



Agenda

Finance & Administration Committee

Chair: Deputy Mayor Abdallah

Tuesday, October 7, 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**
 - a. September 2, 2025
5. **Business Arising from Minutes**
6. **Presentations and Delegations**
7. **New Business**
 - a. PFD September 2025 Monthly Report – Chief Selle
 - b. Recreational Burning By-law Update – Chief Selle
 - c. Transit Update (Aug – Sep 2025) – Treasurer/Deputy Clerk Lochtie
 - d. Transit Committee Terms of Reference Update and Committee Vacancies – Treasurer/Deputy Clerk Lochtie
 - e. ZEVIP Grant Update – Treasurer/Deputy Clerk Lochtie
8. **Adjournment**

Finance and Administration Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
September 2, 2025
8:02 p.m.

1. Call to Order

Present:

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

Regrets:

Also Present:

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

Deputy Mayor Abdallah called the meeting to order at 8:02 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 FA25-09-01

Moved by Councillor Lafreniere

Seconded by Councillor Plummer

That the agenda of the Finance & Administration Committee meeting of September 2, 2025, be approved as circulated.

Carried

4. Approval of Minutes

There were no minutes to approve.

5. Business Arising from Minutes

There were no minutes to approve.

6. Presentations and Delegations

7. New Business

a. PFD Monthly Report –July and August 2025

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

- Discussion over increasing promotion of fire ban notices

Resolution FA25-09-02

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That staff to bring a report to committee with a review of increasing the penalty for burning during a fire ban.

b. Recreational Burning By-law Update

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

- Developing the new BL with elevated prices for burning during fire ban

Resolution FA 25-09-04

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That the annual permit fee be subject to an annual CPI increase.

Carried

Amendment to main motion:

Resolution FA 25-09-03

Move by Councillor Purcell

Second Councillor Jacyno

That burn by-law rates for initial assessment only be subjected to CPI increase each year.

- Discussion over applying CPI increases to all burn by-law rates

Defeated

c. Fire Dispatching Services

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

- Safety of firefighters is paramount
- Discussion of importance of collaborative communication for emergency services

Resolution FA 25-09-05

Moved by Mayor Gervais

Seconded by Councillor Lafreniere

That the 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, as presented.

Carried

d. Tax Policy: Affordable Rental Housing Subclass

Treasurer/Deputy Clerk Lochtie presented the information report.

Resolution FA 25-09-06

Moved by Councillor Kuehl

Seconded by Councillor Plummer

- e. That the Finance and Administration Committee accept the Tax Policy - Affordable Rental Housing Subclass report as information.

Carried

f. Mud Lake Road Resurfacing

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

- It was highlighted that none of the projects listed are being cancelled. The reallocations are being done to take advantage of some favourable grant funding received for work to be done on Paul Martin Drive.

Resolution FA 25-09-07

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the Finance and Administration Committee approve the reallocation of \$52,000 from the William Street Sidewalk Replacement and Removal project; Reallocation of \$98,000 of surplus funds from the 2025 Capital Resurfacing Program; reallocation of \$54,000 from the Pavement Preservation Program; with the reallocations to be directed to pavement resurfacing of Mudlake Road from Paul Martin Drive east to City limits and Catherine Street from Supple Street to Alfred Street, as presented.

Carried

8. Adjournment

Resolution: FA-25-09-08

Moved by Councillor Kuehl

Seconded by Mayor Gervais

That the Finance and Administration Committee meeting of September 2, 2025, adjourn at 9:22 p.m.

Carried



PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

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

“Protection, Prevention and Education for over 160 years”

September 2025 Monthly Report (August 27, 2025 – September 30, 2025)

Prevention and Public Education Activities

September 28th was Test Your Smoke Alarm Day across Ontario. In 2024, MPP John Yakabuskie was the leading figure behind Bill 177, proclaiming September 28th Test Your Smoke Alarm Day. To help bring the importance of this day to the City of Pembroke, Mayor Gervais proclaimed this day as Test Your Smoke Alarm Day in Pembroke. We advertised the day on the digital display outside the PMC, on the City's Website, our social media pages and through a Media Release. Staff have recorded spots on MyFM and Pembroke's Pure Country delivering key messages about the day. YourTV is kindly running the segment they produced of staff outlining the proper way to test and inspect smoke alarms in the home. Fire deaths in Ontario continue to be high and this day is a step towards reversing that trend. We hope everyone tested their smoke alarms and are prepared to be Saved By The Beep!

Fiddle Park 2025 saw roughly 300 trailers throughout the week. Our operations for Fiddle Park were adjusted slightly this year to utilize resources appropriately for the number of campers on site. We conducted Smoke Alarm inspections during the afternoon and evening. In total, 2 smoke alarms and 4 batteries were sold throughout the week. That is roughly a 98% compliance rate. We did not respond to any incidents at Fiddle Park.

18 inspections and consultations were completed with the City's schools so far this month.

We participated in Wise Owl Day Care Centre's Fall Fun Fair.

We conducted a massive smoke alarm program this month with St. Joseph Non-Profit Housing Corporation and the Renfrew County Housing Corporation. All units falling under the two agencies' umbrella will have undergone smoke alarm inspections by mid-October.

We were happy to join other City departments at the County of Renfrew's Municipal Day. It was a great event, and we look forward to participating again.

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 distracted driving as school buses and children walking to school hit the roads in September. We also gave some tips to the young adults heading off to school and moving into apartments and residences for the first time. As mentioned above, Test Your Smoke Alarm Day was promoted on Pure Country and MyFM.

Fire Prevention Week 2025

This year's Fire Prevention Week theme is "Charge into Fire Safety: Lithium-Ion Batteries in your Home" Lithium-ion batteries power many everyday devices, but misuse can lead to fire risks. They pack a lot of



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power into a small space. If they are damaged, defective or used incorrectly, they can overheat, catch fire, or even explode.

We ask all residents of the City of Pembroke to take time, especially during FPW, to learn about lithium-ion batteries, fire risks they pose and implement good prevention measures in their households. Our social media platform will be used to send key messaging before, during, and after FPW 2025 to re-enforce the importance of safely using, charging, and recycling lithium-ion batteries as well as other fire prevention tips.

Our schedule of events has been released on our social media pages. We will also be displaying information on the PMC sign and the City of Pembroke website.

This year, we will kick off FPW 2025, joined by Mayor Gervais and Sparky, with the ceremonial Puck Drop at the Pembroke Lumber Kings game on October 5th. The PFD will have an information booth and smoke alarm exchange at the game as well. The Pembroke Professional Firefighters Association has kindly stepped forward to donate to the kids Chuck-A-Puck event held at the game.

Information Booths and Smoke Alarm Exchange will be conducted on Tuesday, October 7th, at the West End Plaza, outside the No Frill's entrance, Wednesday, Oct. 8th at Giant Tiger (Alexander St. entrance) and Thursday, Oct. 9th at the Pembroke Mall. The booths will run from 10am – 2pm.

On Saturday, October 4th Sparky and staff will participate in Fire Prevention Week activities at the Pembroke Public Library, by leading story time and followed by a safety talk and presentation to the children.

Finally, we will close out the week with our annual Open House, sponsored by the Pembroke Professional Firefighters Association, on October 11th from 11am – 2pm.

We are running our Firefighter for a Day contest at the local schools. Grades 3 & 4 students are challenged to produce fire safety messaging or slogans. The winning students will have their slogans displayed on a PFD truck and will get to spend an afternoon at the firehall working and training with the firefighters.

We will be conducting fire drills at all the City Schools promoting the need for escape planning and practicing. As the week is short, we will be visiting the classes participating in the Firefighter for a Day contest and presenting on Fire Safety throughout the month of October.

I would like to thank all the members of the Pembroke Community who have stepped forward and offered their support for our Open House and other FPW activities.

Social Media Messaging

In September, we gained 34 new followers on Facebook, bringing the total number of followers to 1,330. We had 101,492 views of our content.

Fire Prevention Messages:

- Release regarding the end of the Fire Ban, which had lasted 3 weeks.
- Test Your Smoke Alarm Day
- Space Heater Safety Tips for the Home



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- Fire Safety Tips for College/University Students
- Carbon Monoxide Safety Tips
- Smoke Alarm Tips (Replace after 10 years)
- Thanked ORT Driver Merv for assisting us after a fire this month
- Candle Safety Tips
- Annual tribute and remembrance of the victims of 9/11
- We recognized Firefighter's National Memorial Day
- Home Escape Planning Safety Tips
- Clothes Dryer Safety Tips
- CFL Light Bulb Safety
- Pet Safety Tips
- Fire Prevention Week: CHARGE into Fire Safety- Lithium-ion battery information

Events:

- Promoted UOV Heritage Centre's Cornhole Tournament that was organized by the Pembroke Professional Firefighters Association.
- Pembroke Fire Department Open House
- Where's Sparky Photo Contest.
- PRH Gala Auction: "The Ultimate Fire House Birthday Party"
- County of Renfrew's Municipal Day

Emergency Management:

- Weather warning for a possible wind event.

Promotions

FF Riley Poirier successfully completed his final promotional exam and is now a 1st Class Firefighter. Congratulations Riley on your hard work. All our current full-time members are now 1st Class or higher.

Education

Acting Captains Verdiel and Zimmerman attended the in-class portion of NFPA 1041 Instructor II course.

Captain Beaupre, FF Gibbon and FF Lapierre enrolled and completed a course on Lithium-Ion Batteries: An Overview for Fire Professionals in Ontario.

Captain Morgan and Acting Captain Kelly attended a two-day seminar on Lithium-Ion Batteries focusing on fire control techniques.

FF Troutman is enrolled in a HazMat Operations course. He is currently working through the online portion.



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Vulnerable Occupancy Inspections and Drills

In September, the Annual Vulnerable Occupancy Fire Drill and Inspection was completed at Marianhill.

Emergency Management

The City of Pembroke hosted a Basic Emergency Management course in September, presented through Emergency Management Ontario.

In September, our Emergency Exercise Planning Committee held 3 meetings. The date for the exercise is April 22, 2026.

The Program Committee held its third meeting of the year. We will be working towards an application for the Community Emergency Preparedness Grant this fall and the 2026 Budget was passed to bring forward to Council for final approval.

Members of the City of Pembroke Control Group will be participating in the upcoming County exercise in October. There was one planning meeting for this exercise in September.

EOC/Training Room

The EOC/training room hosted 10 meetings/training sessions in the month of September.

Pembroke Professional Firefighters Association (Lo. 488)

In September, the PPFFA sponsored and organized the Upper Ottawa Valley Heritage Centre's Corn Hole Tournament and made donations to Fire Team K9 Inc. and the Jamie Bramburger Bursary Fund at Algonquin College.

I would also like to remind everyone that the PPFFA is the lead sponsor of the upcoming PFD Open House to close out Fire Prevention Week 2025. It is through their support that this family event is successful year after year.

Career Firefighter Training

Again, this month, staff are still focusing their training on Emergency Reporting. Fall educational courses, seminars and conferences are well underway.

This month's training focused on:

- **Suppression:** Water Supply; Aerial Operations; Ground Ladders; Lithium-Ion Batteries; Fire Suppression Techniques; Fire Suppression Techniques in Urban/Wildland Interfaces; Personal Protective Equipment; Exposure Protection; Fire Streams; Building Construction
- **Rescue:** Water Rescue/Boat Operations; Aerial Rescue Operations; Extrication Techniques for Traditional and EV Vehicles
- **SCBA:** Training tied into Suppression training evolutions



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- **Driver:** General Driver Training; NFPA 1002 Pump Operations
- **Prevention:** Ontario Fire Code & Inspection Orders; Pre-plan Reviews
- **Administration:** Health, Wellness, and Safety; Policies, SOPs and Procedures; Emergency Reporting; NFPA 1041 Instructor II; Crew Resource Management

Volunteer training for the month of August:

- Fire Suppression and Control Techniques
- Ground Ladders

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
September 2025	2	2	0*	\$200	155	\$10,600



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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
Sept 2025	132	174	3	4	2	2

Inspections & Consultations

Type of Inspection or Consultation	# Completed
Assembly	35
Health Care and Long-Term Care Facilities	10
Residential	238
Mercantile and/or Business	16
Industrial	4
Hotel or Motel	0
Recreational Burn Permit Site Inspections	1
Total number of inspections or consultations completed this month	304
Total number of Fire Safety Plans reviewed and/or approved	3



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Incidents

Type of Incident	# attended
Fire	3
Over-Pressure Rupture/Explosion	0
Pre-Fire Conditions/ No Fire	7
Open-Air Burning	1
False Fire Calls	11
Public Hazards	6
Carbon Monoxide	2
Rescue	6
Medical	0
Other Responses	9
Total Responses	45
Estimated Dollar Loss	\$266,000



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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
Sept 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: 2025-10-07

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 recommendations of this report.

David Unrau, P.Eng., PMP

Financial Comment:

Annual CPI adjustments to fees support the financial sustainability of the municipality.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

In 2023, Council passed 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.

At the September 2, 2025, meeting of the Finance and Administration Committee, a report was presented to update the existing bylaw. Committee provided direction to staff which required additional changes to the proposed bylaw.



Discussion:

In the original report to Committee, the following changes were presented:

- The definition of Fire Ban and Outdoor Appliance was changed to address new products and the use of solid fuel cooking devices during a fire ban.
- Section 5 & 7 include wording for fire bans.
- Section 8 was modified 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.
- 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.
- Process to make all forms of payment acceptable at the Pembroke Fire Department. It was 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.
- Ability to withdraw permits expanded to include those owners or properties that may be in contravention of with other by-laws, codes, legislation, or standards enforced by the City of Pembroke after the permit has been approved.
- Expanded cost recovery for responses and contraventions of the by-law.

Further to Committee direction, added to the bylaw is:

- Annual CPI adjustments
- Increased penalty for burning during a fire ban.

If endorsed by committee, a by-law will be brought forward to the next council meeting.

Once the by-law is approved, the updated fine schedule will be sent to the Ministry of the Attorney General.

Alternatives Considered:

N/A

Strategic Plan Impact:

N/A



Attachments:

Proposed Updated Bylaw

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;

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 products (pellet) 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 2nd to December 20th and from 3:00 p.m. to 11:00 p.m. from December 21st to March 1st.
 - 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. CSA/ULC approved natural gas or propane fueled outdoor fireplaces may fall under the terms of fire ban restrictions as determined by the Fire Chief.

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, as determined by the Fire Chief, 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

8.3.1.5 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.

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

8.4.3 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.

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

8.4.5 Fees for initial application and renewals shall be subject to CPI increases annually, with the first increase being on January 1, 2027.

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; or

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

8.5.2.4 The permit holder is in contravention of any other bylaw, legislation, standard, or other thing enforced by the City of Pembroke.

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 multiple responses to the same address due to contraventions of this 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 City.

10.4 If costs or expenses are assessed against an owner or permit holder under this By-law, the City 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 City 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 City may 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, 2023-63 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 day of 2025

Ron Gervais
Mayor

David Unrau
CAO/Deputy Clerk

Schedule “A” to By-law 2025-XX

Part 1 Provincial Offences Act

By-law 2025- XX: 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	\$500.00
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 2025-XX

**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 #2025-XX.

- ☐ I have advised all neighbours within the adjacent properties of my intent to conduct Recreational Open Air fires.
- ☐ I have read By-Law #2025-XX 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: Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department

Date: 2025-10-07

Subject : Transit Update (August – September 2025)

Recommendation:

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

CAO Review :

I concur with the recommendations of this report.

David Unrau, P.Eng., PMP

Financial Comment:

Transit is currently on-budget.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

With the start of transit service on August 5 2025, the City of Pembroke's Transit Committee meeting has shifted to bi-monthly.

Discussion:

The Transit Committee met on September 9, 2025. A summary prepared by project consultants Left Turn Right Turn is enclosed.

Ridership has been increasing week over week with the highest ridership expected over the winter months.

A summary of weekly ridership to date is as follows:



Week	Days of Operation	Rides per Week
Week 1: Aug 4-9	5	113
Week 2: Aug 11-16	6	160
Week 3: Aug 18-23	6	188
Week 4: Aug 25-30	6	228
Week 5: Sep 1-6	5	240
Week 6: Sep 8-13	6	343
Week 7: Sep 15-20	6	368
Week 8: Sep 22-27	6	394

To September 27th, total rides for the month of September equal 1,345 compared to a monthly ridership goal of 1,200-1,700 rides per month.

Feedback has been positive, with some good news stories coming out of the transit pilot project as follows:

- New Pembroke Resident: Lack of transit was going to force the resident to move back to Ottawa as it was too difficult/expensive to get around town. So happy they can now stay in the community they love
- Young adult paying their way through school: Was facing financial challenges due to the cost of taxis (\$30-40 round trip) to/from their work, relieved that transit now available.
- One-Car Family: No longer stuck at home. Now able to take the kids to go to the mall, waterfront park, pool and fully take advantage of what the city has to offer.
- Downtown Business Owner: Able to find employees to work at their location due to the availability of affordable transportation.
- High Schools: Students now have access to more co-op opportunities, thanks to transit.

Recommendations for improvement include:

- Monthly passes
- Physical bus stop signs

These recommendations will be considered further as part of the formal six-month review.



Alternatives Considered:

Not applicable.

Strategic Plan Impact:

- Thriving downtown.
- Business Retention and Expansion

Attachments:

Left Turn Right Turn September Meeting Summary.

Respectfully submitted,

Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department

Left Turn Right Turn

2205 Danforth Avenue
Toronto, Ontario, M4C 1K4



To: Angela Lochtie, Treasurer/Deputy Clerk
Date: September 22, 2025
Subject: City of Pembroke Transit Committee – September 2025 Meeting Summary

The City of Pembroke’s Transit Committee met on Tuesday, September 9, 2025, at 3 p.m. at City Hall. A total of eight (8) Committee members joined in person and virtually.

New Format

As the first Committee meeting following the launch of Ottawa River Transit (ORTC), a new format was established that focuses on recent performance and future actions. Each meeting will be structured around four key stakeholder perspectives to ensure a holistic view of the service. For each section, the discussion covered both quantitative data (KPIs) and qualitative feedback (stories and insights).

August 2025 Summary

The Rider Experience

The Rider Experience perspective focuses on how the service is performing for the people who ride the bus. The following table provides key metrics to assess the performance:

Metric	August 2025	Target Range
Rider Satisfaction (5-star rating)	4.7	>4.0
Trip Rejection Rate	1.37%	<5.0%
Riders per Service Hour	1.51	2.3 – 3.3
No-Show Trips	76 (12%)	8%
Payment Method	53% mobile application	70-80% mobile application

Discussion and Anecdotal Feedback:

- All no-show users were e-mailed at the beginning of September to provide them additional information on how to use the service. Staff will continue to monitor no-show usage and will begin to enforce the “three-strikes” policy in the fall.
- Nearly all trip rejections were for riders that were attempting to book a trip with their bicycle. The ORTC buses do not accommodate bicycles.

Operational Performance

Metric	August 2025	Target Range
Monthly Ridership	689	1,200-1,700
Budget Adherence	On-budget	On-budget
Driver Shift Performance – Efficiency	42.2%	70%-75%
Driver Shift Performance - Utilization	100%	100%

Discussion and Anecdotal Feedback:

- The intention of the August service launch was to work through any minor issues with the service during a quieter time of year. Both monthly ridership and efficiency are expected to increase in the coming months.
- Continual feedback from the community and ORTC drivers has resulted in several stop additions and modifications, including:
 - Adding two stops on the north side of Pembroke Street East to minimize riders crossing the street in an unsafe manor between Elizabeth and Howard Street.
 - Add two driver break locations along Pembroke Street.
 - Minor adjustments to stop locations to minimize congestion near stop-controlled intersections.
- Based on discussions with the Operator (MTS) and the booking and scheduling provider (Blaise Transit), an adjustment to the scheduling algorithm was applied to better balance the trip requests when two buses are in service. This was done in the event that one bus is delayed, that it will not affect all planned trips.
- There was an unexpected system reboot due to the booking and scheduling system (Blaise Transit) on August 12. During that short period, three trips were classified as failed, however these trips were completed by the operator.

Community Impact

The Community Impact perspective assesses how the service has affected the broader community, including community groups, employers, and non-riders.

Discussion and Anecdotal Feedback:

- In August, the Pembroke Mall was the busiest stop in the entire network. It had four times as many stops as any other stop.
- Other popular destinations included (rank among busiest stops):
 - West End Mall (2nd)
 - Downtown (5th and 9th)
 - Wholesale Club (7th)
 - Giant Tiger (14th)
 - Pembroke Regional Hospital (15th)
- ORTC information booths have been present at several key locations and events are the City including at Buskerfest, the Pembroke Night Market, and Algonquin College Orientation.

Strategic Value

The Strategic Value perspective focuses on assessing if the service is providing good value for the City of Pembroke's investment. The key performance in

KPI	August 2025	Target
Monthly Ridership	689	1,200 -1,700
On-Time Performance	90.4%	90%
Service Availability	100%	100%
Rider Satisfaction	4.7	4.0

Discussion and Anecdotal Feedback:

- Two elements from the City's Vision from the Strategy at a Glance (2023-2027) were discussed:
 - Excellent partnership developed and maintained with other municipalities and organizations:
 - Staff indicated several ongoing discussions with multiple community groups/organizations to increase awareness and enrolment in the electronic voucher program.
 - Downtown is thriving:
 - Significant ridership between Alexander and Peter Street along Pembroke Street
- Additional data collected from riders in August provided insight into their trip purpose. For August:
 - 42% of trips were for work
 - 14% of trips were for shopping
 - 14% of trips were for social or recreational purposes
 - 6% of trips were for medical purposes

Glossary

- **Budget Adherence:** High-level, qualitative assessment of the City’s adherence to budget for the transit service.
- **Driver Shift Performance – Efficiency:** The percentage of time during operating hours that an ORTC bus is servicing a trip. This includes driving from any time that a rider is on-board and driving from a break location to pick up a rider.
- **Driver Shift Performance – Utilization or Service Availability:** The percentage of time during operating hours that an ORTC bus is available for service. This metric is an indicator any “down-time” caused by an on-board issue such as a mechanical failure.
- **Monthly Ridership:** Trips taken by ORTC users in a month.
- **No-Show Trip:** An ORTC trip where the rider is not at their assigned pick-up stop at the time of their pick-up. Riders must be at their assigned pick-up location at the beginning of their 10-minute pick-up window. Drivers are instructed to wait one minute when arriving within the pick-up window before classifying the trip as a no-show and proceeding to their next pick-up or drop-off.
- **On-Time Performance:** A metric that indicates the percentage of ORTC trips that are on time. An ORTC trip is considered on time if the vehicle arrives within the 10-minute pick-up window.
- **Operator:** The organization that provides the transit service to the City of Pembroke. Following procurement in late 2024, Mobility Transportation Specialists (MTS) were chosen as the preferred operator.
- **Payment Method:** A metric that identifies how fares are being paid. Rider fares are paid electronically via the Blaise Transit app or on-board with cash.
- **Rider Satisfaction:** A five-star rating system for riders to rate each of their trips upon completion.
- **Riders per Service Hour:** The average number of trips completed per hour of service.
- **Trip Rejection Rate:** The percentage of trips that are rejected by the booking and scheduling software. Trip rejections may be caused by high demand during a specific time period or a



Committee Report

To: Deputy Mayor Brian Abdallah
Finance and Administration Committee

From: Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department

Date: 2025-10-07

Subject : Transit Committee Terms of Reference Update and Committee Vacancies

Recommendation:

That the Finance and Administration Committee approve the revised Terms of Reference for the Transit Committee.

Furthermore, that staff be directed to advertise for vacant Transit Committee positions.

CAO Review:

I concur with the recommendations of this report.

David Unrau, P.Eng., PMP

Financial Comment:

Transit Committee members are volunteers who do not receive compensation.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

The original committee terms of reference were primarily focused on the lead-up to implementation of the new service. With the transit service now in operation, an update to the Terms of Reference is recommended.

Discussion:

A revised draft Terms of Reference is enclosed for Committee feedback.

The Transit Liaison has reached out to past committee members and reports the following membership and vacancies. It is requested that the City advertise for new committee



members in time for the next committee meeting scheduled for the second week of November. A striking committee meeting would be held the first meeting in November.

Table 1: Current Transit Committee Membership

Position	Member
Council Member	Ron Gervais
Council Member	Brian Abdallah
Council Member	Ed Jacyno
Staff: Chair	Jordan Papazoglou
Staff: Alternate Chair	Angela Lochtie
Staff: CAO	Dave Unrau
Staff: Director of Operations	Brian Lewis
General Public: East End	Ankit Vyas
General Public: West End	<i>Vacant</i>
General Public: Adult with High School Age Children	Chad Leduc-Smith
General Public: Adult with Young Children	<i>Vacant</i>
General Public: Active Senior not requiring Handi-Bus	<i>Vacant</i>
General Public: Other Employer	<i>Vacant</i>
General Public: Retirement Home	<i>Vacant</i>
General Public: Hotel/Motel/Tourism	<i>Vacant</i>
Stakeholder: Algonquin College Administration	Jodi Bucholtz
Stakeholder: Algonquin College Student Assoc. <i>(Specific membership can vary)</i>	Vedant Vaghela Connor Benson Ryan Lincoln



Position	Member
Stakeholder: Pembroke and Laurentian Valley Handi-Bus	Dan Callaghan
Stakeholder: Renfrew County Joint Transportation Consortium	Justin Jeffrey
Stakeholder: Pembroke Regional Hospital	Ralph Hatem
Stakeholder: PBIA	Bethea Summers
Stakeholder: Renfrew County/Social Services	Andrea Patrick

Alternatives Considered:

N/A

Strategic Plan Impact:

Community partnerships

Attachments:

Draft Terms of Reference

Respectfully submitted,

Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department



TRANSIT COMMITTEE (DRAFT) TERMS OF REFERENCE

Introduction

To support the delivery of an on-demand transit service in the City of Pembroke, a Transit Committee (the Committee) has been created to provide advice and issue resolution to the City.

Term of Committee

November 2025 to December 2026.

Frequency of Meetings

Bi-Monthly, or at the call of the Chair

Membership

Council and Staff Representatives

Chair, Project Manager (consultant)

Alternate, City Transit Liaison (or designate)

CAO (or designate)

Director of Operations (or designate)

Council Members (up to 3 as selected by Council)

Community Representatives:

Eligibility: Must reside in and/or represent a business in Pembroke

Attendance: May attend meetings virtually, in person, or provide written feedback for discussion at each meeting.

General Public:

- Adult with high school age-children (attending a high school in Pembroke)
- Adult with young children
- Active senior not requiring handi-bus service
- Employer and/or working adult – West End
- Employer and/or working adult – East End
- Other Employer
- Retirement Home Representative
- Hotel/motel/tourism-related

**Stakeholders:**

- Algonquin College Administration
- Algonquin College Student Assoc.
- Pembroke and Laurentian Valley Handi-Bus
- Renfrew County Joint Transportation Consortium
- Renfrew County/social services
- Pembroke Regional Hospital
- PBIA

Committee Member Requirements

As part of participation, all transit committee members are requested to ride the bus at least once in between meetings and/or actively gather feedback, stories, and data from the group(s) that they represent on committee.

Committee Purpose

The Committee's mandate is to advise on transit needs, ensuring that the service objectives prioritize community requirements and financial sustainability.

Committee meetings will review the recent performance of service objectives and recommend future actions as follows:

- **Review:** Analyze performance data and qualitative feedback from the previous two months.
- **Adapt:** Identify key insights, successes, and challenges. Brainstorm and agree on specific actions to take over the next two months to either improve performance or build on success. These actions will be brought forward to Council for approval, as appropriate.
- **Execute:** Implement the agreed-upon actions.
- **Repeat:** At the next meeting, review the results of those actions and begin the cycle again.

Service Objectives:

At each meeting, the following service objectives will be reviewed:

The Rider Experience: How is the service performing for the people on the bus?

- **KPIs:** On-time performance, wait times, rider satisfaction ratings (e.g., stars), trip rejection rate, riders per hour.
- **Qualitative Input:** Direct stories from riders (positive or negative), driver feedback on passenger interactions, ease of use of the app/payment.

Operational Performance: How efficiently and effectively is the service being delivered?



- **KPIs:** Total ridership, revenue vs. cost (farebox recovery), rides by time of day/day of week, budget adherence, driver shift performance.
- **Qualitative Input:** Feedback from drivers on routes/shifts, challenges with vehicles or technology, backend system performance (Blaise algorithm).

Community Impact: How does the service affect the broader community, including non-riders?

- **KPIs:** Number of community groups engaged, corporate advertising success (e.g., pre-sold tickets), geographical data on key corridors (e.g., top 5 destinations).
- **Qualitative Input:** Feedback from community organizations (B
- IA, Algonquin College, Hospital), stories of community benefit (e.g., event support), public feedback/complaints from non-riders.

Strategic Value: Is the service providing a net benefit and good value for the City of Pembroke's investment?

- **KPIs:** Progress against pilot program goals, new funding/grant opportunities secured.
- **Qualitative Input:** Is the service generating economic opportunities? Is it enhancing the City of Pembroke's reputation? Does it support city-wide goals like accessibility or sustainability?

Additional Responsibilities

The Committee may also provide issue resolution on other matters referred to the Committee by the Project Manager or Council including formal service reviews.

Meeting Quorum

Six attendees (virtual or in-person) including a minimum of one member of Council and one staff.

Attendance

Regular attendance at meetings is essential for effective collaboration. If a member cannot attend, they must inform the Chair in advance and provide written feedback on the service. Please note, if a public member is absent for two consecutive meetings without prior notice and/or written feedback, it will be assumed they are unable to continue, and their seat will be considered vacant.

Membership

Stakeholders are permitted to change their committee representative as may be required (example: staff turnover).



Committee Report

To: Deputy Mayor Brian Abdallah
Finance and Administration Committee

From: Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department

Date: 2025-10-07

Subject : **ZEVIP Grant Update**

Recommendation:

That the Finance and Administration Committee provide direction of the repeal of by-law 2025-25, being a by-law to authorize the entering into of a contribution agreement for the Zero Emission Vehicle Infrastructure Program (ZEVIP).

CAO Review :

I concur with the recommendations of this report.

David Unrau, P.Eng., PMP

Financial Comment:

To date, no grant funding has been requested from this program.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

At the September 16, 2025 meeting of Council, the motion to reconsider the FCM Green Municipal Fund grant for two electric buses was defeated.

The ZEVIP grant was initially approved by Council this spring for the installation of two level three DC fast chargers to support the electric bus program and future operations of heavy-duty electric vehicles..

Staff was asked to return to Council with additional information requested on public charging and future vehicle requirements.

**Discussion:**

The ZEVIP Grant was approved under the “private charging” stream, not public charging. Public charging infrastructure falls into purview of Ottawa River Energy Solutions (ORES), not the City of Pembroke. As a majority shareholder, staff does not feel it is appropriate to compete with ORES. In future, ORES can apply for funding for public charging infrastructure, with City support if required.

Given the majority of Council’s position on electric vehicles, it is recommended that the City delay any purchase of electric vehicles until the next term of Council at the earliest and start small with the possible purchase of light duty passenger electric vehicles which is not likely to require level 3 charging.

Alternatives Considered:

N/A. Direction is required.

Strategic Plan Impact:

Climate lens.

Attachments:

None

Respectfully submitted,

Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department