canada to make an adjustment to station location. This request is subject to the approval in writing by Canada's representative identified in Article 24 (*Notices*).

SCHEDULE B

To the Agreement between

HIS MAJESTY THE KING IN RIGHT OF CANADA

And

CORPORATION CITY OF PEMBROKE

BUDGET AND ELIGIBLE EXPENDITURES

1. Subject to the limitations set out in Article 6 (*Contributions*), Eligible Expenditures shall be associated with the execution of the various Activities as described in Schedule A (Description of the Project).

Approved Budget (\$)	2024-2025	2025-2026	2026-2027	TOTAL (\$)
The Program (NRCan Contribution)	\$ -	\$ 58,375	\$ 41,625	\$ 100,000
ELIGIBLE EXPENDITURES				
Salaries and benefits	\$ -	\$ -	\$ -	\$ -
Professional services	\$ 10,176	\$ 30,106	\$ 30,105	\$ 70,387
Reasonable travel costs, including transportation, meals and accommodation	\$ -	\$ -	\$ -	\$ -
Capital expenses, including informatics and other equipment or infrastructure	\$ -	\$ 86,649	\$ 104,560	\$ 191,209
Rental fees or leasing costs	\$ -	\$ -	\$ -	\$ -
License fees and permits	\$ -	\$ -	\$ -	\$ -
Costs associated with Environmental Assessments	\$ -	\$ -	\$ -	\$ -
Overhead Expenses	\$ -	\$ -	\$ -	\$ -
Total per fiscal year:	\$ 10,176	\$ 116,755	\$ 134,665	
Total Eligible Expenditures				\$ 261,596

INELIGIBLE COSTS	2024-2025	2025-2026	2026-2027	TOTAL (\$)
INELIGIBLE EXPENDITURES				
Salaries and benefits (or specify)	\$ -	\$ -	\$ -	\$ -
Description 2 (specify & insert or delete	\$ -	\$ -	\$ -	\$ -
rows as applicable)	\$ -	\$ -	\$ -	\$ -
	Total Ineligible Expenditures			\$ -
IN-KIND COSTS				
Description 1 (specify & insert or delete	\$ -	\$ -	\$ -	\$ -
Description 2 (specify & insert or delete	\$ -	\$ -	\$ -	\$ -
rows as applicable)	\$ -	\$ -	\$ -	\$ -
	Total In-Kind Costs			\$ -
Total Ineligible Costs				\$ -

TOTAL PROJECT COSTS	\$ 261,596
---------------------	------------

Source of Contributions:	Percentage (%)	Cash (\$)	In-Kind (\$)	Total (\$)
The Program	38%	100,000	N/A	100,000
The Proponent	62%	161,596	0	161,596
TOTAL	100%	\$261,596	\$0	\$261,596

NOTE: the following limitations apply to the approved budget above:

- 1) In accordance with the departmental GST/PST/HST certification form, the reimbursable Provincial Sales Tax, the Goods and Services Tax and the Harmonized Sales Tax costs must be net of any tax rebate to which the Proponent is entitled.
- 2) In-kind costs are those contributions of goods or services provided by the Proponent or other contributors that are considered towards Total Project Costs; however; they are not eligible for reimbursement.
- 3) The Proponent will be paid travel and living expenses, reasonably and properly incurred in the performance of the tasks outlined in Schedule A (Description of the Project), at cost, without any allowance for overhead or profit in accordance with The National Joint Council Travel Directive, updated as required to cover the period during which the travel takes place at:
<http://www.tbs-sct.gc.ca/psm-fpfm/pay-remuneration/travel-deplacements/menu-travel-voyage-eng.asp>
- 4) Overhead expenses shall be directly related to the Project and are limited to fifteen percent (15%) of total Eligible Expenditures.

2. Eligible Expenditures:

- Salary and benefits;
- Professional services (e.g. scientific, technical, management; contracting; engineering; construction; installation, testing and commissioning of equipment; training; marketing; data collection; logistics; maintenance plans; printing; distribution);
- Reasonable travel costs, including transportation, meals and accommodation;
- Capital expenses, including informatics and other equipment or infrastructure;
- Rental fees or leasing costs;
- License fees and permits;
- Costs associated with Environmental Assessments;
- GST, PST and HST net of any tax rebate to which the recipient is entitled; and
- Overhead expenses directly related to the Project will be considered to a maximum of fifteen percent (15%) of Eligible Expenditures.

3. Non-Eligible Expenditures:

- In-kind;
- Land costs;
- Legal costs;
- Ongoing operating costs (e.g. electricity consumption, operation, networking fees, subscription fees, etc.), and;
- Costs incurred outside the Eligible Expenditure Period.

4. Notwithstanding Article 25 (*Amendments*), provided the Contribution for any given Fiscal Year is not exceeded, the Proponent may adjust any cost allocated by Eligible Expenditure as listed above by up to **twenty percent (20%)** of that cost without providing notice to Canada. At the time of submitting a claim for payment, the Proponent must provide Canada with a revised budget.

The Proponent must submit a written request to Canada to make an adjustment greater than **twenty percent (20%)**. The request must include a revised budget. This request is subject to the approval in writing by Canada's representative identified in Article 24 (*Notices*).

SCHEDULE C

To the Agreement between

HIS MAJESTY THE KING IN RIGHT OF CANADA

And

CORPORATION CITY OF PEMBROKE

REPORTS

1. Payment Claims:

The Proponent shall provide the following documentation in accordance with the frequency set out below:

Claim period:	Due no later than:
From the date of signature of the Agreement by Canada to March 31, 2025.	April 30, 2025
From April 1, 2025 to June 30, 2025.	July 31, 2025
From July 1, 2025 to September 30, 2025.	October 31, 2025
From October 1, 2025 to December 31, 2025.	January 31, 2026
From January 1, 2026 to March 31, 2026.	April 30, 2026
From April 1, 2026 to June 30, 2026.	July 31, 2026
From July 1, 2026 to September 30, 2026.	October 31, 2026
From October 1, 2026 to December 31, 2026.	January 31, 2027

- i. a financial report signed by the Chief Financial Officer or Duly Authorized Officer of the Proponent which outlines Eligible Expenditures Incurred by category of cost;
- ii. an employees’ time summary sheet when claiming salary and benefits. On this summary sheet, the Proponent must detail the number of hours, rate per hour and total amount for each task in this Agreement for each employee (or category of employees) and be certified by the Chief Financial Officer or Duly Authorized Officer of the Proponent;
- iii. a detailed report of all travel including a breakdown of all transportation (e.g. airline costs, train costs, taxis), accommodation, travel times, per diem meal amounts, and any other travel costs;
- iv. an updated Project quarterly cash flow statement and budget;
- v. a written summary report on the progress achieved in the task(s) which will demonstrate the outcomes achieved in the reporting period; this report must identify any delays, issues or risks and details of mitigation plans regarding these issues;
- vi. any permit issued during the reporting period; and
- vii. information related to the country of origin for each Zero Emission Vehicle infrastructure included in this Project.

Subject to the terms and conditions of this Agreement, if the Proponent cannot submit a claim for payment on or before **March 31** of a Fiscal Year, the Proponent shall **no later than April 5** provide the Minister with a signed statement of anticipated Eligible Expenditures Incurred **up to March 31**, in order for the Minister to establish a Payable at Year-End.

2. Final Reports (Financial and Progress/Technical):

The Proponent shall submit, **no later than sixty (60) days March 1, 2027 after Project Completion:**

- i. a financial report that shall demonstrate how the Contribution was spent, including the receipt of goods and/or services being funded by Canada;
- ii. a final narrative report to describe how its activities have contributed to the achievement of the objectives, the benefits and the key performance indicators of the Project as described in Schedule A (Description of the Project), including the results of the Project in comparison to the original outputs and work plan;

- iii. a certification, in the manner set out in Schedule D (Certification of Eligible Expenditures Incurred and Paid), that the claims for payment of Eligible Expenditures of the Project have been Incurred and Paid by the Proponent.

SCHEDULE D

To the Agreement between

HIS MAJESTY THE KING IN RIGHT OF CANADA

And

CORPORATION CITY OF PEMBROKE

CERTIFICATION OF ELIGIBLE EXPENDITURES INCURRED AND PAID

1. Pursuant to Article 7 (*Method of Payment*) of this Agreement, the Proponent must submit, no later than **March 1, 2027**, the following certification in writing on company letterhead and signed by the duly authorized officer as follows.

“All claims for payment submitted to Canada for the reimbursement of Eligible Expenditures of the Project have been Incurred and Paid by Corporation City of Pembroke (“the Proponent”) as of the date of this certification by the undersigned and all supporting documents to this effect have been kept in our records and will be made available to the Minister upon request.”

In accordance with Article 6 (Contributions), the Proponent, as of the date of this certification by the undersigned has reported all contributions and payments, including Total Government Funding, received by the Proponent.

“I _____ an officer of Corporation City of Pembroke, duly authorized on behalf of the Proponent hereby represent and warrant that the above noted declarations are true and accurate. I understand that if, in the opinion of the Minister, there has been a misrepresentation or a breach of this warranty, the Minister could place the Proponent in default of the terms, conditions or obligations of the Agreement, and may exercise the Minister’s right to terminate this Agreement, and direct the Proponent to repay forthwith all or any part of the monies paid by Canada pursuant to this Agreement.”

Date: _____

Signature: _____

Title: _____

The Corporation of the City of Pembroke

By-law Number 2025-26

Being a By-law to authorize and adopt the City of Pembroke's Emergency Management Program and Emergency Plan

Whereas under the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 and Ontario Regulation 380/04 every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - An emergency plan,
 - Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - Public education on risks to public safety and on public preparedness for emergencies; and
 - Any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its Community Emergency Management Coordinator (CEMC);
- Establish an Emergency Management Program Committee;
- Establish an Emergency Control Group;
- Establish an emergency operations center to be used by the municipal control group in an emergency; and
- Designate an employee of the municipality as its Emergency Information Officer; and

Whereas it is prudent that the emergency management program developed under the Emergency Management and Civil Protection Act be in accordance with international best practices, including the five core components of emergency management: prevention, mitigation, preparedness, response and recovery; and

Whereas the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community; and

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

1. An Emergency Management Program for the City of Pembroke will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Emergency Management and Civil Protection Act and such program shall include:
 - a. Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. Public education on risks to public safety and on public preparedness for emergencies; and
 - c. Any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. An Emergency Response Plan, which has been developed in accordance with the requirements of the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 and which is attached hereto as Schedule "A" is hereby adopted. The Emergency Plan shall be

reviewed annually by the Community Emergency Management Coordinator (CEMC) and the municipality's Community Management Program Committee. The CEMC is authorized to make such administrative changes to the Emergency Plan as appropriate to keep the plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Emergency Plan shall be presented to Council for approval.

3. That the following members or their designates are hereby appointed to the Municipal Emergency Control Group (MECG) of the Corporation of the City of Pembroke:
 - Mayor of the City of Pembroke
 - Community Emergency Management Coordinator (CEMC)
 - Chief Administrative Officer
 - Emergency Information Officer
 - Fire Chief
 - Director of Planning, Building and By-law Enforcement
 - Director of Operations
 - Director of Parks and Recreation
 - Treasurer
 - System Administrator/Information Technology
 - Upper Ottawa Valley OPP Detachment Commander
 - Clerk and
 - Any other person or organization deemed necessary
4. That the Fire Chief be appointed as the City of Pembroke's primary Community Emergency Management Coordinator (CEMC).
5. That the following members or their designates are hereby appointed to the Emergency Management Program Committee of the Corporation of the City of Pembroke:
 - Mayor of the City of Pembroke
 - Member of Council
 - Fire Chief
 - Chief Administrative Officer
 - Director of Planning, Building and By-law Enforcement
 - Director of Operations
 - Director of Parks and Recreation
 - Treasurer
 - System Administrator/Information Technology
 - Upper Ottawa Valley OPP Detachment Commander
 - Emergency Information Officer
 - Community Representative
 - Community Emergency Management Coordinator (CEMC).
6. That the Member of Council will be appointed as the Chair of the Emergency Management Program Committee.
7. That the Economic Development Officer be appointed as the City of Pembroke Emergency Information Officer.
8. That a primary and an alternate Emergency Operations Centre be established for use by the Municipal Emergency Control Group in an emergency and with the appropriate technology and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centers are identified in an annex to the Emergency Plan.
9. That By-law 2023-75 and any other by-law inconsistent with the provisions contained in this By-law are hereby repealed.
10. That by-law shall come into force and take effect upon the date of the final passing thereof.

Passed and enacted this 4th day of March 2025

Ron Gervais
Mayor

Victoria Charbonneau
Clerk



CITY OF PEMBROKE EMERGENCY RESPONSE PLAN



City of Pembroke

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1. Introduction

Definition of an Emergency

The *Emergency Management and Civil Protection Act (EMCPA)* defines an emergency as:

“An emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

Emergencies can affect the health, welfare and property, as well as the environment and economic health of the City of Pembroke.

Emergencies vary in intensity and complexity depending on factors such as time of occurrence, weather conditions, severity of impact, nature of the affected infrastructure and buildings, and demographics. The City of Pembroke Emergency Response Plan is intended to provide a framework for the prompt coordinated response of government, private and volunteer resources, when an emergency overwhelms the City of Pembroke’s scope of normal operations.

In order to protect residents, businesses and visitors, the City of Pembroke requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group (MECG).

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the City of Pembroke with important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the City of Pembroke Emergency Response Plan may be viewed at City Hall. For more information, please contact:

Chief, Scott Selle, Community Emergency Management Coordinator
Fire Department
City of Pembroke
613-735-6821 Ext.1214



2. Purpose

The purpose of this plan is to ensure a controlled, coordinated and effective response is quickly undertaken at the outset of an emergency. The plan provides for extraordinary arrangements, measures and resources to minimize the impacts on the health, safety, welfare of the residents, businesses and visitors of the City of Pembroke, as well as the environment and the economy, when faced with an emergency.

3. Scope

This Emergency Response Plan applies to large scale emergencies that occur within the City of Pembroke. It enables a centralized, controlled and coordinated response to emergencies in the City of Pembroke, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

An emergency may last a few hours to several days or longer. Possible events that can occur within the City of Pembroke include, but are not limited to:

- Severe Weather and other Environmental Emergencies
- Critical Infrastructure Failures
- Fires/Explosions
- Hazardous Materials
- Transportation Emergencies
- Health-related Emergencies

This Plan does not replace existing operating procedures or guidelines used by agencies responding to an emergency.

For further details, please contact the Community Emergency Management Coordinator.



4. Authority

The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for all municipal emergency response plans in Ontario.

The EMCPA states that:

“Every municipality shall formulate an emergency response plan governing the provision of necessary service during an emergency and the procedure under the manner in which the employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.” S. 3(1)

Ontario Regulation 380/04 sets in place the standards for municipal emergency management programs. These standards describe minimum provisions that must be met to constitute an essential level program.

As enabled by the *Emergency Management and Civil Protection Act* this emergency response plan and its' elements have been:

- Issued under the authority of The Corporation of the City of Pembroke By-law 2023-75; and
- Filed with Emergency Management Ontario.



5. Concept of Operations

The City of Pembroke operates under four (4) levels of readiness for emergency management response. These levels are:

Normal Operations	Regular daily activities such as training, exercises, public education, review of plans and procedures, and maintaining equipment to ensure a constant level of readiness should the need arise.
Enhanced Operations	A high probability of an emergency, members of the Municipal Emergency Control Group (MECG) are kept informed of the situation and any developments. Select member of the MECG may convene to address the situation.
Activated	An emergency is imminent or occurring and requires the City's Emergency Response Plan to be activated. Members of the MECG will be required to attend the Emergency Operations Center (EOC) in order to coordinate the appropriate response activities.
Recovery	Activities are underway to transition from Enhanced or Activated back to Normal Operations. Select members of the MECG may convene; all members will be kept informed of the situation.



6. Activation of Plan

The City's Emergency Response Plan may be activated in whole or in part by any member of the Municipal Emergency Control Group (MECG). The MECG may act under the Emergency Response Plan when an emergency exists but has not yet been declared to exist. This also extends to all municipal employees, as they may take such action(s) under this Emergency Response Plan as may be required to protect lives and property in the City of Pembroke. See Annex H for checklist in Consideration of a Declaration of an Emergency

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

The following may be event triggers which drive the activation of the Plan:

- The event requires the coordination of multiple agencies
- The event requires centralized decision making to mitigate impact
- The event requires coordinated communication and messaging
- The event requires a coordinated approach with other levels of government
- The event is outside the scope of normal operations
- The event requires information gathering and analysis from multiple sources
- The event is pre-planned and requires active management to ensure public safety

6.1 Municipal Emergency Control Group (MECG) Notification Procedures

When notification of a real or potential emergency is received, moving from Normal Operations status to Enhanced or Activated, the CAO shall be contacted immediately. After consultation between the CAO and the lead agency, the CAO shall decide whether to initiate the notification of the MECG. Any member of the MECG may request initiation of the notification procedure by contacting the CAO.

If activation of the MECG is approved, the Mayor and the Community Emergency Management Coordinator (CEMC) shall be notified immediately. The CEMC shall then notify all members of the MECG. Notification calls must provide all pertinent details regarding the event and must include the time of the initial MECG meeting and the Emergency Operations Center (EOC) location of as part of the notification procedure. The Notification Procedure and a sample script are included in Appendix A.



The contact phone numbers and addresses of the MCEG members (and their alternates) are contained in Annex A.

If deemed appropriate, the individual MCEG members may initiate their own internal notification procedures of their staff and volunteer organizations.

The date and time MCEG members were contacted must be recorded.

6.2 Requests for Assistance

Assistance may be requested from the County of Renfrew at any time. If assistance is required, the CEMC shall contact the County's CEMC with the specifics of the request for assistance. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance will be made by contacting the PEOC Duty Officer. This contact is the responsibility of the CEMC. The PEOC will evaluate the City's request and determine the availability of resources.

Any requests for Federal assistance shall be made to the PEOC through the same channels as described above.

The Emergency Call Out/Resource List, including contact numbers for requesting assistance, is attached as Annex A.

7. Declaration, Termination and Notification of a State of Emergency

7.1 Declaration of an Emergency

The Mayor or Acting Mayor of the City of Pembroke, as the Head of Council, is responsible for declaring an emergency. This decision is made in consultation with other members of the Municipal Emergency Control Group (MECG).

Upon declaring an emergency, the Mayor will notify:

- The Municipal Emergency Control Group (MECG).
- Emergency Management Ontario.
- City Council.



- County Warden, as appropriate.
- Public.
- Neighbouring community officials, as required.
- Local Member of the Provincial Parliament (MPP).
- Local Member of Parliament (MP).
- Media.

Upon the declaration of an emergency, a formal written Declaration of Emergency shall be submitted to Emergency Management Ontario, through the Provincial Emergency Operations Centre, by the CEMC.

7.2 Termination of an Emergency

A declared municipal emergency may be terminated at any time by:

- Head of Council; or
- City Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- The Municipal Emergency Control Group (MECG).
- Emergency Management Ontario.
- City Council.
- County Warden, as appropriate.
- Public.
- Neighbouring community officials, as required.
- Local Member of the Provincial Parliament (MPP).
- Local Member of Parliament (MP).
- Media.

Upon the termination of an emergency, a formal written Termination of a Declared Emergency shall be submitted to Emergency Management Ontario, through the Provincial Emergency Operations Centre, by the CEMC.

8. Municipal Emergency Control Group (MECG)

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG). The MECG shall be made up of officials from the City of Pembroke and the local OPP detachment. The purpose of the MECG is to support field operations by obtaining and providing resources, maintaining up to date information,



coordinating activities, providing information to the public, and bringing decision makers together to coordinate the response to an emergency. The MCEG consists of the following officials:

- Mayor of the City of Pembroke
- Chief Administrative Officer (EOC Director)
- Community Emergency Management Coordinator (CEMC)
- Upper Ottawa Valley OPP Detachment Commander
- Fire Chief
- Director of Operations
- Director of Parks & Recreation
- Director of Building, Planning, and By-law Enforcement
- Treasurer
- Emergency Information Officer
- Clerk
- System Administrator/Information Technology

All members of the MCEG are required to have designated alternates to respond if the primary member is unavailable. All responsibilities of the primary member extend to the alternate when acting in such a capacity.

Additional personnel may be called into the EOC to offer expertise and direction to the MCEG. Organizations to consider may include, but are not limited to:

- Medical Officer of Health
- Chief Building Official
- Human Resources Coordinator
- Manager of Operations
- Roads and Fleet Supervisor
- Utilities Supervisor
- President of Ottawa River Power Corporation
- Emergency Medical Services Director
- County of Renfrew Director of Social Services
- Red Cross
- Emergency Management Ontario

The MCEG may function with only a limited number of persons depending upon the emergency. While the MCEG may not require the presence of all the people listed as members of the control group, all members of the MCEG must be notified.



9. Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is the location the Municipal Emergency Control Group (MECG) reports to and provides overall direction and support for the response. The location of the City of Pembroke's primary and alternate Emergency Operations Centers are listed in Annex C.

9.1 Functions of the Emergency Operation Center

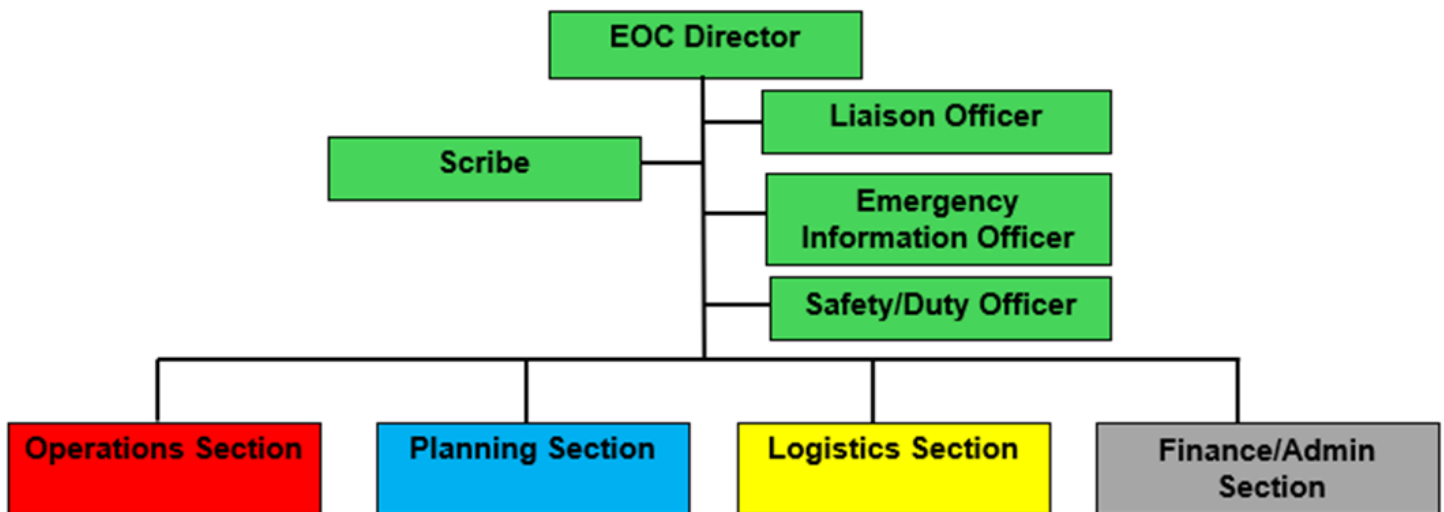
Function	Role
EOC Command	Responsible for the overall emergency policy and coordination; public information and media relations; agency liaison; and proper risk assessment and management procedures.
Operations	Responsible for coordinating all operations in support of emergency response through implementation of Incident Action Plans
Planning	Responsible for collecting, evaluating, disseminating information; developing the Incident Action Plan and maintaining all EOC documentation
Logistics	Responsible for providing facilities, services, personnel, equipment and materials
Finance/Administration	Responsible for financial activities and other administrative aspects.



9.2 Emergency Operations Center Organizational Structure



City of Pembroke IMS Organizational Chart



9.3 EOC Procedures

The CEMC, with the assistance of other members of the EOC Staff, will ensure the EOC is operational as soon as possible, after the notification of the MCEG.

Upon arrival at the EOC, MCEG members shall:

- Sign in with the Safety/Duty Officer
- Set up and check all communication devices
- Open personal log, gather all IMS forms as outlined in Appendix Q
- Contact their own department/agency and obtain a status report
- Participate in the initial briefing
- Participate in planning the initial response/decision making process
- Communicate the decisions to department/agency staff
- Continue to participate in Operation Periods/Planning Cycles



Upon leaving the EOC, each MCEG member shall:

- Sign out with the Safety/Duty Officer, providing location and contact information while gone
- Fully brief any replacement or relief

Once the initial response is established, the Operations Section puts the initial decisions and plans in place. The MCEG functions most efficiently when operating within specific periods or cycles.

9.4 Operation Period/Planning Cycles

Emergency management is cyclical in nature. The Operation Period and Planning Cycles are how the MCEG manages emergency operations. The Operation Period and Planning Cycles include regular meetings to share information, discuss actions to be taken and/or issues to be resolved. Meetings are brief, free of interruptions, and must be disciplined to be effective.





The EOC Director shall determine the frequency of Operations/Planning meetings and chair all meetings. The Operation Period and Planning Cycle should reflect the pace of the emergency to effectively reach the objectives of supporting the emergency site and coordinating the overall response.

To keep meetings as brief as possible, the order of reporting shall begin with an Operational briefing (Operations Section), followed by Planning, Logistics, Finance, EOC Command staff and end with the approval of the Incident Action Plan for the next operational period.

The agenda of the meetings should consistently include:

1. Current status of each Section.
2. List of first priority issues.
3. Determination of decisions or actions for first priority issues.
4. List of second priority issues.
5. Determination of decisions or actions for second priority issues.
6. Discussion of emerging issues for future planning.
7. Determination of Key Messages for Emergency Information Officer.
8. Time of next operational period/planning cycle meeting.

Once meeting is complete, the Section Chiefs will disseminate the Incident Action Plan (IAP) or update to the staff and agencies reporting to them. During the time between meetings, the current IAP is implemented, while the Planning Section prepares the next IAP to be approved.

The Safety/Duty Officer shall maintain status boards and maps which will be prominently displayed and kept up to date as well as keeping detailed notes. Planning Cycles and Operational Periods are described in Annex Q.

10. Roles and Responsibilities of MCEG

The roles outlined in this plan will be filled appropriately as determined by the emergency. Not all roles may be filled in small scale emergencies. During small emergencies, all responsibilities will remain with the EOC Director, Command Staff, or Section Chief as appropriate until delegated.

All members report to the EOC Director.



The members of the Municipal Emergency Control Group (MECG) will be responsible for the following actions or decisions required to support an effective emergency response:

- Implementing the City of Pembroke Emergency Plan in whole or in part to respond to an impending, potential or existing emergency
- Coordination and direction of community resources used to mitigate the effects of an emergency
- Ensuring the composition of the MECG is in line with the IMS structure used within the Province of Ontario and is appropriate to mitigate the effects of a given emergency, by determining which, if any ad-hoc members are required
- Coordinating and directing the functions of their assigned Section under the IMS structure
- Collaborate with other Section Chiefs to ensure services and actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
- Advising the Mayor as to whether the declaration or termination of an emergency is recommended
- Advising the Mayor on the need to designate all or part of the city as an emergency area
- Advising the Mayor regarding request for assistance from the Province and the Federal Government
- Activating an Emergency Site Manager (ESM)
- Ensuring the provision of essential resources and services to support the ESM and the emergency response, as required
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing businesses
- Arranging for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs
- Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under community control, as considered necessary
- Determining if volunteers are required and if appeals for volunteers are warranted
- Ensuring that pertinent information regarding the emergency is collected, developed, and communicated the media and public



- Participating in interviews, press conferences, and public information sessions as required
- Determining the need to establish advisory sub-committees/working groups, as required, to work on specific problem areas related to the emergency
- Authorizing expenditures during the emergency; providing for cost accounting and facilitating cost recovery
- Notifying the service, agency or group under their direction, of the termination of the emergency
- Each member shall ensure a scribe is available to assist in documentation and production of required log.
- Maintaining a log outlining decisions made, and actions taken, related to the emergency, and submitting a summary of the log to the EOC Director and the CEMC within one week of the termination of the emergency
- Participating in the operational debriefing of the emergency, upon termination

Standard IMS Organizational Structure is outlined in Annex V.

10.1 Emergency Site Manager (ESM)

The EOC relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required. The nature of the emergency shall dictate the City Department taking the lead role and may influence the filling of Section Chief roles.

The Emergency Site Manager shall communicate the aim and priorities of the emergency, needs and resources through the Operations Section Chief. The ESM shall also appoint a scribe as soon as practically possible. It is essential that the ESM maintain a log of all actions taken.

The Emergency Site Manager shall implement the IMS structure at the emergency scene. The senior representative for each responding agency at the site will consult with the Emergency Site Manager and work within the IMS structure to offer a coordinated and effective response. Operational Periods and Planning Meetings, mirroring those held within the EOC, will be held at the site and chaired by the Emergency Site Manager to establish the aim and priorities of the emergency.

The EOC will also ensure that the municipal services are maintained to the rest of the community.



10.2 Mayor

The Mayor, as Head of Council, is responsible for:

- Providing overall leadership in responding to an emergency
- Declaring an emergency
- Terminating an emergency
- Request assistance from neighbouring municipalities and/or from senior levels of government, when required
- Contact Member of Parliament and Member of Provincial Parliament regarding declaration and termination of emergency
- Notifying Emergency Management Ontario of the declaration of emergency and termination of the emergency
- Ensuring the members of Council are advised of the declaration and termination of the emergency and are kept informed of the emergency
- Approving, in conjunction with EOC Director, all key messages, major announcements, and media releases
- Maintain a personal log
- Participating in post-emergency debriefing sessions

10.3 Chief Administrative Office / EOC Director

The Chief Administrative Officer shall be referred to as the EOC Director for the City of Pembroke during emergencies and is responsible for:

- Activating the emergency notification system and the EOC if required
- Report to EOC and assume role of EOC Director
- Chairing the MCEG
- Ensuring liaison with the Upper Ottawa Valley OPP Detachment Commander regarding security arrangements for the EOC
- Coordinating all operations within the Emergency Operations Center, including initiating, maintaining and chairing the Operation Periods/Planning Cycle meetings; See Annex J for 6 Components of a MCEG Meeting
- Assigning Section Chiefs to fill the roles outlined in the IMS Organization Chart, as appropriate to the emergency
- Assigning staff to fill the roles of Command Staff within the IMS Organizational Chart, as appropriate to the emergency
- Advising the Mayor on policies and procedures, as appropriate



- Approving, in conjunction with the Mayor, all key messages, major announcements, and media releases; in the absence of the Mayor, approving all such messaging
- Ensuring that a communication link is established between the MEEG and the Emergency Site Manager (ESM)
- Calling out additional city staff to provide assistance, as required
- Ensuring all essential services of the City of Pembroke are maintained and that business continuity is minimally disrupted
- Maintain a master record of all major decisions, expenditures, actions and instructions issued; and
- Maintain a personal log
- Participating in post-emergency debriefing sessions

10.4 Command Staff

10.4.1 Liaison Officer: Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator (CEMC) shall fill the role of Liaison Officer. The City of Pembroke Fire Chief is currently the primary CEMC under this plan. The Liaison Officer is the collector of information from all external agencies and collates vital internal information between operation periods and planning cycles. The Liaison Officer is responsible for:

- Activating the notification process of MEEG members, as directed
- Opening and preparing the Emergency Operations Center
- Report to EOC and assume role of Liaison Officer, working under the EOC Director
- Advise the Mayor regarding declaration of an emergency and notify Emergency Management Ontario of the declaration of emergency and termination of the emergency
- Participate in Operational Period/Planning Cycle meetings
- Liaising with EMO, it's representative and the Provincial Emergency Operations Centre (PEOC)
- Responsible for the operational implementation of the Emergency Plan
- Advise the EOC Director between operational periods
- Ensures security is in place for the EOC
- Initial registration of MEEG members
- Providing information, advice and assistance to Section Chiefs of the MEEG on emergency management principles and the implementation of the Emergency Response Plan



- Supervising the telecommunications personnel (e.g. ARES)
- All communications and coordination between the EOC and external support agencies (e.g. St. John Ambulance, Canadian Red Cross)
- Ensuring that the Planning Cycles and Operational Periods are met by the MCEG, and related documentation is maintained and kept for future reference
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep MCEG informed of implementation needs
- Assist Emergency Information Officer with development of key messaging
- Monitors for Emergency Alerts
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared
- Maintain a personal log
- Participating in post-emergency debriefing sessions

10.4.2 Safety/Duty Officer: Clerk/Director of Building, Planning, and By-law Enforcement

The Clerk and the Director of Building, Planning, and By-law Enforcement of the City of Pembroke shall act as alternate CEMCs if required. They shall report to the EOC Director and function in the role as Safety/Duty Officer within the Command Staff. The Safety/Duty Officer's responsibilities include:

- Assisting the EOC Director, as required
- Registration of MCEG members and maintaining member list, including location/contact numbers of members off site
- Participate in Operational Period/Planning Cycle meetings
- Providing direction to the EOC in relation to their Health and Safety, including monitoring health status of members and ensuring appropriate rest cycles and replacement
- Ensuring health and safety is maintained at the emergency site
- Ensuring that all members of the MCEG have necessary plans, resources, supplies, maps, and equipment
- Ensuring all important decisions made and actions taken by the MCEG are recorded
- Ensuring that maps and status boards are kept up to date
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Center (EOC), as required



- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of MECCG members' telephone numbers in the EOC
- Arranging for printing of material, as required
- Coordinating the provision of clerical staff to assist in the Emergency Operations Center, as required
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings
- Participating in post-emergency debriefing sessions
- Maintain a personal log.

10.4.3 Emergency Information Officer (EIO)

The Emergency Information Officer is the direct link between the EOC, the media and the public. The EIO is responsible for providing accurate and complete information about the emergency and monitoring the information provided to the public for possible inaccuracies. The Mayor and EOC Director, shall approve the release of all incident related information.

The EIO will report directly to the EOC Director and work as a member of the Command Staff during an emergency. Responsibilities include:

- Working with the Command Staff to develop key messaging for public and media
- Participate in Operational Period/Planning Cycle meetings
- Determine communication requirements and in conjunction with IT, establish and supervise the EOC communications network
- Activate a means of providing the public with information during an emergency through:
 - Utilization of all types of media
 - By means of information centers
 - Public Inquiry Telephone Line 613-735-6821 ext. 1999
- In conjunction with IT, set up and staff public inquiry line(s)
- Gather, process and disseminate information from various emergency services
- Consult with EOC Director on the need for news briefings and conferences, the granting of media interviews, and status of media monitoring



- Recommend responses to media misinformation or rumour
- Establish and maintain linkages with provincial, county and industry media officials, as appropriate
- Arrange for media facilities and coordinate interviews and press conferences under the direction of the EOC Director
- Prepare self-help information for rapid distribution
- Keep the public informed of all relevant, approved information
- Keep the EOC Director, Section Chiefs and emergency site personnel updated on relevant information, especially any other information received from the public, media or other EIOs
- Provide public relations support at the emergency site(s) if required
- Monitor media coverage of the emergency
- Update City's social media outlets
- Assume the responsibility of supervising citizen inquiries
- Participating in post-emergency debriefing sessions
- Maintain a personal log.

10.5 Operations Section Chief

The Operations Section Chief is responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations. Responsibilities of the Operations Section Chief shall include, but are not limited to:

- In consultation with EOC Director, Command Staff and other Section Chiefs, establish tactical objectives
- Implement the Incident Action Plan
- Participate in Operational Period/Planning Cycle meetings
- Coordinates and delegates tasks to the Operations Section and the Emergency Site Manager as necessary
- Responsible for all activities focused on reduction of the immediate hazard and to safeguard human life and property
- Establishes situational control
- Restores normal operations
- Coordinates logistical needs of ESM and communicates to Planning Section
- Participates in post-emergency debriefing sessions
- Maintain a personal log



This role under the IMS Structure may be filled by any member of the MCEG and is dependant on the emergency. Below are some possible candidates to fill the role of Operations Section Chief.

10.5.1 Upper Ottawa Valley OPP Detachment Commander

The Upper Ottawa Valley OPP Detachment Commander is responsible for:

- Activating the emergency notification system through the Chief Administrative Officer
- Report to EOC and assume role assigned, working as or under Section Chief, and is accountable to the EOC Director
- Ensures security is in place for the EOC
- Notifying necessary emergency and community services, as required
- Participate in Operational Period/Planning Cycle meetings
- Establishes a site command post with communications to the EOC
- Depending on the nature of the emergency, assign the Site Manager and inform the MCEG
- Establishing an ongoing communications link with the senior police official(s) at the scene of the emergency
- Establishing the inner perimeter within the emergency area
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel
- Providing traffic control staff to facilitate the movement of emergency vehicles
- Alerting persons endangered by the emergency and coordinating evacuation procedures
- Ensuring the protection of life and property and the provision of law and order
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required
- Notifying the coroner of fatalities
- Ensuring liaison with other community, provincial and federal police agencies, as required
- Participates in post-emergency debriefing sessions
- Maintain a personal log.



10.5.2 Fire Chief

The Fire Chief is responsible for:

- Activating the emergency notification system through the Chief Administrative Officer
- Report to EOC and assume role assigned, working as or under Section Chief, and is accountable to the EOC Director
- Notifying necessary emergency and community services, as required
- Establishes a site command post with communications to the EOC
- Participate in Operational Period/Planning Cycle meetings
- Depending on the nature of the emergency, assign the Site Manager and inform the MCEG
- Establish required perimeters within the emergency area
- In conjunction with OPP and other Emergency Services, establish the outer perimeter of the emergency to restrict access to all but essential emergency personnel
- Alert persons endangered by the emergency and coordinating evacuation procedures
- Ensuring the protection of life and property
- Provide the MCEG with information and advice on firefighting and rescue matters
- Establish an ongoing communications link with the senior fire official(s) at the scene of the emergency
- Inform the Mutual Aid Fire Coordinator if requesting additional resources through the Province
- Initiate mutual aid arrangements for the provision of additional firefighters and equipment, if needed
- Determine if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing
- Provide assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations, if necessary, e.g., rescue, first aid, casualty collection, evacuation
- Assist with the coordination and acquisition, distribution and scheduling of various modes of transportation for the purposes of transporting persons and/or supplies, as required
- Participates in post-emergency debriefing sessions
- Maintain a personal log.



10.5.3 Director of Operations

The Director of Operations shall act as alternate CEMC if required and is responsible for:

- Activating the emergency notification system through the Chief Administrative Officer
- Report to EOC and assume role assigned, working as or under Section Chief, and is accountable to the EOC Director
- Notifying necessary emergency and community services, as required
- Establishes a site command post with communications to the EOC
- Participate in Operational Period/Planning Cycle meetings
- Depending on the nature of the emergency, assign the Site Manager and inform the MCEG
- Providing the MCEG with information and advice on engineering and Operation Department matters
- Establishing an ongoing communications link with the senior Operations Department official(s) at the scene of the emergency
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response
- Ensuring provision of engineering assistance
- Ensuring construction, maintenance and repair of city roads
- Ensuring the maintenance of sanitary sewage and water systems
- Providing equipment for emergency pumping operations
- Ensuring liaison with the Fire Chief concerning emergency water supplies for fire fighting purposes
- Consult with Logistics Section to provide emergency potable water, supplies and sanitation facilities
- Discontinuing any Operations Department service to any resident, as required, and restoring these services when appropriate
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions
- Providing Operations Department vehicles and equipment as required by any other emergency services
- Provide direction on flood control, conservation and environmental matters and preventative action
- Assist with the organization and registration of volunteers during an emergency, as required



- Assist with the coordination and acquisition, distribution and scheduling of various modes of transportation for the purposes of transporting persons and/or supplies, as required
- Participates in post-emergency debriefing sessions
- Maintain a personal log.

10.6 Planning Section

The Planning Chief is primarily responsible for the maintenance of the ongoing incident action plan. The Planning Section Chief, with the assistance of the Safety/Duty Officer, has the responsibility to collect, collate and retain for secure storage a complete set of incident documentation including EOC attendance records, logbook records, master event log, incident action plans, all IMS forms, any documents received from internal/external partners, emails, photos, videos, maps, etc.

The Planning Section Chief is also responsible for:

- Coordinates the work of the Planning Section and is accountable to the EOC Director
- Collects, evaluates, validates, and disseminates incident situation information and intelligence
- Participate in Operational Period/Planning Cycle meetings
- Prepares status reports
- Displays situation information
- Responsible for all incident documentation
- Develops and documents Incident Action Plans
- Coordinates technical experts
- Participates in post-emergency debriefing sessions
- Maintain a personal log

This role under the IMS Structure may be filled by any member of the MCEG and is dependant on the emergency. Once the lead agency/Emergency Site Manager has been appointed, the Planning Section may fall under the scope of one of the positions outlined under 10.4 Operations Section Chief.

10.7 Logistics Section Chief

The Logistics Section Chief coordinates units responsible for services and is accountable to the EOC Director. The Logistics Section Chief is responsible for all support requirements needed to facilitate effective and efficient incident management



and ensures the provision of facilities, transportation, supplies, equipment maintenance, fuel and food services. Other responsibilities:

- Participate in Operational Period/Planning Cycle meetings
- Participates in post-emergency debriefing sessions
- Maintain a personal log

This role under the IMS Structure may be filled by any member of the MECG and is dependant on the emergency. Once the lead agency/Emergency Site Manager has been appointed and the Operations Section Chief and the Planning Section Chief roles filled as dictated by the emergency, the Logistics Section Chief position should be filled by the Director of Parks and Recreation.

10.7.1 Director of Parks & Recreation

The Director of Parks and Recreation's responsibilities may include:

- Activating the emergency notification system through the Chief Administrative Officer
- Report to EOC and assume role of Logistics Section Chief
- Notifying necessary emergency and community services, as required
- Participate in Operational Period/Planning Cycle meetings
- Provide the Section Chiefs of the MECG with information and advice on City facilities and recreation matters
- Providing resources/equipment for emergency as needed
- Ensuring liaison with the CEMC and Red Cross regarding the establishment and operation of evacuation and reception centres
- Coordinate/Collaborate with other Section Chiefs of MECG and any positions requiring assistance
- Lead volunteer coordination and organization, in conjunction with Red Cross
- Lead coordination and organization of sand bagging operations
- Coordinate and develop a basic recreation program, which would target various groups in the Evacuee Centers (children, youth, adults, seniors). Identify resources that would be necessary for this program
- Prepare and coordinate City facilities for emergency usage if needed
- Participates in post-emergency debriefing sessions
- Maintain a personal log.



10.8 Financial/Administrative Section Chief

The Finance and Administration Section shall be under the control of the Treasurer as Chief and shall coordinate with all Sections, primarily Planning, in the EOC and is accountable to the EOC Director. The Finance and Administration Chief shall track all costs associated with the emergency. They shall also be responsible for all WSIB claims, direct response costs, procurement, and:

- Participate in Operational Period/Planning Cycle meetings
- Participates in post-emergency debriefing sessions
- Maintain a personal log

10.8.1 Treasurer

The Treasurer's responsibilities include:

- Activating the emergency notification system through the Chief Administrative Officer
- Report to EOC and assume role of Finance/Admin Section Chief or other role as assigned
- Notifying necessary emergency and community services, as required
- Participate in Operational Period/Planning Cycle meetings
- Responsible for the financial and administrative aspects of an incident including tracking personnel time sheets
- Provide financial and administrative expertise at the site
- Provide information and advice on financial matters as they relate to the emergency
- Liaise with the Treasurers/Directors of Finance of neighbouring communities
- Ensure records of expenses are maintained for future claim purposes
- Ensure prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency
- Coordinated with Logistics for provision of equipment and supplies not owned by City of Pembroke, if required
- Maintain and update list of vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment
- Participates in post-emergency debriefing sessions
- Maintain a personal log.



10.8.2 System Administrator/Information Technology

The System Administrator reports primarily to the Finance and Administration Chief but may report to other Section Chiefs or Command Staff members as the emergency requires. The System Administrator is responsible for:

- Activating the emergency notification system through the Chief Administrative Officer
- Report to EOC and assume role under IMS structure as assigned
- Notifying necessary emergency and community services, as required
- Participate in Operational Period/Planning Cycle meetings
- Determine communication requirements and in conjunction with the EIO, establish and supervise the EOC communications network
- In conjunction with the EIO, set up and staff public inquiry line(s)
- Assist EIO in set up of media facilities, interviews and press conferences under the direction of the EOC Director
- Providing information and advice on IT matters as they relate to the emergency to the EOC Director and Section Chiefs of the MCEG
- Initiating the necessary action to ensure that the City of Pembroke's telephone system functions as effectively as possible
- Alerting the EOC Director of an emergency or threat of an emergency that may involve the City's IT resources
- Ensuring the information technology needs of the EOC are met (telecommunications, smart board, facsimiles, computers, printers, networks, TV satellite communications, etc.)
- Develop Continuity of Operations Plan by identifying, prioritizing and re-establishing departmental services that have been damaged, reduced or suspended due to the emergency
- Participates in post-emergency debriefing sessions
- Maintain a personal log

10.9 Scribe

The Scribe reports to the EOC Director and is responsible for:

- Coordinating with the Safety/Duty Officer to provide an accurate chronological written record of the incident
- Participate in Operational Period/Planning Cycle meetings
- Recording minutes during Operation Period/Planning Cycle meetings
- Flagging items for follow-up and/or reminder to the EOC Director or other Section Chiefs within the EOC



- Managing documents and any information turned over to the EOC Director
- Coordinating with Safety/Duty Officer and Planning Section Chief to manage any documents and any information turned over to Section Chiefs within the EOC
- Numbering pages and using the 24-hour clock
- Leading, coordinating and assisting scribes of Section Chiefs

It is highly recommended all Section Chiefs staff the position of scribe within their specific sections.

11. EOC Support/External Agencies

With the assistance of the Liaison Officer, the EOC Director or Section Chiefs may call on the expertise of the following organizations: (this is not a comprehensive list of consultants that may be required during an emergency)

11.1 Red Cross

In November of 2023, Council approved a report outlining a Just in Time Agreement with the Canadian Red Cross.

The Just in Time agreement is prepared ahead of time and would be signed at the onset of the emergency by the Head of Council and delivered to the Red Cross. The Just In Time agreement allows the municipality to choose a number of assistance options from the Red Cross.

Services can be requested dependent on the emergency and not all services may be required each time the agreement is enacted.

In January of subsequent years, the Just in Time agreement shall be reviewed and approved by Council.

The emergencies covered under a Just in Time Agreement would begin at their Level 2 (25 people affected) type of emergency. Below this number, affected individuals are assisted through the Red Cross' Personal Disaster Assistance (PDA) program. Contact the CEMC to activate the PDA program.

Once the number goes above 25, the Head of Council in consultation with the EOC Director, shall sign the pre-populated Just in Time agreement and activate Red Cross resources.

Upon activation, the Red Cross shall work directly with the Logistics Section Chief during an emergency. Responsibilities are to include:



- Upon notification, reporting to the EOC
- Sign in with the Safety/Duty Officer
- Activation of local Red Cross Emergency Response Plan upon notification
- Assume responsibility for operations of Evacuation Centers, done through coordination and collaboration with the Logistics Section Chief
- Assist Logistics Section Chief with preparation for Operational Period/Planning Cycle meetings
- Direct all requests for funds and expenditures to EOC Director and Finance Administration Section for approval
- Provide registration and inquiry services, if required
- Assume responsibility of Evacuation Center Manager
- Notify Evacuation Center Manager(s)
- Notify appropriate school board representatives(s)
- Provide assistance to Evacuation Center Manager(s) as required, especially provision of required goods and services
- Liaise with the Medical Officer of Health, about the health and well-being of evacuees situated in Evacuation Centers
- Appoint personnel to fill vacancies in Evacuation Centers that cannot be filled by volunteer services
- Liaise with Section Chiefs of MCEG in order to keep the MCEG informed of activities in the centers
- Stay informed of the status of the emergency and decisions made by EOC
- Liaise with the manager(s) to ensure continuity in operations and the information process – contact on an hourly basis
- Establish communications with Emergency Evacuation Center(s)
- Liaise with OPP regarding Evacuation Center security
- Determine what vehicles are available for the possible transport of supplies and materials
- Liaise with County of Renfrew Social Services to ensure the provision of assistance to any person or persons in need of food, shelter or clothing
- Participates in post-emergency debriefing sessions
- Maintain a personal log



11.2 Medical Officer of Health

The Medical Officer of Health is responsible for:

- Upon notification, reporting to the EOC
- Sign in with the Safety/Duty Officer and assuming the role assigned
- Advising on all emergency health services
- Communicating with the Ontario Ministry of Health and the Ministry of Long-Term Care
- Establishing an ongoing communications link with the senior health official(s) at the scene of the emergency
- Providing advice on any matters, which may adversely affect public health
- Establishing an ongoing communications link with and coordinate all activities of Public Health Inspectors and Public Health Nurses, as dictated by the emergency and as directed by the appropriate Section Chief
- Providing authoritative instructions on health and safety matters to the public through coordination and collaboration with the EIO
- Assisting in coordination of response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and the Ministry of Long-Term Care policies
- Assisting Logistics Section in coordination of care of bed-ridden citizens and other individuals requiring assistance at home and in evacuee centres during an emergency
- Assisting Logistics Section with voluntary and private agencies, as required, for augmenting and coordinating public health resources
- Assisting Planning Section and Operation Section in all efforts to prevent and control the spread of disease during an emergency
- Notifying the Planning/Logistics Sections of the need for potable water supplies and sanitation facilities
- Assisting Logistics Section, Red Cross and Social Services Representative with health services in evacuee centres
- Participates in post-emergency debriefing sessions
- Maintain a personal log



11.3 County of Renfrew Director of Social Services

The County of Renfrew Director of Social Services will perform the following responsibilities and duties:

- Upon notification, reporting to the EOC
- Sign in with the Safety/Duty Officer and report to Logistics Section Chief
- Assist and provide direction for social services in the Reception Centre and the Evacuee Centres
- Providing information and advice to the EOC on social service matters of evacuees
- Advise on assistance available from external organizations, the Ministry of Children, Community and Social Services
- Assist Logistics Section with development and implementation of basic recreation program that would target various groups in the Evacuee Centres (children, youth, adults, seniors).
- Identify resources that would be necessary for this program
- Provide a list of childcare providers
- Direct all requests for social services' related expenditures to EOC Director and Finance Administration Section for approval
- Liaise with Red Cross and Health Services, through Logistics
- Maintain a personal log
- Participates in post-emergency debriefing sessions

11.4 Emergency Medical Services (EMS)

The County of Renfrew Paramedic Service Director is responsible for:

- Upon notification, reporting to the EOC
- Sign in with the Safety/Duty Officer assume role assigned, working under Section Chief
- Providing the MCEG with information and advice on treatment and transport of casualties
- Ensuring emergency medical services at the emergency site
- Provide support to Emergency Site Manager
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency
- Obtaining EMS from other municipalities for support, if required
- Ensuring triage at the site



- Advising the MEGC if other means of transportation is required for large scale response
- Liaise with the receiving hospitals
- Liaise with the Medical Officer of Health
- Participate in post-emergency debriefing sessions
- Maintain a personal log.

11.5 Utility Representative – Ottawa River Power Corporation

The Utility Representative of Ottawa River Power Corporation is responsible for:

- Upon notification, reporting to the EOC
- Sign in with the Safety/Duty Officer assume role assigned, working under Section Chief
- Providing the Section Chiefs with information and advice on Ottawa River Power Corporation matters
- Monitoring the status of power outages and customers without services
- Providing updates on power outages, as required
- Liaise with the Emergency Site Manager
- Provide assistance and advice on temporary power measures
- Participate in post-emergency debriefing sessions
- Maintain a personal log.

11.6 Telecommunications (ARES) Coordinator, Emergency Communications Plan

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. In addition, communications may be required at various locations including evacuation centers, hospitals, and other key responding agencies.

This function shall fall within the scope of the ARES Coordinator. The Telecommunications Coordinator is a pre-designated Amateur Radio Emergency Services (ARES) operator and will report to the Liaison Officer under the EOC Command Structure. Section Chiefs and the System Administrator may provide assistance if required. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his or her contacts for further communications support, as required.

The Emergency Telecommunications Office is located adjacent to the EOC. It will be equipped by ARES with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the Emergency



Management Ontario. All messages are to be written on the Amateur Radio Message Forms and logged.

The Telecommunications Coordinator is also responsible for:

- Upon notification, reporting to the EOC
- Sign in with the Safety/Duty Officer and report to Liaison Officer
- Activating the emergency notification system of the local amateur radio operators' group
- Coordinate with System Administrator on initiating the necessary action to ensure the telephone system at the community offices function
- Ensuring that the EOC is properly equipped and staffed with ARES personnel
- Collect, evaluate, and validate all information received and sent through ARES system
- Disseminate received information to Liaison Officer and as directed
- Address, through coordination with the System Administrator, any problems which may arise
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could be used to augment existing communications systems
- Arranging to acquire additional communications resources during an emergency.
- Participate in post-emergency debriefing sessions
- Maintain a personal log

12. Emergency Information and Notification

The MECG will inform the public as soon as practically possible of the emergency that is occurring or imminent and advise the public of appropriate actions and/or issue public warning messages.

Emergency information will be conveyed through local and social media. Warnings, notices and any other approved information prepared for release will also be posted on the City of Pembroke website.

In extreme circumstances, the City may consider the use of alternate forms of message delivery. Means of message delivery may include:



- Use of public alerting systems
- Door to door contact
- Emergency information lines

12.1 Alert Ready

Alert Ready is designed to deliver critical, geographically specific alerts through cellular networks and over the television and radio. The Alert Ready system is developed in partnership with all levels of emergency management, Environment and Climate Change Canada, and the broadcast industry.

To trigger an Alert, the CEMC shall provide the following information to the PEOC:

- What is happening (the nature of the threat)
- Where it is happening (as precisely as is appropriate for the situation)
- What are the recommended actions to be taken by the public (evacuate, move to basement, close all doors and windows, etc.)

Alerts will then be distributed through the means described above.

13. Plan Maintenance and Review

13.1 Plan Review

The Emergency Response Plan for the City of Pembroke shall be reviewed annually, and where necessary, revised with input from the Emergency Management Program Committee and other partner agencies.

13.2 Plan Maintenance

The City's Emergency Response Plan shall be updated on an as needed basis. These updates will usually occur as the result of After Action Reports at the conclusion of emergencies or exercises. Those with roles in the plan will be notified of any and all changes and provided with an updated plan.

Each time the plan is substantially amended, it will be brought forward to Committee for approval. Upon approval from Committee, the plan will be presented to Council for approval. Minor editorial revisions and updates to maintain the currency of the plan may be made without submittance of the plan to City Council for approval.

The Corporation of the City of Pembroke

By-law Number 2025-27

A By-law to adopt a Community Recreation Grant 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 City of Pembroke is committed to supporting community partners that provide programs and recreation services that support local recreation programs, events and tourism;

And Whereas the Recreation Committee of the Corporation of the City of Pembroke did, on February 18, 2025, endorse the policy;

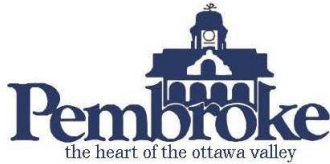
Now Therefore the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

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 4th Day of March, 2025.

Ron Gervais
Mayor

Victoria Charbonneau
Clerk



Grant Policy

Policy: Community Recreation Grant Policy
Main Contact: Director of Parks & Recreation
Last Revision: February 2025

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Policy Statement

The City of Pembroke is committed to supporting community partners providing programs and recreation services to the residents of the City of Pembroke. This recognition and financial support enable these groups to leverage other funding. Through this, it is hoped that local programs, events and tourism can be supported.

Purpose

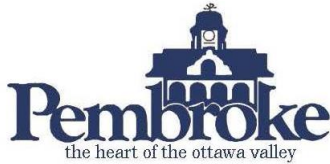
This policy provides guidance on community recreation grants to ensure the program meets Council's strategic priorities, while supporting the greatest need in the community. It provides a framework to evaluate and consider applications against the strategic goals of the City of Pembroke, specifically adopted by Council.

Definitions

“City” means the City of Pembroke.

“Grant” means a one-time sum of money provided to a not-for-profit organization.

“Grantee” means the organization receiving a grant.



Grant Policy

“Not-for-Profit Organization” means a not-for-profit corporation, charity or other community group that does not earn profits for its owners. All of the money earned by or donated to a not-for-profit organization is used in pursuing the organization's objectives.

Policy Requirements

Qualifications for Funding

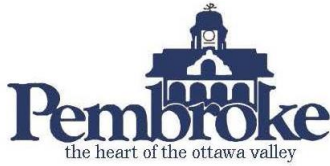
1. The applicant must be a not-for-profit organization operating in the City of Pembroke.
2. Activities and programs must occur in the City of Pembroke.
3. The applicant must fill out an application outlining the program and how it meets the needs of the community.
4. The applicant must demonstrate sound organizational ability.
5. The applicant must provide financial statements as well as annual and project budgets, demonstrating good financial management. An organization must clearly demonstrate financial need or may be disqualified from funding.
6. The applicant must demonstrate how they will recognize the City from support through the Community Recreation Grant.
7. Applications must be received by 11:59pm of the set deadline.

Criteria

8. Applications will be evaluated for approval by a review team comprised of the Director of Parks & Recreation, a designate from the Parks & Recreation Department, Tourism and Digital Media Officer and a designate from the Treasury department based on the following criteria (see Annex A: Evaluation Matrix):
 - demonstrated need
 - contributions to the community
 - promotion of the City's strategic priorities
 - good financial management and organizational ability
 - other partners, other sources of funding, support of volunteers
 - must acknowledge the City in promotional material
9. A listing of approved grants will be provided to Council and the public annually.

Budget

10. On an annual basis, Council will determine the total funding envelope for community recreation grants as part of the annual operating budget.



Grant Policy

Grant Categories

11. The following grant expense categories eligible for reimbursement are as follows:

- Fee Waiver
- One-Time Capital Projects
- Organizational Support
- Operating Grant
- Programming
- Event

12. Request for funding must support:

- Community Recreation
 - Excellent partnerships developed and maintained with organizations.
- Capacity Building (e.g. volunteerism, accessibility, age-friendly, inclusive, gender-neutral initiatives)
- Health & active living.

Maximum Contribution

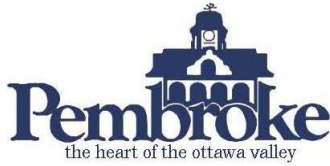
13. No organization shall receive more than \$5,000.00 (combination of fee waiver & cash) of the overall annual funding envelope. Funding amount will be dependent on the evaluation matrix of the committee.

Ineligibility

14. Funding cannot be used:

- To cover deficits
- To retire debts
- To increase endowment funds
- To fund activities that serve primarily the membership or purposes of religious or political organizations.
- To fund projects/events that are already completed or that duplicates an existing program.
- The request for in-kind City staff support.

15. Organizations who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to



Grant Policy

the allocation of grant funds, will not be eligible for funding until such time proper documentation is remitted and evaluated.

16. Organizations that can operate and provide an adequate level of service without public funding and who cannot demonstrate need should not receive funding.
17. The funding generally cannot be used in such a fashion to achieve an operating surplus that can be donated to a separate group or entity.

Intake

18. Application intake will occur annually. Deadline is April 1.

Reporting

19. Each grantee will be required to submit a final report outlining how the funds were used, how the project/event/program contributed to the community and Council's strategic priorities, as well as a final budget summary. Final reports are due December 31st of the year funding was provided.

Exclusions

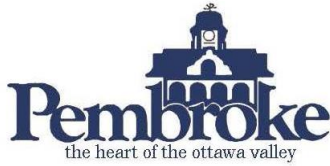
20. This policy does not apply to annual operating contributions provided the City's strategic partners.

Monitoring

The Director of Parks & Recreation shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

This policy is established pursuant to Section 107 of the *Municipal Act, 2001* which allows a municipality, subject to section 106, to make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality.



Grant Policy

Contact

Director of Parks & Recreation
 Telephone: 613-735 6821, Ext. 1404
 Email: funding@pembroke.ca

Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Community Grant Policy	March 4, 2025	New policy	2025-27

Appendix

Appendix A – Evaluation Matrix
 Appendix B – Municipal Freedom of Information and Protection of Privacy Act



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

Date: 2025-03-04

Resolution No: 25-03-13

Community Improvement Plan Application for A-1085 Pembroke Street West

Moved by:

Seconded by:

Be It Resolved That the Corporation of the City of Pembroke approves the application from Michelle Van Dromme, tenant of A-1085 Pembroke St. W., for the Community Improvement Plan Façade Improvement Grant.

The applicant must comply with grant guidelines of the Façade Improvement Grant and will have 18 months to complete all work and submit receipts in order to receive the grant.

The grant total awarded to this applicant is \$1,185.

Carried

Mayor

The Corporation of the City of Pembroke

By-law Number 2025-28

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 fourth day of March 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 March 4, 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 4th Day of March 2025

Ron Gervais
Mayor

Victoria Charbonneau
Municipal Clerk