



# Agenda

## Finance & Administration Committee

Chair: Deputy Mayor Abdallah

Tuesday, September 2, 2025

Council Chambers

Following Planning and Development Committee

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

1. **Call to Order**
2. **Disclosure of Pecuniary Interest & General Nature Thereof**
3. **Approval/Amendment of Meeting Agenda**
4. **Approval of Minutes**
5. **Business Arising from Minutes**
6. **Presentations and Delegations**
7. **New Business**
  - a. PFD Monthly Reports – July and August 2025 – Chief Selle
  - b. Recreational Burning By-law – Chief Selle
  - c. Fire Dispatching Services – Chief Selle
  - d. Tax Policy: Affordable Rental Housing Subclass – Treasurer/Deputy Clerk Lochtie
  - e. Mud Lake Road and Catherine Resurfacing – CAO Unrau
8. **Adjournment**



# PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

Telephone: (613) 735-6821 ext. 1201 • Fax: (613) 732-7673 • [www.pembroke.ca](http://www.pembroke.ca)

***"Protection, Prevention and Education for over 160 years"***

## **July 2025 Monthly Report (July 1, 2025 – July 31, 2025)**

### **Prevention and Public Education Activities**

Thanks to the Pembroke Professional Firefighters Association for kicking off July with a fantastic fireworks show for Canada Day. This tradition of the PPFFA putting on the Canada Day Fireworks show dates back into the 1970s.

July 1<sup>st</sup> was also the date the Pembroke Fire Department transitioned to a new records management system. Emergency Reporting has now replaced Firehouse. The transition is going well, however, after using Firehouse since 2001, the learning curve is steep. The program is designed to be built at the department level to capture the data and records that are important to the user. We are slowly building it out and learning the differences and potential the new system offers. As a result of this, you may see changes to the Monthly Report in the future.

There were also various community events attended in July. We were pleased once again to attend the marquee summer event, the Multicultural Festival, presenting both fire prevention and emergency management material.

We were honoured to be invited to participate in Tim Horton's Camp Day, raising funds to help give children in our community the opportunity to attend a Tim Horton's Foundation Camp.

We were also pleased to attend the First Responders Night at the Farmer's Market Night Market and the MyFM BBQ held at the Legion as part of their fund raising partnership supporting the Royal Canadian Legion Branch 72 commemorative walkway.

Public education events were held at Champlain Discovery and l'Equinox day programs. A total of 71 kids and 12 adults attended these events.

A public education session was also held at Pembroke Regional Hospital, which 15 adults attended.

Our partnership with Renfrew County Fire Departments continued as we provided fire safety messaging in the Eganville Leader.

Messaging on Pembroke's Pure Country focused on safe boating and the dangers of smoking related fires.

### **Social Media Messaging**

#### **Fire Prevention Messages:**

- Smoke Alarm Safety tips
- Recreational Burning reminders
- Drowning Prevention Tips



# PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

Telephone: (613) 735-6821 ext. 1201 • Fax: (613) 732-7673 • [www.pembroke.ca](http://www.pembroke.ca)

***“Protection, Prevention and Education for over 160 years”***

## Events:

- Tim Horton's Camp Day
- Multicultural Festival
- MyFM Community BBQ

## Emergency Management:

- Release of Heat Warning, tips of living and working in the heat and location of hydration stations
- General weather warning, thunderstorm warnings and tornado alerts
- Thunderstorm Preparedness Tips
- Tornado Preparedness Tips
- N95 Respirator program in partnership with Red Cross

## Education

Acting Captains Verdiel and Zimmerman have begun the NFPA 1041 Instructor II course.

## Vulnerable Occupancy Inspections and Drills

In July, the Annual Vulnerable Occupancy Fire Drill and inspection was completed at Chartwell Pinewood Retirement Residence.

A follow up inspection was conducted at Heritage Manor and all issues have been rectified.

## Emergency Management

In July, our Emergency Management summer student attended the Multicultural Festival. The booth offered information on emergency preparedness and we ran our promotional contest that weekend where we gave away 5 vehicle emergency kits and 5 pet first aid kits.

We also conducted our After-Action Review for the Emergency Exercise which was held in June.

We conducted an Emergency Preparedness presentation to the condominium board and owners on Crandall St.

During July, we sat in on several Environment and Climate Change Canada (ECCC) - Weather Briefings.

There were two extended heat emergencies in July where we activated our heat response plan.

## EOC/Training Room

The EOC/training room hosted 2 meetings/training sessions in the month of July.



# PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

Telephone: (613) 735-6821 ext. 1201 • Fax: (613) 732-7673 • [www.pembroke.ca](http://www.pembroke.ca)

***“Protection, Prevention and Education for over 160 years”***

## **Pembroke Professional Firefighters Association (Lo. 488)**

As mentioned earlier, thanks to the PPFFA for the spectacular Canada Day fireworks display.

The Association also made donations to the Tim Horton's Camp Day and the Pembroke Professional Firefighters Association was one of the 104 Hearts who donated to the Royal Canadian Legion Br. 72 Commemorative Walkway.

The PPFFA made a donation of prizes to the City's Staff Golf Night event and finally donated to the Deep River Fire Department's Charity Golf Tournament.

## **Career Firefighter Training**

As we introduced the new Records Management System this month, the majority of training was focused on learning and developing the Emergency Reporting program.

This month's training focused on:

- **Suppression:** Water Supply; Suppressing Class B Fires; Ground Ladders; Incident Command System; Fire Dynamics; Fire Suppression Techniques; Fire Control; Tactical Ventilation; Personal Protective Equipment
- **Rescue:** Water Rescue/Boat Operations; Structural Search and Rescue; Hazardous Material Response and Control
- **SCBA:** Training tied into Suppression training evolutions
- **Driver:** General Driver Training
- **Prevention:** Ontario Fire Code & Inspection Orders
- **Administration:** Policies, SOPs and Procedures; Post Traumatic Stress, Resiliency & Behavioural Health; NFPA 1041 Instructor II

There was no Volunteer training for the month of July.



# PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

Telephone: (613) 735-6821 ext. 1201 • Fax: (613) 732-7673 • [www.pembroke.ca](http://www.pembroke.ca)

*“Protection, Prevention and Education for over 160 years”*

## Recreational Open-Air Burning

| Year/Month    | Number of new permits | Number of Inspections | Renewals | Dollars collected | Total Number of Permits to date | Total dollars collected |
|---------------|-----------------------|-----------------------|----------|-------------------|---------------------------------|-------------------------|
| 2024          | 129                   | 139                   | 64       | \$16,100          | 193                             | \$16,100                |
| January 2025  | 2                     | 2                     | 0        | \$200             | 2                               | \$200                   |
| February 2025 | 1                     | 1                     | 2        | \$200             | 5                               | \$400                   |
| March 2025    | 1                     | 1                     | 3        | \$250             | 9                               | \$650                   |
| April 2025    | 7                     | 12                    | 19       | \$1,650           | 35                              | \$2,300                 |
| May 2025      | 23                    | 17                    | 23       | \$3,450           | 81                              | \$5,750                 |
| June 2025     | 13                    | 13                    | 25       | \$2,100           | 119                             | \$7,850                 |
| July 2025     | 16                    | 13                    | 15       | \$2,350           | 150                             | \$10,200                |

## Smoke Alarm Program

| Year/Month    | Number of Inspections | Number Tested | Alarms Missing | Alarms not Working | Batteries Replaced | Alarms Installed |
|---------------|-----------------------|---------------|----------------|--------------------|--------------------|------------------|
| 2024          | 171                   | 419           | 17             | 33                 | 16                 | 70               |
| January 2025  | 18                    | 34            | 3              | 3                  | 3                  | 3                |
| February 2025 | 12                    | 20            | 1              | 3                  | 1                  | 3                |
| March 2025    | 10                    | 32            | 2              | 6                  | 3                  | 2                |
| April 2025    | 27                    | 56            | 2              | 5                  | 4                  | 5                |
| May 2025      | 14                    | 20            | 4              | 4                  | 5                  | 4                |
| June 2025     | 2                     | 4             | 4              | 1                  | 0                  | 5                |
| July 2025     | 7                     | 57            | 2              | 3                  | 0                  | 2                |



# PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

Telephone: (613) 735-6821 ext. 1201 • Fax: (613) 732-7673 • [www.pembroke.ca](http://www.pembroke.ca)

***“Protection, Prevention and Education for over 160 years”***

## Inspections & Consultations

| Type of Inspection or Consultation                                | # Completed |
|---|-------------|
| Assembly  | 31          |
| Health Care and Long-Term Care Facilities                         | 27          |
| Residential   | 75          |
| Mercantile and/or Business  | 16          |
| Industrial  | 4           |
| Hotel or Motel  | 6           |
| Recreational Burn Permit Site Inspections                         | 13          |
| Total number of inspections or consultations completed this month | 172         |
| Total number of Fire Safety Plans reviewed and/or approved        | 4           |

## Incidents

| Type of Incident                | # attended |
|---------------------------------|------------|
| Fires/Explosions                | 3          |
| Over Pressure Rupture/Explosion | 0          |
| Pre-Fire Conditions/ No Fire    | 5          |
| Open-Air Burning                | 4          |
| False Fire Calls                | 11         |
| Public Hazards                  | 3          |
| Carbon Monoxide                 | 1          |
| Rescue                          | 6          |
| Medical                         | 0          |
| Other Responses                 | 3          |
| Total Responses                 | 36         |
| Estimated Dollar Loss           | \$0        |



# PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

Telephone: (613) 735-6821 ext. 1201 • Fax: (613) 732-7673 • [www.pembroke.ca](http://www.pembroke.ca)

*“Protection, Prevention and Education for over 160 years”*

## False Alarms

| Year/Month    | Letter of Warning | Fine Issued | Fines Paid | Fines Cancelled | Fines Outstanding |
|---------------|-------------------|-------------|------------|-----------------|-------------------|
| 2020          | 21                | 6           | 5          | 0               | 2                 |
| 2021          | 29                | 8           | 8          | 2               | 0                 |
| 2022          | 16                | 12          | 8          | 0               | 4                 |
| 2023          | 20                | 6           | 5          | 0               | 1                 |
| 2024          | 37                | 8           | 8          | 0               | 0                 |
| January 2025  | 0                 | 0           | 0          | 0               | 0                 |
| February 2025 | 4                 | 0           | 0          | 0               | 0                 |
| March 2025    | 0                 | 0           | 0          | 0               | 0                 |
| April 2025    | 2                 | 1           | 1          | 0               | 0                 |
| May 2025      | 0                 | 0           | 0          | 0               | 0                 |
| June 2025     | 9                 | 0           | 0          | 0               | 0                 |
| July 2025     | 0                 | 2           | 1          | 0               | 1                 |

Respectfully yours,

Scott Selle,  
Fire Chief



# PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

Telephone: (613) 735-6821 ext. 1201 • Fax: (613) 732-7673 • [www.pembroke.ca](http://www.pembroke.ca)

***"Protection, Prevention and Education for over 160 years"***

## **August 2025 Monthly Report (August 1, 2025 – August 26, 2025)**

### **Prevention and Public Education Activities**

On August 11, the Pembroke Fire Department put a fire ban in place for the City of Pembroke, including Riverside Park. At the time of writing this report, the fire ban remains in place. During all fire bans in the City, there is a zero-tolerance policy for fires. We have laid 4 fines during this fire ban for non-compliance with the order.

School inspections have been booked for the end of August and into September.

The start of Fiddle Park falls within this reporting period. 152 trailers arrived for check in on Monday. We have revisited our operations for Fiddle Park and will try to conduct Smoke Alarm inspections during the afternoon and evening. Last year, having a staff member placed at the gate throughout the entire week was an inefficient use of resources. On Monday evening, the duty crew inspected 85 units, of these, one trailer did not have a new alarm and the owners purchased one from us and one battery required replacement. The first day saw a 97.7% smoke alarm compliance rate. Tuesday afternoon, 35 trailers were inspected, 3 alarms did not work. Of the 3 alarms that did not work, 2 required batteries and the other alarm needed replacement. At gate close on Tuesday, there were 166 trailers reported.

We continue to develop the new Emergency Reporting program at the department level to capture the data and records that are important to us.

Once again, we were invited to take part in Community Living's Health and Safety Day. During the event, the PFD set up our extinguisher training equipment and offered free training to those in attendance.

Our partnership with Renfrew County Fire Departments continued as we provided fire safety messaging in the Eganville Leader.

Messaging on Pembroke's Pure Country focused on safe boating and the dangers of smoking related fires.

### **Social Media Messaging**

In August, we gained 40 new followers on Facebook, bringing the total number of followers to 1,296. We had 51,228 views of our content.

#### **Fire Prevention Messages:**

- Release regarding Fire Ban, subsequent updates to the public
- Return to School Road Safety
- Student Housing Safety Tips
- Learn the Sounds of Fire Safety





# PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

Telephone: (613) 735-6821 ext. 1201 • Fax: (613) 732-7673 • [www.pembroke.ca](http://www.pembroke.ca)

***“Protection, Prevention and Education for over 160 years”***

## Events:

- Promoted partner agencies events and information.

## Emergency Management:

- Release of Heat Warning, tips of living and working in the heat and location of hydration stations
- “Animals Inside” sticker promotion and pet emergency preparedness

## Education

Acting Captains Verdiel and Zimmerman continue their NFPA 1041 Instructor II course.

## Vulnerable Occupancy Inspections and Drills

In August, the Annual Vulnerable Occupancy Fire Drill and inspection was completed at Carefor Mackay.

The V.O. Fire Drill Scenario has also been approved for the Pembroke Carefor Complex.

## Emergency Management

In August, our Emergency Exercise Planning Committee held a meeting. Planning is underway for the a full scale exercise in 2026.

There was one extended heat emergency in August, causing activation of our heat response plan.

## EOC/Training Room

The EOC/training room hosted 2 meetings/training sessions in the month of August.

## Pembroke Professional Firefighters Association (Lo. 488)

In August, the PPFFA sponsored Men’s Night at the Pembroke Golf Club and made a donation to a charity golf event hosted by Northern Credit Union.



# PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

Telephone: (613) 735-6821 ext. 1201 • Fax: (613) 732-7673 • [www.pembroke.ca](http://www.pembroke.ca)

***“Protection, Prevention and Education for over 160 years”***

## Career Firefighter Training

The majority of training continues to focus Emergency Reporting, while Firefighter Poirier is preparing for his 1<sup>st</sup> Class exam at the beginning of September.

This month's training focused on:

- **Suppression:** Water Supply; Aerial Operations; Ground Ladders; Incident Command System; Lithium Ion Batteries; Fire Suppression Techniques; Residential Fire Control; Tactical Ventilation; Personal Protective Equipment; Exposure Protection; Fire Streams; Building Construction; Solar Electricity Safety
- **Rescue:** Water Rescue/Boat Operations; Firefighter Survival; Aerial Rescue Operations; Fentanyl Overdoses, Extrication Techniques for Traditional and EV vehicles
- **SCBA:** Training tied into Suppression training evolutions
- **Driver:** General Driver Training; Pump Operations
- **Prevention:** Ontario Fire Code & Inspection Orders; Pre-plan Reviews;
- **Administration:** Policies, SOPs and Procedures; Emergency Reporting; NFPA 1041 Instructor II

Volunteer training for the month of August:

- Personal Protective Equipment
- Water Supply
- Fire Hose/Hose Operations/Hose Streams

## Recreational Open-Air Burning

| Year/Month    | Number of new permits | Number of Inspections | Renewals | Dollars collected | Total Number of Permits to date | Total dollars collected |
|---------------|-----------------------|-----------------------|----------|-------------------|---------------------------------|-------------------------|
| 2024          | 129                   | 139                   | 64       | \$16,100          | 193                             | \$16,100                |
| January 2025  | 2                     | 2                     | 0        | \$200             | 2                               | \$200                   |
| February 2025 | 1                     | 1                     | 2        | \$200             | 5                               | \$400                   |
| March 2025    | 1                     | 1                     | 3        | \$250             | 9                               | \$650                   |
| April 2025    | 7                     | 12                    | 19       | \$1650            | 35                              | \$2,300                 |
| May 2025      | 23                    | 17                    | 23       | \$3450            | 81                              | \$5,750                 |
| June 2025     | 13                    | 13                    | 25       | \$2,100           | 119                             | \$7,850                 |
| July 2025     | 16                    | 13                    | 15       | \$2,350           | 150                             | \$10,200                |
| August 2025   | 1                     | 3                     | 2        | \$200             | 153                             | \$10,400                |



# PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

Telephone: (613) 735-6821 ext. 1201 • Fax: (613) 732-7673 • [www.pembroke.ca](http://www.pembroke.ca)

*"Protection, Prevention and Education for over 160 years"*

## Smoke Alarm Program

| Year/Month    | Number of Inspections | Number Tested | Alarms Missing | Alarms not Working | Batteries Replaced | Alarms Installed |
|---------------|-----------------------|---------------|----------------|--------------------|--------------------|------------------|
| 2024          | 171                   | 419           | 17             | 33                 | 16                 | 70               |
| January 2025  | 18                    | 34            | 3              | 3                  | 3                  | 3                |
| February 2025 | 12                    | 20            | 1              | 3                  | 1                  | 3                |
| March 2025    | 10                    | 32            | 2              | 6                  | 3                  | 2                |
| April 2025    | 27                    | 56            | 2              | 5                  | 4                  | 5                |
| May 2025      | 14                    | 20            | 4              | 4                  | 5                  | 4                |
| June 2025     | 2                     | 4             | 4              | 1                  | 0                  | 5                |
| July 2025     | 7                     | 57            | 2              | 3                  | 0                  | 2                |
| August 2025   | 4                     | 7             | 0              | 0                  | 0                  | 0                |

## Inspections & Consultations

| Type of Inspection or Consultation                                | # Completed |
|---|-------------|
| Assembly  | 16          |
| Health Care and Long-Term Care Facilities                         | 13          |
| Residential   | 33          |
| Mercantile and/or Business  | 3           |
| Industrial  | 4           |
| Hotel or Motel  | 2           |
| Recreational Burn Permit Site Inspections                         | 3           |
| Total number of inspections or consultations completed this month | 74          |
| Total number of Fire Safety Plans reviewed and/or approved        | 0           |



# PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

Telephone: (613) 735-6821 ext. 1201 • Fax: (613) 732-7673 • [www.pembroke.ca](http://www.pembroke.ca)

***“Protection, Prevention and Education for over 160 years”***

## Incidents

| Type of Incident                | # attended |
|---------------------------------|------------|
| Fires/Explosions                | 4          |
| Over-Pressure Rupture/Explosion | 0          |
| Pre-Fire Conditions/ No Fire    | 4          |
| Open-Air Burning                | 6          |
| False Fire Calls                | 7          |
| Public Hazards                  | 5          |
| Carbon Monoxide                 | 1          |
| Rescue                          | 5          |
| Medical                         | 1          |
| Other Responses                 | 2          |
| Total Responses                 | 35         |
| Estimated Dollar Loss           | \$0        |



# PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

Telephone: (613) 735-6821 ext. 1201 • Fax: (613) 732-7673 • [www.pembroke.ca](http://www.pembroke.ca)

***“Protection, Prevention and Education for over 160 years”***

## False Alarms

| Year/Month    | Letter of Warning | Fine Issued | Fines Paid | Fines Cancelled | Fines Outstanding |
|---------------|-------------------|-------------|------------|-----------------|-------------------|
| 2020          | 21                | 6           | 5          | 0               | 2                 |
| 2021          | 29                | 8           | 8          | 2               | 0                 |
| 2022          | 16                | 12          | 8          | 0               | 4                 |
| 2023          | 20                | 6           | 5          | 0               | 1                 |
| 2024          | 37                | 8           | 8          | 0               | 0                 |
| January 2025  | 0                 | 0           | 0          | 0               | 0                 |
| February 2025 | 4                 | 0           | 0          | 0               | 0                 |
| March 2025    | 0                 | 0           | 0          | 0               | 0                 |
| April 2025    | 2                 | 1           | 1          | 0               | 0                 |
| May 2025      | 0                 | 0           | 0          | 0               | 0                 |
| June 2025     | 9                 | 0           | 0          | 0               | 0                 |
| July 2025     | 0                 | 2           | 1          | 0               | 1                 |
| August 2025   | 0                 | 0           | 0          | 0               | 1                 |

Respectfully yours,

Scott Selle,  
Fire Chief



# Committee Report

**To:** Deputy Mayor Brian Abdallah  
Finance and Administration Committee

**From:** Scott Selle, Fire Chief  
Pembroke Fire Department

**Date:** 2025-09-02

**Subject :** Recreational Burning By-law Update

## **Recommendation:**

That the Finance and Administration Committee endorse and recommend Council approval of an updated Recreational Open-Air Burning By-law.

## **CAO Review :**

I concur with the recommended changes and updated bylaw.

David Unrau, P.Eng., PMP

## **Financial Comment:**

Approved changes will be included in Budget 2026 as applicable.

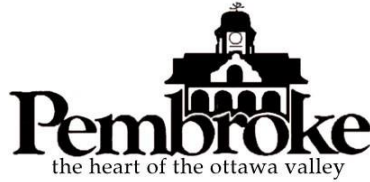
Angela Lochtie, CPA, PFA  
Treasurer/Deputy Clerk

## **Background:**

In 2023, Council passed a By-law 2023-63, a by-law to regulate Recreational Open-Air Burning and precautions to be taken by owner in the City of Pembroke. This updated recreational burning by-law was an enormous change of direction for the City and the PFD.

## **Discussion:**

After two years of working with the original by-law, there have arisen some issues that require the by-law to be revised.



The definition of Fire Ban and Outdoor Appliance has been changed to address new products and use of solid fuel cooking devices during a fire ban.

Section 5 & 7 now include wording for fire bans.

Section 8 was modified slightly to incorporate new technology, lay out permit holders' expectations during renewal, clarify the process for dealing with permits that have not been renewed in a timely manner, and place appropriate restrictions on owners and properties who are not in good standing with other City Departments.

We have also introduced wording that will allow us to transition to where permits shall be valid for the calendar year in which they are purchased, beginning on January 1, 2026.

We have taken steps to make all forms of payment acceptable at the Pembroke Fire Department. This comes at an increased cost for customer convenience. It is recommended that fees increase on January 1, 2026 to incorporate these added costs. As a result, the initial permitting process will be \$110 while renewals will be \$60.

Further in section 8, the ability to withdraw permits is expanded to include those owners or properties that may come into contravention of any other by-laws, codes, legislation, or standards enforced by the City of Pembroke after the permit has been approved.

Lastly, in section 10, we have expanded the ability of the City to recover costs for responses and contraventions of the by-law.

A by-law will be brought forward to the September 16, 2025 Council meeting for approval.

**Alternatives Considered:**

N/A

**Strategic Plan Impact:**

Financial sustainability.

**Attachments:**

Draft Updated Recreational Burning By-law

Respectfully submitted,

Scott Selle, Fire Chief  
Pembroke Fire Department

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

### **By-law Number 2025-XX**

#### **A By-law to regulate “Recreational Open-Air Burning” and precautions to be taken by owner in the City of Pembroke**

**Whereas** subsection 7.1(1) of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, authorizes the council of a municipality to pass by-laws regulating the setting of open-air fires, including establishing the times during which the open-air fires may be set; and

**Whereas** subsection 10(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, authorizes a municipality to pass by-laws respecting the health, safety and well-being of persons, the protection of persons and property, and the economic, social and environmental well-being of the municipality, including respecting climate change; and

**Whereas** the regulation of Open-Air Fires will contribute to the health, safety and well-being of the inhabitants of the municipality, the protection of persons and property within the municipality, and the economic, social, and environmental well-being of the municipality; and

**Whereas** section 391 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, provides that a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality’s property, including property under its control; and

**That** By-law 2023-63 and any other by-law inconsistent with the provisions contained in this by-law are hereby repealed.

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

#### **1. Definitions**

For the purposes of this By-law:

“Adverse Effect” means one or more of the following, as determined by the Fire Chief:

- a. Material impairment of the quality of the natural environment for any use that can be made of it,
- b. Injury or damage to property, or plant or animal life,
- c. Harm or material discomfort to any person,
- d. A detrimental effect on the health, or the impairment of the safety of any person,
- e. Loss of enjoyment of normal use of property, or
- f. Interference with the normal operation of any business.

“Applicant” means the person making an application for an open-air permit under this By-law.

“Cooking Appliances” shall mean a portable or fixed device designed and intended solely for the cooking of food in the open air but does not include an outdoor fireplace or a campfire. Approved cooking appliances are barbecues, smokers, masonry barbecues, charcoal appliances, hibachis, and contained pizza ovens.

“Campground” means an area of land that contains campsites for the purpose of overnight accommodations for tents, trailers and/or motorhomes in exchange for monetary payment, and that has been approved by the Fire Chief. The only recognized campground for the purposes of this by-law is Riverside Park.



“Ceremonial/Sacred Fire” means an open-air fire carried out as part of or in observance of a ceremonial or sacred service and maintained by a Fire Keeper.

“City” means the municipal Corporation of the City of Pembroke or the geographic area of the City of Pembroke as the context requires.

“Dangerous Conditions” shall mean:

- a. A lack of precipitation, drought, or dry weather conditions, which in the opinion of the Fire Chief, increases the risk of the spread of fire;
- b. Winds 25 kilometers per hour or higher, or winds which, in the opinion of the Fire Chief, increase the risk of the spread of fire;
- c. The duration of any smog alert/smog watch/smog advisory, as determined by Environment and Climate Change Canada; or
- d. Any other condition declared by the Fire Chief to be a dangerous condition, from time to time, which increases the risk of the spread of fire or may cause increased adverse health effects such as air quality statements.

“Combustible Structure or Object” means any building or permanent structure, hedge, fence, overhead wiring, trees, unapproved combustible material, the property lot line, or any other object, that in the opinion of the Fire Chief, may increase the risk of the spread of fire or may cause adverse health effects.

“Extinguish” means to put out or quench the fire completely with no smoke, or hot or glowing embers remaining.

“Extinguishing Agent” means a medium that effectively extinguishes a fire. Acceptable extinguishing agents are portable fire extinguishers and garden hoses.

“Fire Ban” means a period of time declared by the Fire Chief during which the setting of fireworks and all open-air fires are prohibited. Fire bans will not usually include Outdoor Appliances with mechanical shut-off (i.e., propane and natural gas appliances), or “Cooking Appliances”, but at the discretion of the Fire Chief, these items may fall under the terms of the “Fire Ban”.

“Fire Chief” means the person appointed under Section 6 of the *Fire Protection and Prevention Act* as Fire Chief for the Corporation of the City of Pembroke, or their designate.

“Fire Protection and Prevention Act” means the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4, as amended, and the regulations enacted thereunder, as amended from time to time, or any Act or Regulation enacted in substitution.

“Flying/floating lantern” means a warm air floating device made of combustible material and equipped with an open flame for floatation.

“Maintain” means to cause or permit an open-air fire to continue to burn.

“Material to be Burned” means the total volume of the materials contained in a fire.

“Non-approved Device” means a container that has not been approved by CSA/ULC or, the Fire Chief, to contain an open-air fire, including but not limited to drums, barrels, oil tanks, gas tanks.

“Nuisance Open-Air Fire” means an open-air fire that causes smoke, odour and/or airborne sparks or embers, alone or in combination, that is likely to, or does, disturb others, reduce visibility on a Highway or private driveway, and/or create a dangerous condition, and/or produce an adverse effect, inconvenience, or discomfort to others in the vicinity of the open-air fire.

“Open Air Fire” means the burning of material, including but not limited to untreated wood and wood fibre products where the flame and fuel is wholly contained, and includes campfires and outdoor appliance fires, but does not

include the use of appliances with mechanical shut-offs (i.e., propane or natural gas appliances), smokers, barbecues, or charcoal appliances.

“Outdoor Appliance” means a wood burning device, a wood fibre burning device or a natural gas or propane device that is CSA/ULC approved or approved by the Fire Chief to contain an Open-Air fire.

“Outdoor Fireplace” means a CSA/ULC approved manufactured, non-combustible, enclosed container designed to hold a small fire for decorative purposes and the size of which does not exceed 1 m in any direction and includes, but is not limited to, a chiminea.

“Outdoor Fire Structure” means a manufactured non-combustible enclosed container designed to hold a small fire for decorative purposes, and may include, but not limited to, chimineas, masonry constructed fireplaces or other appliances.

“Owner” means a person who is shown on the parcel register maintained by the Province of Ontario as the owner of property, and includes any person in legal possession of a property, and also includes a person who for the time being manages the property or receives rent for it, or who pays municipal taxes on the property, whether on their own account or as an agent or trustee of any other person, or who would carry out the aforementioned duties if the property were let, and shall also include a tenant or occupant of the property.

“Person” shall mean any individual, association, firm, partnership, corporation, agent or trustee and their heirs, executor or to the legal representative of a person that has been granted a permit for recreational fires.

“Permit Holder” shall mean any person who is a land owner, tenant, lessee, individual, association, firm, partnership, corporation agent or trustee and their heirs, executor or to the legal representative of a person that has been granted a permit for recreational fires.

“Prohibited Materials” means combustible material, including but not limited to: leaves, rubber, rubber products, plastic, plastic products, polyethylene terephthalate, polystyrenes (Styrofoam), waste petroleum products, rubbish, demolition materials, metal, tires, rubber, plastic, fibreglass, cloth, asphalt products, shingles, insulation, electrical wiring, painted or treated wood, furniture, synthetic fabrics, composite wood waste, residential waste (such as food scraps, diapers, and household trash), commercial, industrial, manufacturing, or construction waste, flammable or combustible liquids, oils, paints, solvents, batteries, acids, chemicals, explosives, radioactive, infectious, and other hazardous materials, and any material prohibited by the *Environmental Protection Act*, R.S.O. 1990, e. E. 19, as amended, but shall not include untreated wood and wood fiber products, such as non-laminated paper, cardboard and boxboard for use in starting the fire. Tree limbs and branches may be used as long as they meet the size requirements of Recreational Fire Pit listed below.

“Propane or Natural Gas Fired Outdoor Fireplace” shall mean only commercially manufactured CSA/ULC approved appliances designed for outdoor use as a fireplace and using commercial fuels such as natural gas and propane.

“Property” includes a building or structure or part of a building or structure and includes the lands appurtenant thereto and all mobile homes, mobile buildings or mobile structures and vacant land.

“Recreational Open-Air Fire” shall mean an open-air fire that does not exceed 1m (39”) in width and 460 millimeters (18”) in height that is set and maintained solely for the purposes of cooking food, providing warmth and recreational enjoyment.

“Recreational Fire Pit” shall mean a non-combustible pit dug or built on or within the ground no larger than 1m (39”) in width and 460 millimeters (18”) in height.

“Set” means to light an open-air fire.

“Special Event” means an event held by the City, or by a community not-for-profit organization, school, or an event that supports the local tourism industry.

“Unauthorized Burning” is burning outside of the regulations of this by-law and includes outdoor burning without a permit and without following safety precautions within this By-law and shall be subject to penalties.

## **2. Administration & Enforcement**

- 2.1 This By-law does not apply to the setting or maintaining of a Ceremonial/Sacred Fire.
- 2.2 The Fire Chief shall be responsible for the administration of this By-law.
- 2.3 The provisions of this By-law may be enforced by an Officer of the Pembroke Fire Department, or other authorized employee or agent of the City.
- 2.4 No Person shall obstruct or hinder or attempt to obstruct or hinder an Officer of the Pembroke Fire Department or other authorized employee or agent of the City in the exercise of a power or the performance of a duty under this By-law.

## **3. Right of Entry**

- 3.1 Upon producing proper identification, the Fire Chief, an Officer of the Pembroke Fire Department or other authorized employee or agent of the City, may, at any reasonable time, enter upon and inspect any property to determine if there is a contravention of the By-law and to enforce or carry into effect the provisions of this By-law.

## **4. Regulations**

- 4.1 Every person(s), with respect to open-air fires for recreational purposes, shall comply with the following regulations:
  - 4.1.1. No person shall cause or permit an open-air fire to be set or maintained unless that person holds a valid Open-Air Fire Permit.
  - 4.1.2. No person shall cause or permit an open-air fire to be set or maintained except in accordance with the provisions of this By-law and the terms and conditions of a valid Open-Air Fire Permit issued under this By-law.
  - 4.1.3. No person shall cause or permit an open-air fire to be set or maintained in dangerous conditions.
  - 4.1.4. No person shall cause or permit an open-air fire to be set or maintained during a Fire Ban.
  - 4.1.5. The permit holder shall ensure that the recreational open-air fire is safe, remains contained, and does not cause a wildfire. The permit holder shall remain liable for any, and all damage caused as a result of the fire.
  - 4.1.6. No person shall set or maintain a recreational open-air fire except between the hours of 6:00 p.m. to 11:00 p.m. from March 2<sup>nd</sup> to December 20<sup>th</sup> and from 3:00 p.m. to 11:00 p.m. from December 21<sup>st</sup> to March 1<sup>st</sup>.
  - 4.1.7. A person shall only burn materials which are commercially produced such as charcoal, briquettes, wood fibre products specifically designed for the outdoor appliance, or clean, dry

seasoned wood free of chemicals, paint, or stain, as outlined under open-air fire definition.

- 4.1.8. No person shall cause, permit, or maintain the burning of prohibited materials in a recreational open-air fire.
- 4.1.9. Recreational open-air fires shall be confined to commercial, non-combustible containers or to a pit no larger than 1m (39") in width and 460 millimeters (18") in height.
- 4.1.10. No person shall cause or permit an open-air fire to be set or maintained in a non-approved device.
- 4.1.11. The dimension of the fuel being burned shall not be greater than the size of the container or fire pit and shall be totally confined within the container or pit at all times.
- 4.1.12. A recreational open-air fire shall be confined to an area that is a minimum of four (4) meters (13 ft) from combustible structures or objects. Approved outdoor appliances, outdoor fireplaces or outdoor fire structures may reduce the clearance requirements to three (3) meters (10 ft) upon approval of the Fire Chief.
- 4.1.13. An effective extinguishing agent of sufficient size and with the capability of extinguishing the fire shall be at the site of the burning and be immediately available for use.
- 4.1.14. Recreational open-air fires shall be attended, controlled, and supervised at all times by the permit holder and shall be completely extinguished before the fire is left unattended.
- 4.1.15. No person shall cause or permit a nuisance open-air fire.
- 4.1.16. No person shall use, or cause or permit the use of a flying/floating lantern.

## **5. Cooking Appliances**

- 5.1 Approval is not required from the City, or the Fire Chief, for the use of cooking appliances to cook food. Cooking appliances being used to cook food shall be attended, controlled, and supervised at all times. Cooking Appliances may fall under the terms of fire ban restrictions as determined by the Fire Chief.

## **6. Approved Fuels**

- 6.1 The only approved fuels for use in cooking appliances are commercially produced charcoal, briquettes or other commercial fuels intended for the appliance for the purposes of cooking. Approved fuels for contained pizza ovens consists of clean, dry seasoned wood, free of chemicals, paint, or stain.

## **7. Exceptions**

- 7.1 The City of Pembroke shall be exempt from the provisions of this By-law with respect to open-air burning. Exemptions shall also include the recreational open-air fires, as approved by Park staff, at Riverside Park Campground. Exemptions may be revoked under the terms of fire ban restrictions as determined by the Fire Chief.

Two public fire pits will be available at Riverside Park for use by City of Pembroke residents. Fire pits will be available from Victoria Day weekend to Thanksgiving. Reservations or use of the fire pits will be completed through the Campground Office at The Kiwanis Fieldhouse or the Parks and Recreation Department. All rules and regulations laid

out by this By-law and by Riverside Park Campground staff shall be followed at all times. Hours of use are limited from 9:00 a.m. until 11:00 p.m. daily. Reservations and use shall be at no cost to user. All aspects of this By-law, aside from the time frame, apply to users of the public fire pits.

## 7.2 Special Events

Special events, as approved by the Fire Chief, shall be exempt. All exemptions require a formal letter of request with written approval of the property owner, an approved letter from the Fire Chief, shall be subject to a site inspection, and may be subject to the permit fee.

## 7.3 Gas Fired Outdoor Fireplaces

CSA/ULC approved natural gas or propane fueled outdoor fireplaces are exempt. All regulations for fire safety included within this By-law shall be adhered to.

# 8. Issuance of Permits

## 8.1 Permit

8.1.1 Every application for a fire permit shall be submitted to the Pembroke Fire Department using methods or forms approved by the Fire Chief and shall contain the applicant's contact information and all other information, documentation or materials as may be requested by the Pembroke Fire Department.

8.1.2 Every tenant shall provide a written and signed letter of approval from the property owner when applying for a permit. The letter shall contain the owner's current mailing address and phone number.

8.1.3 An incomplete application for a permit will not be processed.

## 8.2 Inspections

8.2.1 A site inspection of the proposed burn location for a recreational open-air fire shall be undertaken by the Fire Chief. This inspection may include a drawing and will require pictures to be taken of the property and the fire's proposed location prior to issuing a permit.

8.2.2 When renewing an expiring permit, the permit holder shall provide the Pembroke Fire Department with pictures confirming no changes have been made to the approved location. The permit holder will further sign an attestation confirming no changes have been made to the approved location.

8.2.3 Permit renewals that have lapsed for an extended period will be subject to a full site inspection as well as full invoicing for the inspection.

## 8.3 Approval

8.3.1 The Fire Chief may, in their sole discretion, refuse to issue a permit if:

8.3.1.1 The application is incomplete;

8.3.1.2 The Fire Chief has reasonable grounds to believe that the Open-Air Fire may cause or result in an

adverse effect or a dangerous condition;

8.3.1.3 The Applicant has an outstanding debt owing to the City as a result of unpaid fees or charges or fines issued pursuant to this By-law;

8.3.1.4 The Applicant has outstanding orders placed on themselves or the property named in the application; or

8.3.1.4 The Fire Chief has reasonable grounds to believe that the Open-Air Fire will result in a breach of this By-law, the *Fire Protection and Prevention Act*, or any other provincial or federal statute.

8.3.2 A permit issued under this by-law is personal to the permit holder and shall not be transferred or assigned.

#### 8.4 Permit Fees

8.4.1 The fee for the issuance of a Recreational Open-Air Burning Permit will be as set by the City's approved fees and charges schedule, which may be reviewed and changed from time to time.

8.4.1 Beginning January 1, 2026, the permit shall be valid for the calendar year in which it was purchased. All permits shall expire on December 31<sup>st</sup> of the calendar year. As outlined in 8.2.3 an inspection prior to renewal may be required.

8.4.1 To ensure a smooth transition to the new permitting period, permits expiring from September 1, 2025 to December 31, 2025 shall be deemed to be active, approved permits. Permit holders shall continue to abide by all rules and regulations set forth in this by-law.

8.4.2 Application and inspection fee payment shall be made at and to the Pembroke Fire Department.

#### 8.5 Permit Withdrawal or Fire Ban

8.5.1. The Fire Chief may withdraw a previously issued permit or ban burning. In the event of any permit withdrawal or Fire Ban, all persons shall immediately extinguish any existing Recreational Open-Air Fires. In the case of a permit withdrawal or fire ban, there shall be no refund of permit fees.

8.5.2 The Fire Chief may, at any time, in their sole discretion, revoke any permit, if the Fire Chief has reasonable grounds to believe that:

8.5.2.1 Any information provided with the permit application or supporting documentation or materials is not accurate, is false or misleading;

8.5.2.2 A provision of this by-law or a term or condition of the permit is not being observed;

8.5.2.2 The permit holder is in contravention of any other by-laws, codes, legislation, or standards enforced by the City of Pembroke; or

8.5.2.3 The permit holder has caused or permitted a nuisance open air fire on one or more occasions.

- 8.5.3 If the Fire Chief revokes a permit, the Fire Chief shall notify the permit holder using the contact information provided on the application.
- 8.5.4 Notice of the revocation of a permit, if sent to the contact information provided on the application, shall, in the absence of evidence to the contrary, be deemed to be received:
  - 8.5.4.1 On the date of delivery, if delivered personally;
  - 8.5.4.2 On the date and time of transmission, if delivered via email;
  - 8.5.4.3 Three (3) business days after the date of mailing, if delivered by registered mail to an address within the City;
  - 8.5.4.4 Five (5) days after the date of mailing, if delivered by registered mail to an address outside of the City;
  - 8.5.4.5 Five (5) days after the date of mailing, if delivered by regular mail to an address within the City;
  - 8.5.4.6 Seven (7) days after the date of mailing, if delivered by regular mail to an address outside the City.

## **9 Extinguishing Any Fire**

- 9.1 The Fire Chief may direct any person to extinguish an open-air fire where the Fire Chief has reasonable grounds to believe that the open-air fire is in contravention of this By-law or of the terms and conditions of a permit.
- 9.2 Where the action taken by such person to extinguish the fire, in the opinion of the Fire Chief, is not adequate, the Fire Chief may take such action as they consider necessary to control and extinguish the fire.
- 9.3 No action or other proceeding for damages shall be instituted against a firefighter, a fire coordinator, a fire inspector, a community fire safety officer, a member or employee of the Fire Safety Commission, an assistant to the Fire Marshal, a Deputy Fire Marshal, the Fire Marshal, or a person acting under their authority, or any other person directed by the Fire Chief pursuant to the above, for any act done in good faith in the execution or intended execution of his or her power or duty or for any alleged neglect or default in the execution in good faith of his or her power or duty.

## **10 Costs of Action Regarding Fires**

- 10.1 The owner(s) and/or permit holder may be responsible for any and all costs and expenses of any action(s) taken by the Fire Chief pursuant to section 9.1 and/or section 9.2 of the By-law with respect to responding to, controlling or extinguishing an open-air fire on that property that is caused by, or results from, a contravention of this By-law, or is caused by or results from the failure to comply with any of the provisions of this By-law or the terms and conditions of an Open-Air Fire Permit issued pursuant to this By-law.
- 10.2 For the purposes of section 10.1 of this By-law, costs and expenses include, but are not limited to: the costs and expenses of any actions related to the burning of prohibited materials or in prohibited conditions; the costs and expenses of any actions required to extinguish a fire in contravention of this By-law; the costs and expenses of multiple responses to the same address due to contraventions of the By-law; the costs and expenses related to the spread of an open-air fire onto

property owned by the City, including to repair or replace damaged property.

- 10.3 The costs and expenses in Section 10.1 of this By-law shall be payable to the Pembroke Fire Department.
- 10.4 If costs or expenses are assessed against an owner or permit holder under this By-law, the Pembroke Fire Department shall deliver an invoice to each such owner or permit holder and the owner or permit holder shall pay the fee within thirty (30) days of receipt of the invoice or as may be otherwise specified on the invoice.
- 10.5 The Pembroke Fire Department may deliver such invoice personally, by registered mail, or by regular mail to the owner(s)'s address listed on the written letter of permission, or the most recent address on file, or the permit holder's address listed on the permit application.
- 10.6 Receipt of the invoice shall be deemed to have occurred:
- 10.6.1 On the date of delivery, if delivered personally;
  - 10.6.2 Three (3) business days after the date of mailing, if delivered by registered mail to an address within the City;
  - 10.6.3 Five (5) days after the date of mailing, if delivered by registered mail to an address outside the City;
  - 10.6.4 Five (5) days after the date of mailing, if delivered by regular mail to address within the City; or
  - 10.6.5 Seven (7) days after the date of mailing, if delivered by regular mail to an address outside the City.
- 10.7 If any amount payable under this By-law remains unpaid after thirty (30) days of the receipt of the invoice, the Pembroke Fire Department shall request to the City to add such amount to the tax roll for any property for which all the owner(s) or permit holders are responsible and may collect the amount in the same manner as municipal taxes or through the use of other legal means as deemed appropriate.

## **11 Offence and Penalty Provisions**

- 11.1 Every person who contravenes any provision of this By-law is guilty of an offence as provided in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.
- 11.2 Any person who contravenes any provisions of this By-law is guilty of an offence and is liable to the fine or penalties set in Schedule "A" of this By-law and Section 61 of the *Provincial Offences Act*, R.S.O. 1990, c.P33.
- 11.3 If a person has been convicted of an offence under this By-law, the Ontario Court of Justice or any court of competent jurisdiction thereafter may, in addition to any penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the offence by the person convicted, and/or requiring the person convicted to correct the contravention in the manner and within the period that the court considers appropriate.
- 11.4 In accordance with Section 398 of the *Municipal Act*, the treasurer of the City may add any unpaid fees, charges and/or fines imposed under this By-law to the tax roll and collect them in the same manner as property taxes.

## **12 Schedules**



12.1 The following schedules are attached to and form part of this By-law:

a. Schedule A: Offences and Penalties

### **13     Validity**

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

### **14     Repeal & Enactment**

14.1 That By-law 2020-21, 2021-43 and any other by-law inconsistent with the provision contained in this by-law are hereby repealed.

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

**Passed and enacted this 5<sup>th</sup> Day of September 2023**

Ron Gervais  
Mayor

Victoria Charbonneau  
Clerk

Schedule “A” to By-law 2023-63  
Part 1 Provincial Offences Act

By-law 2023-63: Recreational Open-Air Burning By-law

| Item | Column 1 – Short Form Wording                  | Column 2 – Provision Creating or Defining Offence | Column 3 – Set Fine |
|------|--|---|---------------------|
| 1    | Burning without a permit                       | ss. 4.1.1   | \$200.00            |
| 2    | Unsafe burning                                 | ss. 4.1.3   | \$200.00            |
| 3    | Burning during a Fire Ban                      | ss. 4.1.4   | \$200.00            |
| 4    | Burning outside Permitted Times                | ss. 4.1.6   | \$200.00            |
| 5    | Burning prohibited materials                   | ss. 4.1.8   | \$200.00            |
| 6    | Burning in a non-approved device               | ss. 4.1.10  | \$200.00            |
| 7    | Fire larger than approved                      | ss. 4.1.11  | \$200.00            |
| 8    | Burning within 4m of structure/object          | ss. 4.1.12  | \$200.00            |
| 9    | Failure to have an extinguishing agent on site | ss. 4.1.13  | \$200.00            |
| 10   | Failure to attend, control, supervise fire     | ss. 4.1.14  | \$200.00            |

“Note: The penalty provision for the offences indicted above is Section 11.1 of By-law 2023-63, a certified copy of which has been filed”.

Schedule "B" to By-law 2023-63

**Recreational Open-Air  
Fire  
Permit Application # 100**



**Pembroke Fire  
Department  
200 International  
Drive  
Pembroke ON K8A**

**Section A – Applicant Information**

Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Postal Code: \_\_\_\_\_

Owner of Property: Yes ☐ No ☐ Email Address: \_\_\_\_\_

**Section B – Property Owner Information** (to be completed by the owner, if the applicant is the tenant).

Owner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Owner's Address \_\_\_\_\_ Postal Code \_\_\_\_\_

I hereby give permission to \_\_\_\_\_ to apply for a Recreational  
(Name of tenant)

Open Air Burning permit for the property located at \_\_\_\_\_.

Owner's Signature \_\_\_\_\_

**Section C – Type of Outdoor Burning**

Outdoor Fire Structure (as defined in By-law #2020-21) Yes ☐

Recreational Fire Pit (as defined in By-law #2020-21) Yes ☐

**Section D – Type of Extinguishment**

Class "A" Extinguisher ☐ Garden Hose ☐ Other ☐ \_\_\_\_\_

**Section E – Type of Permit Requested**

New ☐ Valid for twelve (12) month period from date of issue (Permit fee \$100)

Renewal ☐ Valid for twelve (12) month period form date of issue (Permit fee \$50)

Has your outdoor fire structure/fire pit changed location, or is there any change to the layout of the burn area? Yes ☐ No ☐ \_\_\_\_\_

Special Event ☐ Date of burn: \_\_\_\_\_ (Single Use Only) (Permit Fee \$50)

## **Section F – Property Layout**



Drawing of the property and proposed burn layout shall be supplied at the time of application.

Adequate drawing received?      Yes ☐      No ☐

A top view sketch (in the area provided below) of the proposed burn layout shall include dimensions showing that the outdoor fire structure/fire pit is positioned at least 4m (15 ft) from all structures and property lines when in use.

[illegible]

**Section G – Self Declaration**



- ☐ I understand that I am subject to inspection of the Recreational Open Air burn location at any time by the Pembroke Fire Department. Permits are issued based on the provided information, any changes or alterations will be reviewed by the Pembroke Fire Department prior to renewal of permit.

I further understand that if an inspection of the site is initiated, or if a response to an incident is warranted due to a complaint or other by the Pembroke Fire Department, to a property or area found not to be in compliance with this application, the property owner or tenant is subject to all applicable charges and fees contained within

By-Law #2020-21.

- ☐ I have advised all neighbours within the adjacent properties of my intent to conduct Recreational Open Air fires.
- ☐ I have read By-Law #2020-21 and agree to assume all responsibility for any damages occurring from the Recreation Open Air fire for which this permit is issued.

---

Signature of Applicant

---

Date of application



# Committee Report

**To:** Deputy Mayor Brian Abdallah  
Finance and Administration Committee

**From:** Scott Selle, Fire Chief  
Pembroke Fire Department

**Date:** 2025-09-02

**Subject :** Fire Dispatching Services

## **Recommendation:**

That the City of Pembroke Finance and Administration committee approve moving forward with a request for proposals for NFPA compliant, certified, full fire dispatching services for the Pembroke Fire Department.

## **CAO Review :**

I agree with the recommendation provided.

David Unrau, P.Eng., PMP

## **Financial Comment:**

If approved, revised dispatch costs will be included as part of Budget 2026.

Angela Lochtie  
Treasurer/Deputy Clerk

## **Background:**

Our fire department's first line of defense is not a fire engine—it's the dispatcher on the other end of the radio. That voice and it's supporting communication infrastructure determines how quickly help arrives. It ensures the appropriate resources get to the emergency, and notifies firefighters of how much danger they are about to face when they step into harm's way.

Currently, our dispatch service is not fully aligned with National Fire Protection Standards. This gap is not simply a matter of compliance—it is a matter of life safety, liability, and public



trust. Every second lost in dispatch is a second gained by a fire, a hazardous chemical release, or a second lost to someone trapped in a vehicle.

The Pembroke Fire Department currently utilizes the Central Ambulance Communication Centre (CACC), located in the Town of Renfrew, for dispatching services. The contract for service, provided by CACC, is held by the County of Renfrew and negotiated between 2 parties, the County and the Ministry of Health. The City of Pembroke does not have a seat at the table during negotiations, nor any authority or negotiating privileges under the current contract.

Aside from the recent console update in 2023, minimal upgrades have been done at CACC or to the infrastructure that supports communications between CACC and the Pembroke Fire Department since the inception of the 9-1-1 program in the 1990s.

### **Discussion:**

The issue with the communication infrastructure and equipment used by CACC for dispatching the Fire Service within Renfrew County has been discussed and debated for several years. Discussions began in 2015 on upgrading and improving the system but broke down around 2017 after years of debate, leaving the system in a precarious position. The equipment was antiquated, and a major failure would have had catastrophic effects throughout the County. There has been no movement on the communication infrastructure and we are still using the same equipment and system as was originally put in place in the late 1990s.

The Fire Services within Renfrew County have little control over the system. The primary role of the CACC is to dispatch Ambulance services under the Ministry of Health. Dispatching fire is a secondary service. Renfrew County CACC is one of a few CACCs throughout the Province who dispatch for fire. As such, CACC has an extremely dedicated and well-trained staff in terms of Ambulance Communications but falls short of meeting key requirements for Fire Service Communications. Fire Communications/Dispatching agencies such as those contracted by Arnprior, Renfrew and as of recently, McNab/Braeside, are operating within the requirements of the National Fire Protection Association Standard 1225, a Standard for Emergency Services Communications. As of July 1, 2026, the Provincial Mandatory Certification deadline under O. Reg 343/22, fire dispatchers employed by a fire department or municipality must be certified under this standard. This standard sets professional qualifications for public safety telecommunicators, ensuring dispatchers are trained to provide accurate, timely, and hazard-aware instructions. Further, this standard mandates resilient, redundant, and high-performance communications systems to ensure no call is ever lost and no firefighter is ever left without information. NFPA standards equal proven life-saving practices. As CACC employees fall outside of the scope of O. Reg 343/22, there is no requirement for CACC dispatchers to meet or hold certification to this standard. Therefore, our current service does not meet benchmarks outlined in the standard—particularly in the areas of formal certification, continuous quality assurance, and integrated situational awareness systems. As the City of Pembroke “contracts” dispatch services provided by CACC, there is strong liability risk placed upon the City of Pembroke.



There is limited comparison between what CACC currently provides and the level of service that is available. Not only is there the standard compliance issue, but we also run into the issues of real-time communication, event logging, and incident tracking—all of which fire dispatching agencies have in place.

Currently, the Pembroke Fire Department utilizes a two mobile radio system in our emergency response vehicles. This antiquated communication system is the only way we can currently communicate and receive emergency calls from CACC. One mobile receives the pages while the second is used to communicate with CACC or with other apparatus or personnel on the fire ground. To speak to CACC, the firefighter must physically change channels on their mobile or portable radio. This takes the firefighter off the “working” channel and severs the vital communication link between them and the rest of the fire ground. This is a tremendous risk to firefighter safety. CACC does not have the ability to monitor our fireground “working” channel.

The changing of channels occurs frequently on the fireground as the Incident Commander must physically notify CACC when specific benchmarks are reached. Examples of these benchmarks are “Agent Applied”, meaning water on the fire or “Primary Search Complete”. These benchmarks are also required to be reported to the Ontario Fire Marshal and are key service indicators and data used by Fire Departments to determine everything from staffing levels, response models and station locations. They are also extremely valuable when brought before the courts to defend actions in a liability suit, or when seeking prosecution for criminal cases. Because CACC does not have the ability to record our working channel, these times must be passed along to CACC. Upon receiving the verbal report, the dispatcher logs the information using the time they receive the communication from the IC. Although we do our best, these times are rarely 100% accurate. Once the communication is complete, the IC then must physically turn from the CACC channel back to the working channel. Further, the two examples I used above occur at times on the fireground when the conditions are usually at their worst and potential for firefighter accidents, injuries or death is at the highest. At this point during emergency responses is also when the IC is being inundated with information, requests for resources and questions from arriving emergency responders and the public. It is very easy to simply forget to turn the channel. This increases the risk of missing critical fire ground transmission, such as MAYDAYs, evacuation orders, or other urgent messages. It has happened to me in the past and will continue to happen in the future. Firefighter safety should always be the primary priority.

Most dispatching agencies operate on a single-channel dispatch model for fire operations, ensuring that all call-taking, dispatch, and on-scene updates occur on the same channel. This eliminates the need for crews to monitor multiple channels during high-stress incidents and reduces the risk of missed transmissions. All fireground communications are recorded, providing a reliable record for incident review, training, and post-incident analysis. This supports accountability, operational learning, and safety audits following critical events. In reviewing many Line of Duty Death reports, one of the leading factors is communication breakdown. There are many examples of dispatchers monitoring fireground communications and hearing firefighters calling for help. These dispatchers have then notified the Incident





Commander and saved firefighters' lives. The current method of operation could potentially lead to a situation where a firefighter is calling for help and the Incident Commander does not receive the radio transmission because they have the radio turned to the dispatch channel. Post-incident investigations frequently focus on dispatch performance—and NFPA compliance is a strong legal defense. A single catastrophic incident could cost the municipality far more in settlements and insurance premiums than the cost of upgrading dispatch services.

Over the summer, we have transitioned to a new records management platform. By moving to a full fire dispatch service, we could potentially incorporate this system into a full computer aided dispatch model. Computer-Aided Dispatch integrates with fire service GIS mapping, pre-incident plans, and unit tracking — giving responding crews the information at the right time. This would also allow for full incident tracking. Along with full incident tracking, there is also the potential for pre-populating reports which would reduce the amount of time officer's spend writing reports and the amount of time the Chief spends reviewing reports.

Dispatching agencies may also offer full integration with the Who's Responding notification and responder tracking system used by The City of Pembroke Fire Department and the Municipal Emergency Control Group.

On top of this, we are also experiencing a complete remodelling of the 9-1-1 network, known as NG 911. This remodelling is occurring across Canada and is an attempt to modernize the 911 system by accounting for cell phones as the primary mode of communications. NG 911 will allow receipt of the various communication methods cell phones use. Currently, Renfrew County is beginning the transition process. Again, the agencies providing fire dispatching services as discussed above have already completed the transition to IP-based NG911 system to ensure uninterrupted service during emergencies. By moving forward with a fire dispatching agency, it would ensure our municipality meets the NG911 requirements without requiring additional internal upgrades or compliance planning.

If Committee recommends a change, any new provider would be communicating through the internet or IP VPN, and would include built in redundancies, most agencies providing triple redundancy, none of which is currently provided with CACC. We would no longer be tied to the tower system as our primary means of communication with our dispatchers. Tower systems are notoriously prone to weather related malfunctions. Many dispatching issues occur across the County annually, whether due to snow, ice or wind. Also, if a transition is approved, a new provider would be compliant with all standards relative to fire dispatching. As mentioned earlier, this would increase firefighter safety on the fireground by grouping all communications together and by recording all transmissions.

The current 2025 and 2026 costing to the City of Pembroke for dispatching services from the CACC are broken down as follows:

Administration = \$52,279.43 (2025)/16= \$3267.46



$\$54,851.58 (2026)/16 = \$3428.22$  (4.9 % increase)

The above Administration fee is currently split between 16 user municipalities but may be subject to change if other municipalities move away from CACC.

Call Taking/Alerting =       \$23.74 (2025) per call  
                                      \$24.91 (2026) per call (4.9% increase)

Dispatching =                 \$31.07 (2025) per call  
                                      \$32.60 (2026) per call (4.9% Increase)

A 5-year average annual cost for dispatching services provided by CACC is \$26,197, including a projected cost for 2025 of roughly \$26,000, this being based on projected calls numbering 406. This projection for 2025 is based on the first half of the year and may be low as our busiest months have traditionally been July through November.

Beginning in 2023 and into 2024 we saw a return to pre-Covid response numbers. The Covid factor must be addressed as it does affect the 5-year average used when calculating costings and emergency responses. From the 2023 report I presented, the average cost of dispatching over the 5-year span (With Covid prevalent during most of the years) was \$14,910 compared to the average 5-year cost in 2025 of \$26,197. This is a 75% increase over two years. This also includes the purchase of a new console in 2023, which the City was charged \$35,478.81. When considering the costing, please remember that the purchase in 2023 was the first of its kind. There have been no major investments in the communication infrastructure in recent years and there is no reserve funding for future upgrades, repairs, or maintenance.

In May of 2023, County Council accepted a motion to move ahead with the purchase of a new console and radio system for the Central Ambulance Communication Center from BearCom for a total cost of \$318,710.00 plus taxes (\$360,142.30). The purchase was necessary as the console being replaced was obsolete and could not be repaired. The costing breakdown, downloaded to the municipalities, for the purchase of fire dispatching equipment was determined at County Council, with no representation from the City of Pembroke during discussions. The decision was made to base the cost breakdown on weighted assessment, not split evenly between all users as the Administration fee is. If the same formula was used as the Administration Fee allotment, the City's portion of the new console would have been half of what we actually paid.

On September 3, 2025, Mr. Lee Perkins, Director of Operations for the County of Renfrew, will be presenting to the County Fire Chiefs. We hope he will bring forward a proposal for upgrades to the County Communication system. From the proposals presented in 2015 (technology now potential obsolete), the projected costs of this project will run in the millions, with potential increased annual costs in maintenance and user fees of upwards of \$650,000. If you as Council wish to remain working within the County communication system, I do not know what the future costs will be. The infrastructure currently used is



obsolete. What systems work in one municipality may not work in other municipalities or meet the needs of the fire service. The County is just too diverse in geography and demographics. The Chair of the Renfrew County Fire Service will be recommending the County begin reserve funding for future repairs, maintenance and upgrades which will continue to escalate the costs. I believe that the best decision for the rate payers of the City of Pembroke is to remove ourselves from the County system and find a full fire dispatching agency that meets the City's needs, uses up to date technology, and presents a fix costing rate that can be easily budgeted for year to year.

If direction is given to make a change in dispatching services, transitional costs will be incurred to add some equipment to communicate with the new service provider. This initial start up fee could range in price from \$5,000 to \$30,000. This would be offset by lower future costs on communication equipment as we would no longer require the dual mobile radio system we currently employ with CACC.

Once set up is complete, annual costs, usually based on a per capita basis, could possibly be in the range of \$60,000 to \$70,000. These numbers are based on information shared from the Town of Renfrew, the Town of Arnprior, and the municipality of McNab/Braeside, who all have moved to fully certified fire dispatching agencies.

After reviewing our fire service dispatch requirements, I recommended to Council that the Pembroke Fire Department move forward with a request for proposals for a fully certified fire dispatch.

While we recognize the capabilities of CACC, their operations are designed primarily for ambulance dispatch under provincial standards. Council has the opportunity—and the responsibility—to act before a preventable tragedy occurs. The City of Pembroke's move to a certified fire dispatch agency is based on our need for a purpose-built, fire-focused dispatch solution that maximizes firefighter safety, ensures clear and continuous communication, leverages our existing technological investments such as Emergency Reporting and Who's Responding, and fully aligns with our operational and legislative requirements. For the City, this move would provide lower legal exposure through documented adherence to national standards, better outcomes in after-action reviews and insurance audits, and stronger public confidence in our emergency service. This is not an added budget expense—it's an investment in public and firefighter safety, liability protection, and public confidence.

### **Alternatives Considered:**

Stay with the County and CACC. It is very likely that going forward with the County, after the overhaul of the communication system, we will see costing far beyond what a full fire dispatch would cost annually. As an example, the Town of Arnprior in 2025 will pay \$48,989.00 (fixed rate) and the Town of Renfrew will pay \$52,000 (fixed rate) to the City of Brockville for dispatch. The City of Pembroke, in 2023, paid \$53,133.71 with \$35,478.81 of that unplanned and unbudgeted for due to the emergency console replacement.



**Strategic Plan Impact:**

Overall infrastructure in good condition with no unexpected major failures.  
Increased morale.  
Would assist in long term financial planning.

**Attachments:**

None

Respectfully submitted,

Scott Selle, Fire Chief  
Pembroke Fire Department



# Committee Report

**To:** Deputy Mayor Brian Abdallah  
Finance and Administration Committee

**From:** Angela Lochtie, Treasurer/Deputy Clerk  
Treasury Department

**Date:** 2025-09-02

**Subject :** Tax Policy: Affordable Rental Housing Subclass

## **Recommendation:**

That the Finance and Administration Committee accept this report as information.

Changes to the City's current property tax policy is not recommended at this time.

## **CAO Review :**

I concur with the recommendations of this report.

David Unrau, P.Eng., PMP

## **Financial Comment:**

It is estimated that the net loss to the City for this potential tax policy change would be \$301,028 (lost property tax revenues of \$332,260 less cost savings of \$31,232). This net loss would shift the tax burden onto other tax classes. It is estimated that the average residential property assessed at \$185,000 would pay an additional \$37 in property taxes per year.

Angela Lochtie  
Treasurer/Deputy Clerk

## **Background:**

The Ontario provincial government has introduced a new optional subclass within the Multi-Residential and New Multi-Residential property classes to support the development and maintenance of affordable rental housing. This subclass permits municipalities with flexibility to offer up to a 35% property tax rate reduction on eligible affordable rental units located within municipal boundaries. This discounted tax rate would apply to the municipal portion of the tax bill only. Education rates are not impacted by this regulatory change.



To adopt this subclass for the 2026 tax year, the City must pass a by-law no later than September 30, 2025.

Properties are eligible for the affordable rental housing subclass when:

- The municipality opts into the affordable rental housing subclass via a bylaw
- The property's MPAC classification is either Multi-Residential or New Multi-Residential, defined as land used for residential purposes with seven or more self-contained units. The New Multi-Residential class applies to properties built after 2017.
- The property meets the conditions set out in subsection 22.1.1 (5) of [O. Reg 282/98](#) under the Assessment Act, specifically:

1. The land is a self-contained residential unit.
2. The residential unit meets the criteria for being an affordable residential unit set out in subsection 4.1 (2) of the Development Charges Act, 1997.

*4.1 Affordable residential unit, rented*

*(2) A residential unit intended for use as a rented residential premises shall be considered to be an affordable residential unit if it meets the following criteria:*

- 1. The rent is no greater than the lesser of,*
  - i. the income-based affordable rent for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (5), and*
  - ii. the average market rent identified for the residential unit set out in the Affordable Residential Units bulletin.*
- 2. The tenant is dealing at arm's length with the landlord.*
3. The owner of the residential unit or the operator of the building in which the residential unit is located is,
  - i. required by an Act or a federal statute to provide affordable rental housing, or
  - ii. required to offer the residential unit at a rent that is governed by an agreement entered into with one of the following entities:
    - A. The Crown in right of Canada.



- B. The Crown in right of Ontario.
- C. An agency of the Crown in right of Canada or of Ontario.
- D. The local or upper-tier municipality in which the residential unit is located or a local board of either of them.
- E. A service manager as defined in the *Housing Services Act, 2011*.

As per the [August 1, 2025 Affordable Residential Units Bulletin](#), affordable monthly rent in the City of Pembroke is as follows:

- Bachelor unit \$798
- 1-bedroom unit \$1,033
- 2-bedroom unit \$1,247
- 3+ bedroom unit \$1,480

The Renfrew County Treasurers met on August 25 to discuss 2026 tax policy. Per the County of Renfrew, the only qualifying affordable housing properties they are aware of at this time is related to their role under Section E: A service manager as defined in the *Housing Services Act, 2011*.

Specifically, the County of Renfrew operates six housing corporations with three offering affordable rentals in the City Pembroke as follows:

- St. Joseph Non-Profit Housing (Pembroke)
- Kinsmen Court (Pembroke)
- Renfrew County Housing Corporation

In total, the properties owned by these three corporations in Pembroke have a 2025 Multi-Residential (MT) assessment of \$26,507,183.

The City's 2025 share of the County's affordable housing operation is 9.4%.

### **Discussion:**

In 2025, these County-owned properties generated tax revenues to the City of \$939,007. If the City adopted the affordable rental sub-class at the full 35% reduction, City tax revenues are estimated to be reduced by \$332,260. The City's portion of cost savings related to this service is estimated at \$31,232 (9.4% of \$332,260).

This policy change has been recently introduced by the provincial government. The role of the City and any administrative burden of assessing properties within this new tax class is unknown as the underlying processes are still under review by MPAC. We do know that



work will need to be undertaken by someone to obtain and review affordable rental agreements for properties falling under this sub-class.

With lost revenues exceeding cost savings and the net cost of this tax policy change shifting to other tax classes, adoption of this new tax policy option is not recommended at this time.

**Alternatives Considered:**

Council could opt to adopt the Affordable Rental Housing Subclass which would increase the tax rate and total municipal property taxes paid by all other properties.

**Strategic Plan Impact:**

Financial sustainability and taxpayer affordability.

**Attachments:**

None.

Respectfully submitted,

Angela Lochtie, Treasurer/Deputy Clerk  
Treasury Department





# Committee Report

**To:** Deputy Mayor Brian Abdallah  
Finance and Administration Committee

**From:** Brian Lewis, Director  
Operations Department

**Date:** 2025-09-02

**Subject :** Mud Lake Road and Catherine Street Resurfacing

## **Recommendation:**

That the City of Pembroke Finance and Administration Committee approve the following:

1. Reallocation of \$52,000 from the William Street Sidewalk Replacement and Removal project.
2. Reallocation of \$98,000 of surplus funds from the 2025 Capital Resurfacing program
3. Reallocation of \$54,500 from the Pavement Preservation program

The above reallocations to be redirected to pavement resurfacing of:

- A. Mudlake Road from Paul Martin Drive east to City limits
- B. Catherine Street from Supple Street to Alfred Street

## **CAO Review :**

This report has reviewed with the CAO and there is concurrence with the recommendations.

David Unrau, P.Eng., PMP

## **Financial Comment:**

The anticipated cost to resurface Mudlake Road from Paul Martin Drive easterly to the city limits is approximately \$136,900.

The anticipated cost to pad and pave the portion of Catherine Street from Supple Street southerly to Alfred Street is \$63,600

The above noted combined reallocation of existing budgeted funds is \$204,500 covering the anticipated costs including Net HST.



Angela Lochtie  
Treasurer/Deputy Clerk

### **Background:**

The sidewalk on the east side of William Street is planned for replacement. As is the present policy, the second sidewalk on the west side, which is not winter maintained, is to be removed. In planning for the works, it was determined that additional works on William Street from Nelson Street to Pembroke Street East would be beneficial for restoring the asphalt surface, improving drainage to the newly reconstructed portion of Nelson Street and to improve the on-street parking. Works are now being planned for 2026 (budget dependent).

The City's Capital Resurfacing program, including the works on Miller Street, are expected to see a surplus in the budget at the end of this year's program in the magnitude of \$100,000. It is advantageous to use these funds to continue paving works this year and the section of Mudlake Road would be advanced from the planned works in 2026 to this year. This would complete works adjacent to the Hwy 41/148 connecting link as well as facilitate a detour route around the Olympic Bridge on Paul Martin Drive for the works scheduled on that structure.

The recent tender for crack sealing as part of the 2025 Pavement Preservation program received bids of \$110,400 and \$133,800, well in excess of the \$54,500 budget available for the work. Reallocating the budget allows for renewal of asphalt surface of streets needing repaving and reduces the needs for asphalt maintenance, in effect accomplishing the programs intent for improved rideability of city streets.

### **Discussion:**

The resurfacing of Mudlake Road would be completed in conjunction with the Connecting Link project for the shave and pave of Paul Martin Drive and with the resurfacing of Boundary Road from Paul Martin Drive to the Taylor Bridge, previously included in the 2025 budget. The contractor for that work is Bonnechere Excavating Inc. The inclusion of these paving works will restore the asphalt surface of streets in the area with other sections of Boundary Road also being completed recently.

The asphalt overlay of Catherine Street will be added to the City's Asphalt Resurfacing contract awarded earlier this year to Greenwood Paving (Pembroke) Ltd. The existing condition of this portion of Catherine Street is deficient and highly problematic for maintenance both in the summer as well as during winter control activities with several areas below normal crossfall grade. The existing PCI of these two blocks is 34 and 41. Additional works on Catherine Street is planned for the upcoming years, with some coordination for needed underground infrastructure, however with the Nelson Street project phases to be completed, and other major projects ongoing, budget for a full rehabilitation of Catherine Street is not immediately available.

**Alternatives Considered:**

Complete the removal of sidewalk on the west side of William Street and replace the sidewalk on the east side could be completed as planned, however it has been determined that the asphalt surface of William Street requires work, along with drainage and potentially some realignment of gutters and widening of parking. Completing the concrete sidewalk works now may be detrimental to the proposed works being considered for budget in 2026 and/or 2027.

To complete crack sealing this season, under the Pavement Preservation program, with the available funds would reduce the anticipated quantity by approximately 50% based on contract pricing recently received. The department's intent is to continue the program in the 2026 budget cycle with procurement earlier in the year.

**Strategic Plan Impact:**

Infrastructure renewal.

**Attachments:**

None.

Respectfully submitted,

Brian Lewis, Director  
Operations Department