



Agenda

Planning and Development Committee

Chair: Councillor Jacyno
Tuesday, October 7, 2025
Council Chambers
6:00 p.m.

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

1. **Land Acknowledgement**
2. **Call to Order**
3. **Disclosure of Pecuniary Interest & General Nature Thereof**
4. **Approval/Amendment of Meeting Agenda**
5. **Approval of Minutes**
 - a. Planning and Development Committee – September 2, 2025
6. **Business Arising from Minutes**
7. **Presentation and Delegations**
 - a. Community Improvement Plan Update - WSP
 - *Nadia De Santi, WSP Project Manager and Anita Sott, WSP Deputy Project Manager*
8. **New Business**
 - a. CIP Request for 270 Lake Street – Economic Development and Communications Officer Sutherland
 - b. Parking Meter Upgrades – Ad-Hoc Committee Recommendation – Municipal Planning and Enforcement Officer Kuno
 - c. Building Permit Fee Review Report -Director Sauriol
 - d. Animal Control By-law – Director Sauriol
9. **Adjournment**

Planning & Development Committee Meeting

Council Chambers
Pembroke, Ontario
September 2, 2025
7:04 p.m.

1. Call to Order

Present:

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

Regrets:

Also, Present:

David Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Michaela Kuno, Municipal Planning & Enforcement Officer
Kathleen Barr, Investment Attraction Officer

Councillor Jacyno called the meeting to order at 7:04 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interests declared.

3. Approval/Amendment of Meeting Agenda

Resolution: PD25-09-01

Moved by Councillor Plummer

Seconded by Lafreniere

That the agenda of the Planning & Development Committee meeting of September 2, 2025, be adopted as circulated.

Carried

4. Approval of Minutes

a. Combined Committee – August 12, 2025

Resolution: PD25-09-02

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the minutes of the August 12, 2025, meeting of the Combined Committee be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Presentation and Delegations**a. IC Report Presentation**

Mary Ellen Bench, Integrity Commissioner was in attendance to speak to the report entitled

7. New Business**a. Parking Services Revenues, Expenses and Technology Review**

Municipal Planning & Enforcement Officer Kuno presented the information report. A discussion was held and the following points were raised:

- Community engagement through survey – feedback 7:27
- Downtown walk, and meet with stakeholders such as the PBIA
- Options to remove meters and have a collaborative deal with business groups to offset parking costs

Resolution PD-25-09-03

Moved Councillor Kuehl

Second Mayor Gervais

That a Parking Ad-Hoc Committee be struck to conduct a fulsome Parking Services Revenues, Expenses and Technology review and recommend actions and plan to address paid parking for committee.

- Discussion over committee composition include; a representative from Council, representative from PBIA, a representative from public.

b. Rural Ontario Development Program – Investment Attraction Strategy

Investment Attraction Officer Barr presented the report. A discussion was held and the following points were raised:

- Significance of support for development and investment attraction initiatives in Pembroke and benefits of grant support to assist in investment attraction activities.

Resolution PD25-09-04

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the Planning and Development Committee endorse the City of Pembroke's Investment Attraction Strategy as a working document and priority initiative for the Economic Development, Culture and Tourism Department; and authorize staff to apply to the Rural Ontario Development Program (ROD) for the City of Pembroke Investment Attraction Strategy project under Stream 1: Economic Diversification, Competitiveness and Capacity Building and the Sub-Stream: Strategies and Plans, as presented.

Carried

8. Adjournment**Resolution PD25-09-05**

Moved by Deputy Mayor

Seconded by Councillor Plummer

That the Planning & Development Committee meeting of September 2, 2025, adjourn at 7:55 p.m.

Carried



Community Improvement Plan Update



City of Pembroke

Community Improvement Plan Update

Council Presentation

October 7, 2025, 6:00 pm

Presenters

Nadia De Santi, MCIP, RPP – WSP Project Manager

Anita Sott, MCIP, RPP – WSP Deputy Project Manager / Senior Planner



Presentation Overview

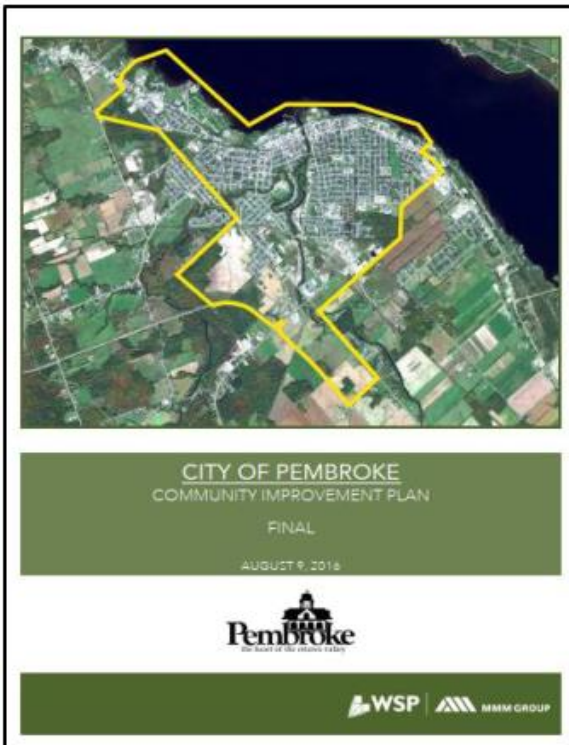
- 1. What is a Community Improvement Plan?**
- 2. Pembroke's Existing CIP + Successes**
- 3. Project Purpose**
 - Work Plan / Community Engagement Program
- 4. Preliminary CIP Update Recommendations**
 - Existing CIP Financial Incentive Programs
 - Potential New CIP Financial Incentive Programs
- 5. Next Steps**

What is a Community Improvement Plan?

- Planning and economic development tool under the Ontario Municipal Act and Planning Act
- Provides a framework to achieve a wide variety of goals tailored to community needs and priorities
- Establishes financial incentive programs and eligibility criteria through which to provide private property owners with grants and tax rebates to realize community improvement projects
- Stimulates private sector investment in targeted areas
- Promotes revitalization and place-making to attract tourism, business investment, and economic development opportunities



Pembroke's Existing CIP + Successes



- Adopted August 9, 2016
- Community Improvement Project Area = entire municipality
- **10 existing Financial Incentive Programs** + Temporary COVID-19 Business Support Grant
- From 2016 to September 2025:
 - **Over \$325,000 in grants awarded to over 50 business and property owners**
 - Directly supported projects with over \$1.4M in construction value
- Most popular grants:
 - Downtown Heritage Façade Improvement Grant
 - Façade Improvement Grant
 - Accessibility Grant
 - Planning and Building Permit Fee Grant

Community Improvement Plan Update

Project Purpose

- Review the Community Improvement Project Area where the updated CIP will apply
- Review the available Financial Incentive Programs

Pembroke Community Improvement Project Area



Community Improvement Plan Update

Work Plan / Community Engagement Program

Stage 1

**Background Review and
Consultation**
Fall 2025

Stage 2

**Draft Community
Improvement Plan**
Fall 2025

Stage 3

**Final Community
Improvement Plan**
Winter 2025 / 2026

Project Deliverables

- Draft Background Report
- Final Background Report

-
- Draft CIP

-
- Final Draft CIP
 - Final CIP

Engagement Milestone

- Project Initiation Correspondence with MMAH
- Initial Outreach to Indigenous Communities
- ★ Virtual Council Presentation

-
- In-person Community Engagement – Present Draft CIP

-
- Statutory Public Meeting – Present Final Draft CIP
 - Council Adoption Meeting – Present Final CIP

Preliminary CIP Update Recommendations

Existing CIP Financial Incentive Programs

Keep ✓	Combine ✂	Remove ✗
Accessibility Grant*	Downtown Heritage Façade Improvement Grant / Façade Improvement Grant*	Affordable Housing Study Grant
Brownfield Property Tax Assistance Program		Project Feasibility Study Rebate
Downtown Housing Grant*		
Environmental Site Assessment Grant		
Planning and Building Permit Fee Grant*		
Tax Increment Equivalent Grant		

* With modifications recommended

Preliminary CIP Update Recommendations

Potential New CIP Financial Incentive Programs – Housing

Program	Purpose
Additional Residential Units (ARU) Grant	For 1 or more ARUs on the same property as a single detached, semi-detached, or townhouse dwelling (as permitted under the Planning Act)
Affordable Housing Grant	For new affordable residential units (rental or ownership) on the upper storeys of existing commercial / mixed use buildings or in a standalone residential building
Affordable Housing Development Charge Rebate Program	A rebate for development charges associated with new multi-unit residential developments that contain affordable rental units
Multi-Unit Housing Grant	For new multi-residential development consisting of 4 or more new dwelling units (rental or ownership)

Preliminary CIP Update Recommendations

Potential New CIP Financial Incentive Programs

Program	Purpose
Commercial / Industrial Property Improvement Grant	For interior / exterior improvements to commercial and industrial buildings and properties (e.g., interior retrofits, landscaping, paving, streetscape improvements)
Crime Prevention Through Environmental Design Grant	For installation of site security improvements (e.g., security cameras, lighting, fencing)
Energy Efficiency and Emergency Management Grant	For energy efficiency upgrades, and backup energy production during emergencies
Municipal Surplus Land Disposition Grant	To permit the sale / disposition of surplus lands owned by the City below market value
Sidewalk Patio and Pop-ups Grant	To use City sidewalks and on-street parking spaces to permit seasonal patios / pop-up retail spaces
Signage Improvement Grant	For commercial / industrial signage improvements, including for home-based businesses

Community Improvement Plan Update

Next Steps

October 2025

- Final Background Report
- Draft CIP

November 2025

- In-person Community Engagement – November 3, 2025 (time and format to be confirmed)
- Final Draft CIP

December 2025

- Statutory Public Meeting
- Final CIP

January 2026

- Council Adoption of Final CIP

Thank you! We look forward to working with you!

City Contacts:

For more information, check out the project webpage for future updates at:

pembroke.ca/CIPGrants

Heather Sutherland
Economic Development and Communications Officer
City of Pembroke
Email: hsutherland@pembroke.ca
Phone: 613-735-6821 ext. 1500



Committee Report

To: Councillor Ed Jacyno, Chair
Planning and Development Committee

From: Heather Sutherland
Economic Development & Communications Officer

Date: 2025-10-07

Re: **CIP Request for 270 Lake Street**

Recommendation:

The Community Improvement Panel recommends that Committee grant \$7,850 to Tony Donnelly and Lisa Edmonds, owners of 270 Lake St. for the Community Improvement Plan Downtown Heritage Façade Improvement, Accessibility, and Planning and Building Permit Fee grants.

CAO Review:

The report has been reviewed and I concur with the information and recommendation.

Financial Comment:

According to the provided low quote, \$10,405 plus HST will be spent on the new façade work. Based on the Downtown Heritage Façade Improvement Grant guidelines, 50% of the work can be reimbursed up to a maximum of \$5,000. Therefore, this applicant is eligible for \$5,000 under the Downtown Heritage Façade Improvement Grant.

According to the provided low quote, \$14,508 plus HST will be spent on the accessibility improvements. Based on the Accessibility Grant guidelines, 50% of the work can be reimbursed up to a maximum of \$2,500. Therefore, this applicant is eligible for \$2,500 under the Accessibility Grant.

Under the Planning & Building Permit Fee Grant the total fees can be reimbursed as they relate to the other work being applied for. Therefore, this applicant is eligible for \$350 under the Planning and Building Permit Fee Grant.

In total, this applicant will be eligible for \$7,850 under the Community Improvement Plan.



This expenditure is covered within the 2025 Community Improvement Plan budget, which has \$21,685.14 uncommitted.

Background:

The Community Improvement Panel held a meeting September 29, 2025. It reviewed an application from Tony Donnelly and Lisa Edmonds, owners of 270 Lake St. The application is for the Downtown Heritage Façade Improvement, Accessibility, and Planning and Building Permit Fee grants. The applicants are making improvements to ensure the viability of the rental units, both for the new tenant coming in and for potential future tenants in the remaining units, including installing an interior accessibility ramp and exterior accessibility ramp with railing, replacing front windows, refurbishing the door to a wider entrance, and installing automatic door operators.

The Downtown Heritage Façade Improvement Grant applies to properties within the Pembroke Business Improvement Area boundaries. It is intended for the improvement to front or exterior facades that front onto a public street for commercial, mixed-use or industrial properties. This grant is intended to encourage aesthetic improvements to buildings and properties and support continued maintenance and upkeep of the building stock with a heritage design element.

The Accessibility grant is intended to improve the accessibility to existing buildings in accordance with the Accessibility for Ontarians with Disabilities Act. Eligible costs include the installation of new automatic doors, wheelchair access ramps, widening of doorways and/or levelling and repairing a pathway.

The Planning & Building Permit Fee Grant is intended for the development or redevelopment of a property for commercial, office, or a mix of uses. Generally, any projects which are eligible for other incentives in the Plan are also eligible for the Planning & Building Fee Grant if the applicant is required to obtain planning approvals and/or a building permit.

According to the Community Improvement Plan requirements, the subject property shall not be in arrears of any municipal taxes, area rates, or other charges. The Treasury Department reported no arrears. Work orders from the Fire Department or Building Department are to be addressed prior to the application as well. The Fire Department reported no outstanding work orders. There is an open building permit from the new tenants on the interior renovations specific to their unit. Throughout the CIP's history, Committee has handled these situations as separate from project work and granted the CIP for the applying project.

Discussion:

The panel voted unanimously to recommend the application for approval. It also noted it liked how all the quotes were provided by local contractors.



Strategic Plan Impact:

The application satisfies the continuation of current economic development and growth programs.

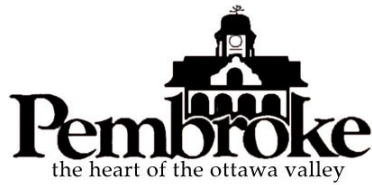
Attachments:

None.

Respectfully submitted,

Heather Sutherland
Economic Development & Communications Officer

Dave Unrau
Chief Administrative Officer/Clerk



Committee Report

To: Councillor Ed Jacyno
Planning and Development Committee

From: Michaela Kuno
Planning, Building & By-law Enforcement Department

Date: 2025-10-07

Subject: **Parking Meter Upgrades – Ad-Hoc Committee Recommendation**

Recommendation:

That the Planning and Development Committee endorse and recommend Council approval the Parking Ad-Hoc Committee recommendations:

1. Replace existing parking meters in high-revenue areas with upgraded technology.
2. Remove parking meters from identified low-revenue areas.
3. Authorize staff to proceed with the purchase and installation of new parking meter technology at an estimated cost of \$78,121 before taxes, funded through the parking reserve.

CAO Review :

I concur with the recommendations of this report.

David Unrau, P.Eng., PMP

Financial Comment:

Based on staff research, the proposed purchase and installation of 62 new parking meters is estimated at **\$78,121 before taxes**. The cost breakdown is as follows:

- 35 double-space meters, 27 single-space meters, and new poles = \$75,409
- 4 rechargeable battery packs and 1 battery charger = \$712
- Installation service (approx. \$1,000 per day, 2 days anticipated) = \$2,000

In addition to the initial purchase and installation, staff anticipate an ongoing monthly cost of \$892 for cellular communications and credit card processing services. Therefore, there would be an annual cost of approximately \$10,704 plus HST. This cost can be mainly accommodated within the existing budget allocation as the current budget provides \$7,300



annually for parking meter maintenance which will no longer be required. This leaves a shortfall of \$3,404 plus HST. Staff anticipate that this difference will be offset by increased meter usage, as the ability to pay by credit and debit cards is expected to generate higher revenues.

Currently, there is a Parking Services reserve fund of \$79,487, which could be used to support this investment.

Parking fees will be reviewed by the department following installation of the meters, if approved.

Background:

In May 2025, staff presented a report proposing a pilot project for the downtown PBIA to manage downtown parking meters. Council chose not to proceed with the pilot and requested a detailed audit of Parking Services, including revenues, expenses, and a technology review to find efficiencies.

In September 2025, staff provided a follow-up report detailing Parking Services revenues, costs, and technology alternatives. At that time, Council directed the formation of an Ad-Hoc Committee to review meter technology and management options and provide a recommendation.

The Ad-Hoc Committee has now completed its review and recommends a full replacement of meters in core, high-revenue areas, with removal of meters in low-revenue areas. The meters will be replaced by newer technology solar meters.

Discussion:

The committee agreed that upgrading parking meters in high-revenue areas will improve reliability of parking meters and provide modern payment options. Removing meters from low-revenue areas will reduce ongoing maintenance and operating costs, while also allowing staff to focus resources on higher-demand locations.

High-revenue areas proposed for meter replacement include Pembroke Street West, Pembroke Street East, Prince Street, Victoria Street, Alexander Street, Albert Street and Church Street. Low-revenue areas where meters are proposed for removal include Maple Avenue, the City Hall Parking Lot, and portions of Renfrew Street and Frank Nighbor Street.

A total of 62 new meters is recommended for purchase, a significant reduction from the previous stock of 193 meters. This reduction is possible because the new technology allows a single meter to serve two spaces. Additionally, there will no longer be a need to keep an inventory of spare meters; only battery replacements will be required. Based on staff



research, the only notable maintenance the new technology will require is the replacement of rechargeable battery packs after approximately 5 years.

The new technology reviewed offers several advantages:

- High efficiency solar panel and rechargeable Lithium-ion battery pack.
- Accepts coins and credit cards as payment options.
- Integrates with existing Honk mobile payment technology.
- Offers remote enforcement monitoring functions.

This investment is expected to modernize parking services, reduce downtime from meter malfunctions, and provide residents and visitors with more convenient payment options.

Alternatives Considered:

Council could consider the following options:

1. Maintain the current technology with existing meters and inventory.
2. Remove all parking meters.

Strategic Plan Impact:

The Strategic Plan promotes partnerships with other organizations.

Attachments:

Respectfully submitted
Michaela Kuno
Planning, Building and By-law Department



Committee Report

To: Councillor Ed Jacyno
Planning and Development Committee

From: Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

Date: 2025-10-07

Subject : **Building Permit Fee Review Report**

Recommendation:

That the Planning and Development Committee endorse and recommend to Council the following based on the Building Permit Fee Review Report:

- The recommended building permit fees be approved as presented in Table 7 (attached);
- A Building Reserve Fund fee be applied on every building permit – an additional 5% of the proposed building permit fee would be added to the City's Building Department Reserve Fund to relieve budgetary pressures in lean construction years;
- A permit would now be required for Solar Panels – Proposed Fee \$320;
- A permit would now be required for the creation of Additional Residential Units (ARUs) – Proposed Fee \$200/unit;
- Refundable Building Deposit Fee – Proposed Fee \$150 would be refunded prior to the expiration of the building permit. This is to encourage the completion of all permits; and
- The building permit fees be increased annually by 1.5 times the Consumer Price Index starting January 1, 2027.

CAO Review :

I concur with the recommendations of this report.

David Unrau, P.Eng., PMP

Financial Comment:

Based on the 2024 building permit fees, if the recommended increases in fees are put in place, the City could expect to receive an additional \$45,000 in revenue. Further, if the 5%



reserve on all building permit fees was instituted, the City could see approximately \$8,000 added to the existing City of Pembroke's Building Reserve Fund.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

As part of the City of Pembroke's 2025 Budget, a new Building Permit Fee Review Study was to be completed. This study began in May 2025 and it has reviewed the current fees in the City's Building Department and a report was created to provide the following information:

- An estimate of the costs of administering and enforcing the Building Code Act;
- The amount of the fee or of the change to the existing fee; and
- The rationale for imposing or changing the fee.

Section 7(2) of the Building Code Act states that the total amount of fees authorized under clause (1)(c) must not exceed the anticipated reasonable costs to administer and enforce this Act in its area of jurisdiction. Municipalities are expected to calculate both the direct and indirect costs of administration and enforcement of the Act.

Section 7(6) of the Building Code Act states that a public meeting must be held for a proposed change in building permit fees. Notice was given in the Pembroke Observer and News on August 7, 2025 and it has been posted on the City's website since August 7, 2025. The notice was also sent by email to local contractors and builders on August 12, 2025. A Public Meeting was held on September 2, 2025 and there was no one in attendance to object to the proposed recommended increase in building permit fees.

Discussion:

The recommended building permit fees were arrived at by examining the direct and indirect costs related to the administration and enforcement of the Building Code Act. The rationale for the proposed fees is based on cost recovery for the delivery of the building inspection service within the municipality.

By increasing the permit fees, it allows the City of Pembroke's Building Department to be based on cost recovery as is permitted under the Ontario Building Code Act. If the fees stay the same or if they are reduced, the additional costs to administer this department will have to come from the City's overall operating budget. An updated Table 7, (attached) illustrates the current building department fees, proposed maximum fees, recommended fees and recommended fees including a 5% reserve fee. Staff is endorsing the recommended fees along with the 5% reserve fee.

The Ontario Building Code Act permits a municipality to create a reserve fund with the aim of providing service stabilization. By creating a reserve, it allows funds to be added to the



Building Department operating budget in lean years thus reducing the burden on taxpayers. The recommended fees with the 5% reserve fee are comparable or in some cases a bit higher than some of the municipalities polled. A copy of the Comparative Building Permit Fees (Table 5) is attached to this report. Other municipal building department fees were reviewed. Of the municipalities polled, Pembroke is typically in the middle of fees charged. It was noted that increasing the building permit fees to the recommended amounts with the 5% reserve fee, would be comparable or in some cases a bit higher than some of the municipalities polled.

At the September 2, 2025 Public Meeting, it was suggested that each year, the building permit fees will increase by 1.5 times the annual Consumer Price Index (CPI) inflation rate starting January 1, 2027 to keep up with inflation and the rising costs associated with the department.

Further the Building Permit Fees Review Study recommends the following charges be implemented to the Building Department fees and charges:

- The recommended building permit fees be approved as presented in Table 7 (attached);
- A Building Reserve Fund fee be applied on every building permit – an additional 5% of the proposed building permit fee would be added to the City's Building Department Reserve Fund to relieve budgetary pressures in lean construction years;
- A permit would now be required for Solar Panels – Proposed Fee \$320;
- A permit would now be required for the creation of Additional Residential Units (ARUs) – Proposed Fee \$200/unit;
- Refundable Building Deposit Fee – Proposed Fee \$150 would be refunded prior to the expiration of the building permit. This is to encourage the completion of all permits; and
- The building permit fees be increased annually by 1.5 times the Consumer Price Index starting January 1, 2027.

Direction is required from the Committee to determine the fees to be charged by the Building Department based on the attached Building Permit Fees Review Study.

Alternatives Considered:

The options considered were as follows:

- 1) Leave fees as is which does not reflect current costs;
- 2) Increase fees to maximum amount permitted under the Building Code Act. The maximum fee amount would not exceed the anticipated reasonable costs to administer and enforce the Act. The maximum fees would provide close to full cost-recovery designed to offset costs of operating a building department and related



support services but the fees would be much higher than the municipalities there were polled;

- 3) Increase the fees to the recommended amount which is attached to this report. The recommended amount would provide some cost recovery and could provide an additional \$45,000 in revenue to the building department (based on 2024 building permits received);
- 4) Include a 5% reserve fee to the recommended building permit fee. This will provide an additional \$8,000 to be added annually to the City's building reserve fund. Without such a reserve fund, reduced permit volumes during a downturn could result in severe budgetary pressures.

Strategic Plan Impact:

This increase in building permit fees would meet the vision of the City's Strategic Plan by ensuring the organization is sustainable from a financial, environmental and human perspective.

Attachments:

Building Permit Fees Review Study

Table 5 – Comparative Building Department Fees

Table 7 – 2025 Building Department Fees

Respectfully submitted,

Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department



Building Permit Fees Review 2025

City of Pembroke

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1 Introduction

Study Overview

- The City of Pembroke Building Department is responsible for the review and approval of new buildings, additions, renovating or altering existing buildings, plumbing, septic systems, and temporary structures building plans to ensure compliance with the *Ontario Building Code (OBC)*.
- The main purpose of the *Building Code* is to protect public health, safety and general welfare as it relates to the construction and occupancy of buildings and structures.
- The *Ontario Building Code Act* allows municipalities to recover the cost of this service through the establishment of building permit fees based on the anticipated reasonable cost of the municipality to administer and enforce the building code during construction.
- Leading practice research in Ontario suggests that municipalities should undertake a comprehensive review of building permit fees every four to five years to help ensure that the building permit fees keep pace with the cost of providing this service.
- Since the last comprehensive review of building permit user fees, there have been new legislative and regulatory requirements and significant increases in construction activity. These changes have resulted in increased costs as a result in the number and complexity of building permit applications.

Review Process

The fee review process included the following tasks:

- Review of legislative requirements;
- Review of construction activity and revenue trends;
- Process mapping and time estimates;
- Revenue validation of proposed fees against projected expenditures; and
- Benchmarking of fees with other municipalities.

Guiding Principles

Based on the requirements of the *Act*, the following Guiding Principles were established to calculate the building permit fees and fee structure:

- ✓ Building permit fees are fair and equitable;
- ✓ A rational basis to determine fees and the fee structure if possible.
- ✓ Fees are set to recover the anticipated full cost of service; and
- ✓ Fees are compliant with all relevant legislative and regulatory requirements.

Legislative Review

- The authority to charge for building permits is contained in Section 7 of the *OBC Act*. This Section of the Act permits a Council of a municipality to pass a by-law to establish building permit fees.
- This section of the Act also outlines three elements that municipalities must adhere in the establishment of building permit fees. The elements are ***fairness and equity, accountability, and transparency.***

Fairness and Equity
<ul style="list-style-type: none">• Section 7(2) of the Act states that the amount of the fees must not exceed the anticipated reasonable costs of the municipality to administer and enforce the Act.• Municipalities are expected to calculate both the direct costs required to operate the building plans examination and inspection service and indirect costs related to all other municipal departments who provide support services to the building department.• Building permit fees can also include a component designated for a reserve fund.
Accountability
<ul style="list-style-type: none">• Section 7(4) of the Act requires that the municipality shall prepare a report every 12 months that contains such information as may be prescribed about any fees authorized, the costs to administer and enforce the Act and the balance of the Building Permit Reserve Fund. The annual report must be available to the public.
Transparency
<ul style="list-style-type: none">• Where there is a proposed change to existing building permit fees or where new fees are proposed, section 7(6) of the Act requires that public notice be given at least 21 days prior to the proposed public meeting to be held.

The regulations require the Building Department staff to issue permits within mandated time frames, perform mandated inspections and be certified to provincial standards.

Building Department Services and Other Support Services

The City's Building Department provides a very important service to the public by ensuring that buildings meet the requirements of the *Ontario Building Code*. Safe buildings are paramount and due diligence exercised in enforcing the *Code* helps to protect the municipality from exposure to liability. More importantly, they provide assurance to homeowners and businesses that construction meets safe construction standards and that matters of energy efficiency, structural integrity, weather resistance, fire safety etc. have been met.

In the City of Pembroke, the building inspection function is carried out by staff in the Building Department. This consists of the following staff classifications:

- Chief Building Official
- By-law Enforcement Officer (time shared between By-law Enforcement and Building)
- Planning Technician (time shared between Planning and Building Departments)

The role of the Chief Building Official (CBO) is set out in the *Building Code Act* (Section 1.1 (6))

It is the role of a Chief Building Official,

- a) to establish operational policies for the enforcement of this Act and the building code within the applicable jurisdiction;
- b) to co-ordinate and oversee the enforcement of this Act and the building code within the applicable jurisdiction;
- c) to exercise powers and perform the other duties assigned to him or her under this Act and the building code; and
- d) to exercise powers and perform duties in accordance with the standards established by the applicable code of conduct

The *Act* invests the CBO with the exclusive responsibility and sole discretion to issue or refuse a building permit. While a municipal council is required to appoint a CBO, the Council does not have the legislative authority to direct or interfere with the legislated responsibilities of the CBO to issue or refuse to issue a permit or an Order

related to enforcement of the *Ontario Building Code*. The independence of the role of a CBO is unique in municipal government, but is intended to ensure that the administration and enforcement of the *Building Code Act* and *Ontario Building Code* is carried out with due diligence, with consistency and with a high degree of technical and professional competence. The significance of the CBO's role is reinforced by the rigorous training and certification program administered by the provincial Ministry of Municipal Affairs and Housing. Properly qualified staff is essential to ensuring safe construction and safe buildings throughout the City. The CBO reports to the Director of Planning, Building and By-law Enforcement. Consequently, the continued financial support of Council in ensuring that the CBO and other staff have access to ongoing training and professional development is vital to a high quality of building construction in Pembroke.

Building Permit Process

The following outlines the typical process of submitting an application and obtaining a building permit in the City of Pembroke. Applicants who may be unfamiliar with the process are encouraged to pre-consult with Building Department staff prior to completing an application. The objective is to streamline and make the process more user-friendly to the applicant and to expedite and improve the efficiency with which an application is processed.

The Building Department issues an application package primarily digitally using Cloudpermit, or physically as a handout which is designed to assist a potential applicant with understanding not only the process but what information may be required to filing an application (i.e. building drawings, approvals from other agencies, fees and charges).

The building permit process is governed by the *Building Code Act*; for example:

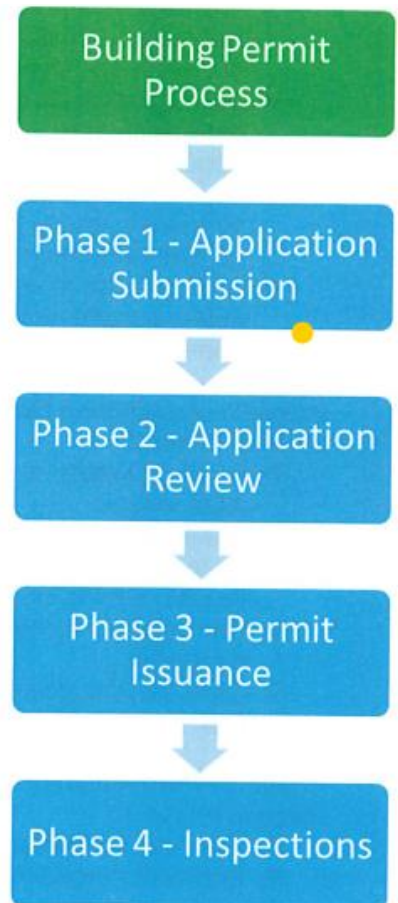
permits must be issued within a prescribed timeline (i.e. a permit for a single detached dwelling must be issued within 10 business days of the receipt of a complete application). Timelines also apply to the inspection process. The City's Building Department consistently meets the timeline requirements.

Phase 1 - Application Submission

Steps in Phase 1:

- The application is typically submitted either online using Cloudpermit, or directly to the Planning Technician, for them to upload on applicant's behalf.
- Application form is reviewed for completeness (i.e. owner and designer information, location, property assessment roll number, purpose, details of the building plans, site plan, etc.)
- Building drawings checked to ensure they coincide with application

Figure 1 – Illustrates the building inspection sequence:



form.

- Applicant is advised of the steps in the review process.
- A building file is established in Cloudpermit to electronically record permits and inspection tracking.
- CBO will start the review process. External approvals may be required; however the building permit is not issued until all applicable approvals are in place.

Phase 2 - Application Review

Steps in Phase 2:

- Building Department undertakes a detailed review of the building drawings (plan review)
- Notations are made, and if necessary forwarded to the applicant for revision and re-submission. Review comments are typically sent to the contractor/owner.
- Once the plan review is completed, the permit fee is calculated by the CBO and development charges are included, where applicable.

Permits must be issued within a prescribed timeline (i.e. a permit for a single detached dwelling must be issued within 10 business days of the receipt of a complete application). Timelines also apply to the inspection process.

Phase 3 - Permit Issuance

Steps in Phase 3:

- Planning Technician prepares the permit, and CBO is notified over Cloudpermit regarding any questions with applicant.
- Applicant is advised when the permit is ready electronically over Cloudpermit.
- Applicant pays all applicable fees (i.e. Building Permit fee, Development Charges, plumbing permit fees, etc.) to the Treasury Department, which is then reflected in Cloudpermit with a corresponding Receipt number for reference of payment.
- Applicant is advised of the requirements for inspections.

The process is more protracted for non-residential permits given the increased complexity. The plan review process, for example, can take a few days to several weeks depending on the complexity of the project. The City relies on the designs and submission of reports from an architect/engineer where required by the *Building Code Act*.

Phase 4 – Inspections

Steps in Phase 4:

- Inspections can be requested and booked over Cloudpermit by applicants. Inspections are requested by either phone, email, or directly over Cloudpermit's direct messaging feature.
- Inspections are conducted on a 'first-come', 'first-serve' basis. The number of inspections required for a new single detached dwelling typically includes 8-10 inspections (depending on the number of call backs) for all building systems.

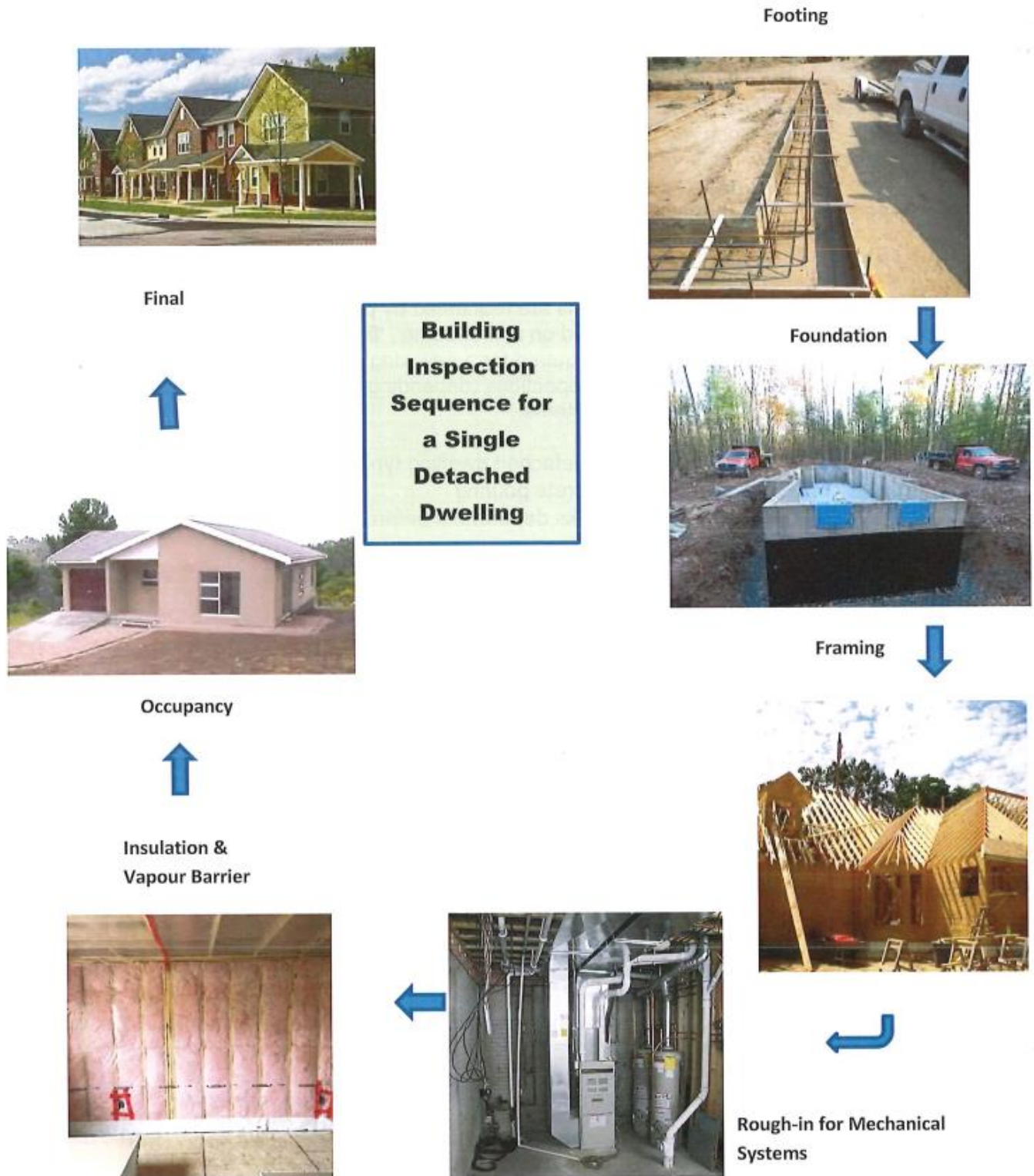
The Building Code Act requires the owner of a permit to notify the Building Department of readiness to inspect various stages of construction. The Building Department is required to carry out an inspection within 2 days of receipt of most notices; however, the inspection is often conducted the next day.

Inspections for a typical single detached dwelling typically include:

- Footings prior to concrete pouring
- Site servicing (by Operations Department before or after footings poured)
- Foundation/pre-backfill
- Framing
- Insulation and air barrier/HVAC/mechanical rough-in
- Exterior cladding
- Occupancy
- Final
- Call-back inspections (1) (or more depending on the builder)

Post-inspection:

- Applicants are informed of inspection updates (eg, pass or fail) over Cloudpermit. Further inspections may be required where a particular stage of construction has not been completed or where construction must be brought into compliance with the Ontario Building Code.
- Inspection reports are prepared for each inspection that has been conducted over Cloudpermit.
- A copy of the inspection report is uploaded to Cloudpermit for the applicant to see.
- File is closed once a final inspection is conducted and the inspector signs off on the construction project on Cloudpermit.



For complex buildings such as an apartment building or a commercial or industrial building, the number of inspections is dependent on the size and complexity of the building. The Building Department carries out inspections and considers required engineering compliance reports to address major components of construction. Plans examination and inspection services include attention to many systems including structural, occupant safety, fire safety and barrier-free requirements. Several systems such as structural, mechanical and fire safety systems are also reviewed and tested by owner-hired professionals. The CBO receives reports from those professionals which, along with the inspector's observations, form a part of the permit and the basis for eventual occupancy approval.

Enforcement

Enforcement is an integral component to the building inspection process since the intent of the Building Department is to achieve compliance with the Ontario Building Code. The philosophy of the Building Department is to achieve compliance through voluntary enforcement, or in other words, to work with the applicant and contractors to make changes or address deficiencies through on-site inspections and notations on the inspection reports. The voluntary compliance, as the first line of enforcement, is highly effective and helps to maintain a constructive working relationship with applicants and the building industry.

Letters are issued where construction is occurring without a building permit or where previous instructions to correct deficiencies requested by Building Department staff have not been carried out voluntarily. Orders have been issued for unsafe buildings. Where Orders are not complied with, the last resort in enforcement is legal action using the *Provincial Offences Act* process.

The CBO has a good working relationship with contractors in the construction industry and his network of contacts among local builders.

Support Services

Support services or related services to the Building Department are provided by Council which include the CAO, Clerk, Planning, Treasury, Human Resources, Fire, Operations and IT departments. Council is responsible for establishing policies and adopting by-laws. The CAO oversees the management of staff and policy formulation process while the Clerk prepares by-laws and Council agendas and is the custodian of municipal records. The Treasury Department is responsible for the posting of fees, ledger, budget, payroll and audit functions. Other support services include IT/systems support, HR for personnel matters, Fire for fire related building construction and access, and Operations Department for site servicing.

2 Construction Activity and Reserve Analysis

Historical Construction and Revenue Trends

- Prior to undertaking a review of the building permit fees, it is necessary to gain an understanding of the trends in terms of total construction activity, type of construction activity and associated permit fee revenues and expenditures.
- Trends in construction activity and associated permit fee revenues are important to understand as these trends have an impact on the financial position of the Building Department.
- **Table 1** below reflects the construction value by type of application for the 5-year period from 2021 to presently in 2025.

Construction Value by Type of Application (2021-2025)

Table 1
City of Pembroke
Building Permit Statistics Review (2021-present)

	2021	2022	2023	2024	2025*
New Residential Units Created	47	110	31	47	36
Residential Construction Value	\$8,830,000	\$11,476,500	\$11,027,431	\$8,086,370	\$8,469,043
Commercial Construction Value	\$1,794,250	\$2,764,406	\$3,095,813	\$3,879,701	\$6,469,680
Institutional Construction Value	\$4,003,187	\$23,566,387	\$26,160,000	\$1,264,000	\$443,756
Industrial Construction Value	\$59,406	\$75,000	\$1,327,000	\$9,842	\$0
Total Construction Value	\$14,627,437	\$37,807,293	\$40,283,244	\$13,230,071	\$15,382,479
Development Charge Total	\$126,443	\$106,661	\$71,145	\$85,715	\$58,179
Total Permits	132	103	126	137	106*

*as of Aug. 26, 2025

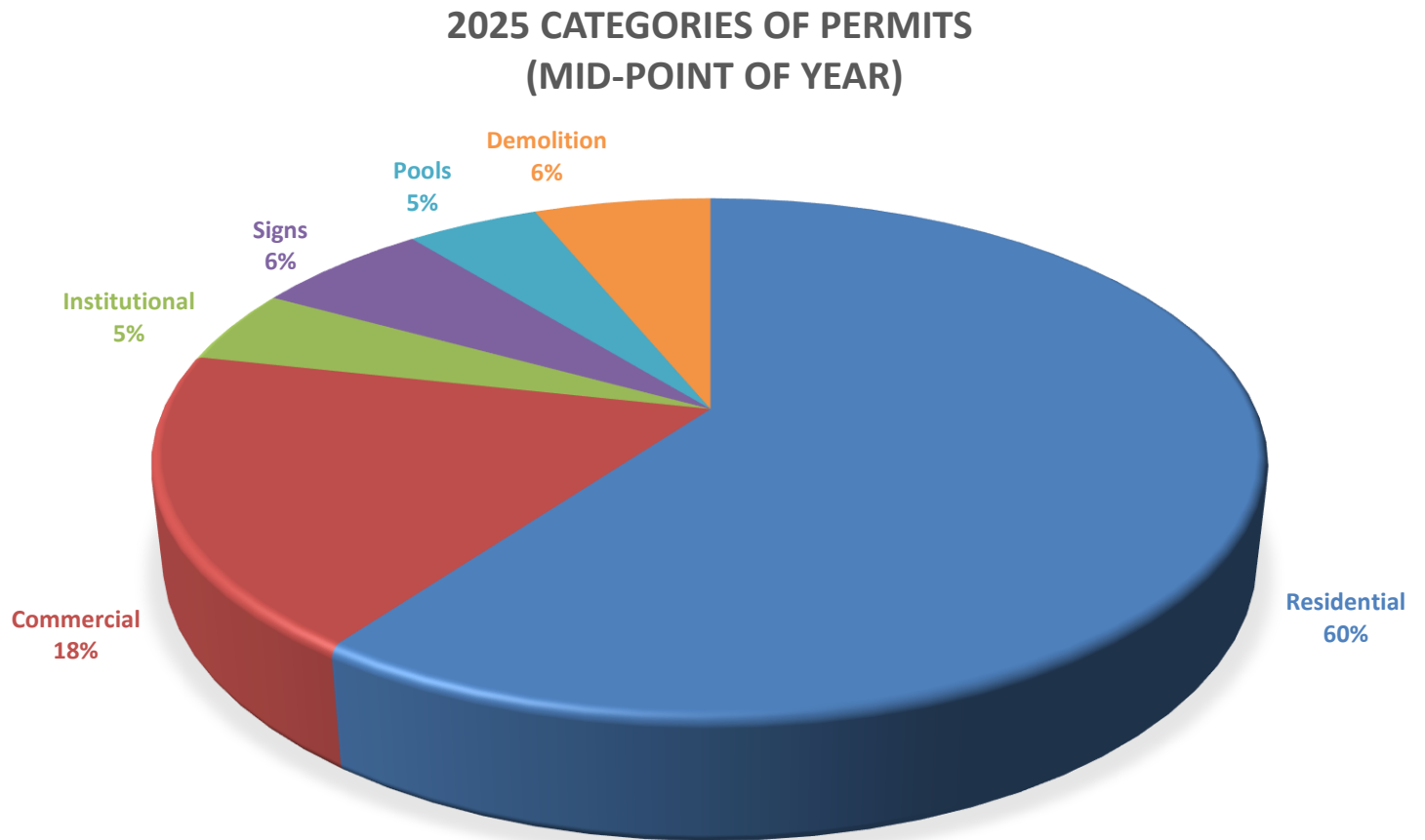
- The value of total construction activity has fluctuated due to larger institutional projects, such as Marianhill in 2022-2023. At current projections, 2025 is set to surpass 2024 residential permit construction value, while already surpassing the previous year's commercial permit construction value.
- **Table 2** and **Figure 2** illustrates the tracking of the 2025 building permits below reflects the construction value by type of application for the 5-year period from 2021 to presently in 2025.

The next table is the detailed 2025 Building Department activity report.

2025 BUILDING PERMITS TRACKING (as of June 11)

File Number	Address	General Zone	Sub-type	Sub-type	Units Added	Fee Total	Building Permit Fee	Dev. Charge	Sewer Levy	Est. Cost of Cons.	Est. Area of Cons. (m2)
2025-001	382 Morris Street	Residential	Alteration	New window installation in kitchen redesign		\$187.95	\$187.95			\$ 2,600.00	9.29
2025-002	283 Trafalgar Road	Commercial	Repair	Repair of garage (vehicle collision)		\$939.75	\$939.75			\$ 75,000.00	1.5
2025-003	542 Irving Street	Residential	Alteration	Basement Renovation (ADDITION OF ONE UNIT)	1	\$438.57	\$438.57			\$ 30,000.00	102.193
2025-004	1200 Pembroke Street West	Commercial	Alteration	Children's Indoor Playground (West End Mall)		\$1,694.51	\$1,694.51			\$ 180,000.00	1408
2025-005	972 & 974 Bronx Street (200 Reynolds Avenue)	Residential	Repair	Reinforce structural beam of 972 & 974 Bronx Street		\$375.90	\$375.90			\$ 3,000.00	60
2025-006	635 Centre Street	Residential	Addition	Carport construction over existing driveway		\$232.96	\$232.96			\$ 10,000.00	34.839
2025-007	472 Eganville Road	Residential	Alteration	Gutted interior, interior rebuild		\$1,002.42	\$1,002.42			\$ 75,000.00	99.8
2024-141	668 Mary Street	Residential	Alteration	Renos to accommodate two separate dwelling units	1	\$676.50	\$676.50			\$ 50,000.00	111.465
2025-008	9 Bennett Street	Residential	New	12 new residential units added in courtyard	12	\$54,175.32	\$28,303.32	\$25,872.00		\$ 1,800,000.00	1956
2025-009	404 Doran Street	Residential	Alteration	Structural beam installation (to reinforce)		\$358.16	\$358.16			\$ 5,000.00	32.33
2025-010	24 Riverside Drive	Residential	Alteration	Interior rebuild after fire damage. (Unit part of St. Joseph NPH)		\$1,754.08	\$1,754.08			\$ 136,600.00	159.7
2025-011	581 Hillside Avenue	Residential	Alteration	Int. renovations (re-wire, drywall, plumbing) post-fire damage		\$2,349.00	\$2,349.00			\$ 245,000.00	348
2025-012	21 Pembroke Street West	Commercial	Sign	SIGN: 18" x 18" clear light box with "PLTRFM Lagree" on front/back		\$50.00	\$50.00			\$ 300.00	0.209
2025-013	638 Pembroke Street East (Hillside Inn)	Commercial	New	New shed build - to empty area on property.		\$187.95	\$187.95			\$ 3,000.00	24.155
2025-014	318 Patricia Avenue	Residential	Addition	New attached deck/sunroom		\$263.25	\$263.25			\$ 95,000.00	39
2025-015	390 Thompson Street	Residential	Pool	Above-ground pool		\$187.95	\$187.95			\$ 14,605.00	42.028
2025-016	1127 Pembroke Street West	Commercial	Alteration	Candlewood Suites: revision to permit 2021-64; now Group C Hotel		\$25,968.88	\$25,968.88			\$ 3,000,000.00	5113.4
2025-017	1100 Pembroke Street East (FYI Doctors)	Commercial	Alteration	New Tenant - FYI Doctors - Interior Alterations (Pembroke Mall)		\$4,180.60	\$4,180.60			\$ 1,200,000.00	364.25
2025-020	150 Maple Avenue	Residential	Alteration	Walls in basement for bathroom, furnace, plumbing, electrical / 2nd bathroom		\$263.25	\$263.25			\$ 40,000.00	39.019
2025-021	580 Alfred Street	Residential	Alteration	Create full bath from half. Put 2 bedrooms in basement, 1 bedroom on main floor	1	\$187.95	\$187.95			\$ 20,000.00	23
2025-022	50 Alexander Street (Marina - River Run Treats)	Commercial	New	Ice cream stand - demolish existing temp. structure, install pre-fab shed building		\$372.40	\$372.40			\$ 26,000.00	17.837
2025-023	399 Patricia Avenue (401 Patricia Ave currently)	Residential	New	New Build - New Residential dwelling	1	\$8,517.60	\$1,879.43	\$4,008.00	\$2,630.17	\$ 400,000.00	96.2
2025-024	393 Patricia Avenue	Residential	New	New Build - New Residential dwelling	1	\$8,705.55	\$2,067.38	\$4,008.00	\$2,630.17	\$ 400,000.00	96.2
2025-025	921 Cedar Lane	Residential	Alteration	Roof Truss Repair		\$839.51	\$839.51			\$ 28,000.00	67
2025-026	Riverside Park (City Owned)	Institutional	New	Baseball Storage Unit (City property)		\$0.00	\$0.00			\$ 1,000.00	39.577
2025-027	1100 Pembroke Street East (Pembroke Mall)	Commercial	Demolition/Alteration	Demolition of existing finishes, creation of new wall, patching of existing		\$1,466.90	\$1,466.90			\$ 50,000.00	69.7
2025-028	142 Metcalfe Street	Residential	Addition	Carport in main driveway		\$187.95	\$187.95			\$ 9,000.00	20
2025-029	1100 Pembroke Street East (FYI Doctors)	Commercial	Alteration	Landlord Work for Tenant Fit-up - FYI Doctors (Pembroke Mall)		\$3,939.62	\$3,939.62			\$ 100,000.00	343
2025-030	339 Christie Street (Also 337 Christie Street)	Residential	Alteration	Build sloped roof on existing flat roof (rear of building)		\$830.03	\$830.03			\$ 3,000.00	81
2025-031	1036 Pembroke Street East (Osmow's Shawarma)	Commercial	Sign	New Restaurant sign (Osmow's Shawarma)		\$950.00	\$950.00			\$ 9,000.00	37.71
2025-032	1036 Pembroke Street East (Osmow's Shawarma)	Commercial	Alteration	Restaurant interior alteration, less than 30 seats (Osmow's Shawarma)		\$1,206.68	\$1,206.68			\$ 175,000.00	102
2025-033	606 Isabella Street	Residential	Alteration	Int. renovations (relocate kitchen to back of house, remodel main floor washroom)		\$375.90	\$375.90			\$ 10,000.00	4.645
2025-034	320 Cecelia Street	Residential	Addition	Mudroom addition to house		\$187.95	\$187.95			\$ 5,000.00	9
2025-035	1 Pembroke Street East (City Hall)	Institutional	Alteration	Replace main sewer line at City Hall		\$0.00	\$0.00			\$ 20,000.00	13.95
2025-036	362 Christie Street	Residential	Demolition	Demolition of pool and fill in with dirt (and dispose of wood patio)		\$187.95	\$187.95			\$ 2,000.00	6
2025-037	428 Boundary Road East	Residential	Pool	In-ground pool and fence		\$187.95	\$187.95			\$ 62,000.00	25.6
2025-038	13 Eddy Crescent (Lot 7)	Residential	New	New Single Detached Dwelling	1	\$8,117.32	\$4,109.32	\$4,008.00		\$ 350,000.00	271
2023-050	81 Hunter Street	Residential	Alteration	Duplex - interior alterations (Single Detached Dwelling - was delayed) Adding 1 unit.	1	\$187.95	\$187.95			\$ 10,000.00	46.452
2025-039	1030 Lea Street (Units 1110-1124)	Residential	Repair	Replace damaged insulation in attic/exterior walls (and improved vapour barrier)		\$3,510.00	\$3,510.00			\$ 25,000.00	520
2025-040	335 First Avenue North	Residential	Alteration	Waterproofing foundation, new weeping system, clean sand fill, grading		\$1,248.75	\$1,248.75			\$ 22,200.00	185
2025-041	133 Morris Street	Residential	Alteration	New window well, lintel, and window.		\$187.95	\$187.95			\$ 6,000.00	2
2025-042	1200 Pembroke Street West (Indoor Golf Simulator)	Commercial	Alteration	Indoor golf simulator (West End Mall)		\$4,536.00	\$4,536.00			\$ 184,000.00	418
2025-043	265 William Street	Residential	Repair	Porch repair and replace (century home)		\$187.95	\$187.95			\$ 11,500.00	11.148
2025-044	519 Maple Avenue	Residential	Alteration	Floating deck near house in backyard, 12x16 gazebo also put in backyard		\$375.90	\$375.90			\$ 8,500.00	20.81
2025-045	456 Boundary Road East	Residential	Repair	Foundation repair		\$187.95	\$187.95			\$ 10,000.00	18.67
2025-046	1200 Pembroke Street West (Mall Playground)	Commercial	Alteration	Plumbing fit-up (for Indoor Playground and Arcade)		\$355.35	\$355.35			\$ 800,000.00	1393.5
2025-047	(77) Eddy Crescent (Lot 29)	Residential	New	New Single Detached Dwelling	1	\$8,117.32	\$4,109.32	\$4,008.00		\$ 500,000.00	271
2025-048	42 Renfrew Street (The Grind)	Institutional	Alteration	Laundry Room Fit-up (The Grind)		\$53.69	\$53.69			\$ 5,000.00	0.325
2025-049	510 Miller Street	Residential	Alteration	Bachelor Apartment renovation (1 UNIT added to Basement)	1	\$618.97	\$618.97			\$ 30,000.00	294
2025-050	163 Pembroke Street West	Commercial	Alteration	Retail Store fitting (from closed licensed bar)		\$1,943.78	\$1,943.78			\$ 55,000.00	167.2
2025-051	172 Dunlop Street	Residential	Repair	Fire damage repair		\$965.25	\$965.25			\$ 6,000.00	143
2025-052	108 Shea Avenue	Residential	Alteration	Demo deck, replace with Sunroom		\$375.90	\$375.90			\$ 35,000.00	45
2025-053	478 Moffat Street	Residential	Alteration	Fire Separation between units (as per CBO direction - on the spot with Reid Godin)		\$187.95	\$187.95			\$ 1,500.00	18.5
2025-054	284 Clemow Avenue	Residential	Pool	Above-ground pool and Deck		\$375.90	\$375.90			\$ 15,000.00	74
2025-055	461 Eganville Road	Residential	Addition	Sunroom addition (12' x 12')		\$187.95	\$187.95			\$ 18,000.00	13.39
2025-056	251 Rosewood Avenue	Residential	Alteration	Enlarge opening of interior bearing wall and use LVL beam		\$276.75	\$276.75			\$ 5,000.00	41.8
2025-057	219 Reynolds Avenue	Residential	New	New Single Detached Dwelling (with second suite in basement as per Owen)	2	\$7,467.75	\$3,459.75	\$4,008.00		\$ 250,000.00	190
2025-058	1200 Pembroke Street West (Unit #193 - Ace Golf)	Commercial	Alteration	Interior fit-out for new business (Ace Golf - indoor screen golf range)		\$4,722.08	\$4,722.08			\$ 250,000.00	412
2025-059	460 Wilbert Street	Residential	Demolition	Demolition of existing deck and replace boards		\$187.95	\$187.95			\$ 3,500.00	15
2025-060	440 Maple Avenue	Residential	Demolition	Demolition of existing accessory structure (garage)		\$187.95	\$187.95			\$ 10,000.00	24
2025-061	425 Cecelia Street (Carefor)	Institutional	Alteration	Reinforcement of existing rooftop telecomms tower (int/ext structural reinforcement)		\$968.54	\$968.54			\$ 95,000.00	81
2025-062	1100 Pembroke Street East	Commercial	Sign	Install 2 new fascia signs (FYI Doctors - Unit 311)		\$0.00	\$0.00			\$ 19,000.00	14.48
2025-063	362 Christie Street	Residential	Alteration	New sloped roof installation (Paul busted them)		\$406.31	\$406.31			\$ 6,000.00	37
2025-065	621 Paul Martin Drive (Norlock Group)	Industrial	Sign	Pillar Sign: 20' x 10" for NORLOCK GROUP		\$0.00	\$0.00			\$ 11,500.00	18.6
2025-066	105 Shea Avenue	Residential	Alteration	Backyard balcony (12' x 12', 6' in height)		\$187.95	\$187.95			\$ 4,000.00	13
2025-067	567 Melton Street	Institutional	Alteration	Church renovation (new entryways, new space for children/nursery)		\$157.73	\$157.73			\$ 3,800.00	9.5
2025-068	361 Mary Street	Residential	Repair	Rebuild garage (after fire)		\$526.50	\$526.50			\$ 147,000.00	78
TOTAL					23		\$119,069.94	\$45,912.00	\$5,260.34	\$11,182,605.00	

Figure 2



Building Reserve Fund Analysis

- The Pembroke Building Department is similar, to most Ontario municipalities and operates as an “Enterprise Model,” meaning that all costs associated with the enforcement of the Ontario *Building Code Act* are recovered from building permit fees. There should be no tax levy impact to taxpayers.
- Optimally, under an Enterprise Model, revenues and expenditures are matched on an annual basis, however construction activity is highly cyclical and building operations do not have sufficient elasticity to adjust operating expenditures to quickly align with the fluctuations in building activity.
- To spread the impact of market fluctuations across an economic cycle and fund one-time capital expenditures, the *Building Code Act* allows municipalities to establish a Building Reserve Fund.
- The Building Reserve Fund can only be used for costs associated with the enforcement of the *Building Code*. Sufficient funds in the Reserve provides the Municipality with the flexibility needed to manage construction downturns, staffing levels and changes in legislation and the funding of periodic capital expenditures.

Direct Costs

Direct Costs are the costs associated with the front line delivery of the Building Department services to the public. Functions such as receiving the building permit application, plan review, field inspections, enforcement and administration are included in these deliverable services. The cost for the delivery of these services is set out in **Table 3** for 2025. Direct costs refer to the employee costs (salaries, wages, and benefits), materials and supplies, services and rents that are typically consumed directly by involved departments. Direct Costs in Table 3 includes salaries and benefits of \$210,475 and administration or overhead costs of \$70,960 for a total of \$281,435.

Identify the Full Cost of Service

*The table below provides a summary of the Building Department's 2025 budgeted direct costs of the service.

Table 3 - 2025 Building Department Direct Operating Expenditures

Protective Inspection	2025 Budget
Salaries & Benefits	\$210,475
Contracts	\$14,500
Lease/Rental	\$13,280
Intra Municipal Purchases	\$19,222
Materials & Supplies	\$17,658
Membership	\$1,300
Staff Education/Training	\$5,000
Total Expenses	\$281,435

- **Salaries and benefits** – these include salaries, wages and benefits related to the staff directly involved in the inspection and plans examination process.
- **Intra Municipal Purchases** – these include administrative and management costs that generally do not directly perform the actual inspection or plans examination process such as expenses related to Corporate Departments (Finance, IT and Accommodations).
- **Other** – The remaining costs include contracts, materials and supplies, lease/rental, memberships and staff training.

Indirect Costs

An Activity Based Costing (A.B.C.) methodology review includes not only the direct cost of providing service activities but also the indirect support costs required to provide services to the public. Direct costs are costs that are incurred by other municipal functions or departments in the municipality which support the Building Department. These include costs of Council, the CAO, Clerk, Finance, IT services and Operations Department.

This information is structured to distinguish between the salary and benefit costs derived from the time allocated by various municipal staff and the costs of overhead. These costs are then added together to derive the total Indirect Costs for the support services provided to the Building Department.

The costs reflect the salary and overhead for all staff which provide support services to the Building Department. Salary costs are computed on the basis of 2025 rates to which additional payroll costs were added to reflect statutory and municipal benefits (ie. CPP, EI, WSIS, health benefits, OMERS, etc.) The rates were calculated on a cost per hour basis. The overhead costs were also calculated on an estimated hourly basis, by dividing the total eligible overhead costs by the estimated number of regular hours worked by staff and Council respectively attributable to the delivery of Building Department related services. The Indirect costs or salary, benefits and overhead were calculated as \$46,826 for 2025.

The next table (**Table 4**) provides a summary of the Indirect Costs associated with the City of Pembroke's Building Department.

Table 4 - 2025 Building Department Indirect Operating Expenditures

Protective Inspection	2025 Budget
Salaries & Benefits (based on review and administration time of 1%-3% of Support Staff i.e. Operations, Fire, IT, Treasury, CAO, etc.).	\$39,229
Administration Costs (Costs of Overhead)	\$7,597
Total Expenses	\$46,826

Direct & Indirect Costs

The combined Direct and Indirect costs of administration and enforcement have been calculated in Tables 3 and 4. The Direct Costs are \$281,435 and the Indirect Costs were calculated as \$46,826

The total combined estimated Direct and Indirect Costs per the requirements of Section 7 of the Building Code Act are calculated as \$328,261 (ie $\$281,435 + \$46,826 = \$328,261$). These costs are considered to be the recoverable costs in establishing the building permit fee level.

Building Code Act Reserve Fund

Although the *Building Code Act* does not prescribe a specific methodology for determining an appropriate reserve fund, municipalities have developed building permit reserve funds with the aim of providing service stabilization.

The City of Pembroke has a reserve fund for the Building Department of \$8,492 as of December 31, 2024. It is recommended that 5% be added to the building permit fees so that amount is then transferred to the City's Building reserve. This calculation adds 5% to the cost of the permit and is designed to offset the fluctuation in permit fee revenues in less active years. The addition of a 5% reserve fund levy would increase the cost of a building permit for a 2,000 square foot single detached dwelling by \$148.00. Based on the building department revenues generated in 2024, an additional \$7,995 could have been generated for the building reserve fund.

Without such a reserve fund, reduced permit volumes during a downturn could result in severe budgetary pressures. This target has been established by examining the decrease in building permit activity in comparison with long-range averages to inform the reserve funds that would be required to fund and maintain service capacity over that period. This reserve can only be used for building inspection related costs.

3 Comparison of Peer Municipalities

The City's ranking in comparison to other neighbouring and similar sized municipalities in Ontario has been assessed for common permit types under the current fee schedule - shown in Table 5.

Table 5 Comparative Building Department Fees

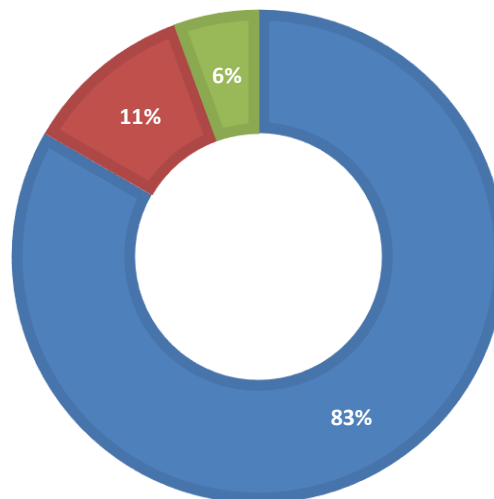
	Renfrew	Petawawa	Brockville	Pembroke	Arnprior	W.W. Region	LV	B.V. Twp.	Strathroy
Population	8,190	14,382	22,293	16,571	11,305	7,225	9,450	3,898	16,056
Building Staff	2	2	3	1.25	2	1	2	1	3
By-law #	84-2021	1410/21	093-2024	2018-001	7462-24	04-04-154	2023-04-027	2023-049	81-23
Secondary Suites Unit Registration	/	\$171	/	/	/	/	/	/	/
Refundable Building Deposits	No	No	No	No	No	\$300 (less than \$1,000 permit) \$1,500 (greater than \$1000 permit)	No	No	No
Assembly Occupancies - Group A	\$1.80/ft ²	\$1.48/ft ²	\$1.42/ft ²	\$1.26/ft ²	\$0.95/ft ²	\$0.95/ft ²	\$0.78/ft ²	\$0.75/ft ²	\$0.71/ft ²
Institutional Occupancies - Group B	\$1.80/ft ²	\$1.57/ft ²	\$1.42/ft ²	\$1.26/ft ²	\$0.75/ft ²	\$0.95/ft ²	\$0.78/ft ²	\$0.75/ft ²	\$0.71/ft ²
Residential - Group C (Single, Semi, Row, Duplex)	\$3,060 (flat - new builds)	\$1.44/ft ²	\$0.83/ft ²	\$1.33/ft ²	\$0.95/ft ²	\$0.70/ft ²	\$0.48/ft ²	\$0.75/ft ²	\$0.80/ft ²
Business & Personal Services Occupancies - Group D	\$9 per \$1000 Const. Value	\$1.57/ft ²	\$1.17/ft ²	\$1.26/ft ²	\$0.75/ft ²	\$0.95/ft ²	\$0.78/ft ²	\$0.75/ft ²	\$0.71/ft ²
Mercantile Occupancies - Group E	\$9 per \$1000 Const. Value	\$1.57/ft ²	\$0.87/ft ²	\$1.26/ft ²	\$0.75/ft ²	\$0.95/ft ²	\$0.78/ft ²	\$0.75/ft ²	\$0.71/ft ²
Industrial Occupancies - Group F	\$9 per \$1000 Const. Value	\$1.57/ft ²	\$0.52/ft ²	\$1.26/ft ²	\$0.75/ft ²	\$0.95/ft ²	\$0.78/ft ²	\$0.75/ft ²	\$0.71/ft ²
Accessory Structures (Garage, Carport, Shed, Deck)	\$0.52/ft ² (\$187.95 min)	\$0.73/ft ²	\$0.45/ft ² (\$212 min)	\$0.63/ft ² (\$187.95 min)	\$0.42/ft ²	\$0.75/ft ² (\$200 base)	\$0.24/ft ² (\$130 min)	\$0.50/ft ² (\$200 min)	\$320.70 + \$0.80/ft ²
Minor Alterations (Interior Renovations)	\$9 per \$1000 Const. Value	\$0.59/ft ²	/	\$0.51/ft ²	\$0.95/ft ²	\$0.95/ft ²	/	\$0.75/ft ²	\$0.73/ft ²
Demolition	\$9 per \$1000 Const. Value	\$214 (flat)	\$240	\$187.95	\$100 (flat)	\$200 (flat)	\$130 (min)	\$200 (flat)	\$330.70 (flat)
Pools	\$9 per \$1000 Const. Value	\$126 (flat)	\$199 (flat)	\$187.95 (flat)	\$100 (flat)	\$200 (flat)	\$130 (min)	\$200 (flat)	\$320.70 (flat)
Penalty (No Permit)	/	\$427	50% of permit	x2 permit fee	/	/	x2 permit fee	/	35% of permit
Sewage System	/	\$499	\$770	\$626.50	\$500	\$200	\$429	\$500	\$551.07
Solar Panels	/	/	\$320	/	/	/	/	/	/

- The City of Pembroke is situated approximately midway between the other municipalities survey in relation to building department fees.
- Of note: staffing levels of the Building Department in Pembroke is 1.25 individuals (1 Chief Building Official and one part-time inspector, who is a full-time By-Law Enforcement Officer) compared to other municipalities such as Petawawa, and Arnprior who have 2 full-time staff for similarly comparative workload and population.
- The City's current fees would be insufficient to fund the full cost of service or make contributions to the reserve fund for service sustainability. It should be noted that detailed discussions were held with staff with respect to the ability of the current staff compliment to be able to process the increased permit volumes. It was determined that due in part to the technology improvements that have been made staff have sufficient capacity to accommodate the increased permit volumes.
- Department staff were asked to review the time they commit to each building permit, and the approximate percentage of time committed to each permit from submission of permit application to completion is illustrated in **Figure 3**:

Figure 3

AVG. DEPT. STAFF TIME COMMITTED TO EACH PERMIT

■ Building (CBO/Inspector) ■ Planning (Planner) ■ Admin (Planning Tech.)



Building Permit Fee Calculation

The steps to determine a proposed building permit fee structure included the following activities:

- **Identify the full cost of service (Direct and Indirect Costs)**
- **Process mapping and time estimates**
- **Calculate full burden hourly rates for each staff member**
- **Develop financial model to calculate fees**
- **Validate revenue**

Table 6 illustrates the cost recovery assessment of the current building permit fees and the building permits issued in 2024. This table indicates whether the City’s Building Department received a surplus or deficit for each building category. Most categories are in a deficit position meaning the Department is not capturing enough revenue for full cost recovery.

Cost Recovery Assessment of Current Building Permit Fees 2024

Table 6

Costing Category Group	Direct Costs per permit	Indirect Costs per permit	Total Costs per permit	Annual Revenue	Cost Recovery Rate	Surplus/ (Deficit)
Residential (24 permits)	\$2,771.76	\$211.91	\$2,983.67	\$59,299.87	82.8%	(\$12,308.23)
Residential Alterations, Finishing Basements and ARUs (35 permits)	\$2696.64	\$211.91	\$2,908.55	12,077.93	11.9%	(\$89,737.01)
Residential Decks, Porches, Accessory Buildings and Garages (38 permits)	\$2,321.04	\$105.96	\$2,427.00	\$7,034.66	7.6%	(\$85,191.34)
Non-Residential New Construction or Addition (5 permits)	\$4,649.76	\$211.91	\$4,861.67	\$26,382.47	108%	\$2,074.12 Surplus
Non-Residential Interior Finishing, Renovations and Accessory Buildings (17 permits)	\$2,696.64	\$174.19	\$2,870.83	\$41,625.84	85.3%	(\$7,178.27)

City of Pembroke - Building Permit Fees

Demolitions (18 permits)	\$1,374.16	\$132.04	\$1,506.20	\$15, 783	58.2%	(\$11,328.66)
Building Department Fixed Staffing Costs	\$184,820	\$60,505	\$245,325	N/A	0%	(\$85,413)

You will note from this Table that the existing fee structure for the City of Pembroke's Building Department does not achieve full cost recovery for the services rendered. Also, the present Building Department reserve of just over \$8,000 does not provide adequate protection in lean building years.

The Act permits all costs associated with the enforcement of the Ontario Building Code Act are recovered from building permit fees. There should be no tax levy impact to taxpayers. In this case there is an impact to the taxpayer as the City's current building permit fees do not generate revenue sufficient to sustain the operational costs of the department.

Further the Act allows municipalities to establish a Building Reserve Fund to provide the city with flexibility needed to manage downturns in the construction industry. It is recommended that an additional 5% be added to each permit fee and this 5% is added to the City's existing Building Department Reserve Fund.

4 Building Permit Fees

Table 7 illustrates the existing building permit fee for each construction category in the City's Building Department Fee by-law along with maximum proposed fees and recommended fees as well as showing what the proposed 5% reserve fee would be, if implemented.

2025 Building Department Fees
(Amended from By-law 2018-01 Schedule "A")

Category	Fee Description	Current Fees	Maximum Proposed Fees	Recommended Fee	Reserve Fee – 5% with Recommended Fee
New Construction					
A.1.	Assembly Occupancies - Group A	\$1.26/ft ² of building floor area plus an administrative fee of \$50.00.	Remains same due to surplus; however, can be increased since not reaching maximum amounts of other classes	\$1.48/ft ²	\$370 for a 5,000 square foot restaurant <i>\$1.55/sq. ft. with Reserve</i>
A.2.	Institutional Occupancies - Group B	\$1.26/ft ² of building floor area plus an administrative fee of \$50.00.	Remains the same due to surplus; however, can be increased since not reaching maximum amounts of other classes	\$1.48/ft ²	\$740 for a 10,000 square foot hotel. <i>\$1.55/sq. ft. with Reserve</i>
A.3.a.	Single Family, Semi - detached, duplex	\$1.33/ft ² of building floor area. Minimum fee of \$1,879.43.	\$2.18/ft ²	\$1.48/ft ² Min. fee of \$2,100	\$148 for a 2,000/sq. ft. single detached dwelling <i>\$1.55/sq. ft. with Reserve</i>
A.3.b.	Multiple	\$1.33/ft ² of building floor area. Minimum fee of \$1,879.43.	\$2.18/ft ²	\$1.48/sq. ft. Min. fee of \$2,100	\$148 for a 2,000 sq. foot apartment building <i>\$1.55/sq. ft. with Reserve</i>
A.3.c.	Mobile Home	\$1.33/ft ² of building floor area. Minimum fee of \$1,879.43.	\$2.18/ft ²	\$1.48/sq. ft. Min. fee of \$2,100	\$74 for a 1,000 sq. foot mobile home <i>\$1.55/sq. ft. with Reserve</i>

City of Pembroke - Building Permit Fees

A.3.d.	Residential Additions and Major Alterations	\$0.89/ft ² of building floor area plus an administrative fee of \$50.00.	\$2.36/ft ²	\$1.48/sq. ft. Min. fee of \$2,100	\$222 for a 3,000 square foot addition <i>\$1.55/sq. ft. with Reserve</i>
A.4.	Business & Personal Services Occupancies - Group D	\$1.26/ft ² of building floor area plus an administrative fee of \$50.00.	Remains the same due to surplus; however, can be increased since not reaching maximum amounts of other classes	\$1.48/sq. ft.	\$296 for a 4,000 sq. ft. doctor's office <i>\$1.55/sq. ft. with Reserve</i>
A.5.	Mercantile Occupancies - Group E	\$1.26/ft ² of building floor area plus an administrative fee of \$50.00.	Remains the same due to surplus; however, can be increased since not reaching maximum amounts of other classes	\$1.48/sq. ft.	\$1,480 for a 20,000 square foot department store <i>\$1.55/sq. ft. with Reserve</i>
A.6.	Industrial Occupancies - Group F	\$1.26/ft ² of building floor area plus an administrative fee of \$50.00.	Remains the same due to surplus; however, can be increased since not reaching maximum amounts of other classes	\$1.48/sq. ft.	\$3,700 for 50,000 square foot processing plant <i>\$1.55/sq. ft. with Reserve</i>
A.7.a.	Tents	\$187.95	\$360	\$250	\$12.50
A.8.a.	Accessory Buildings (Garage, carport, deck, porch, patio, sunroom, shed, boathouse, other accessory building)	\$0.64/ft ² of building or structure area. Minimum fee of \$187.95 each.	\$1.23/ft ² of building or structure area. Minimum fee of \$250	\$0.75 sq. ft. with minimum fee of \$250	\$12.50 with minimum fee of \$250 <i>\$0.79/sq. ft. with Reserve</i>
A.8.b.	Swimming Pools (above-ground pool and fence)	\$187.95	\$360	\$250	\$12.50
Alterations & Repairs					
B.1.a.	Assembly Occupancies - Group A	\$1.07/ft ² of building floor area plus an administrative fee of \$50.00.	\$1.24/ft ²	\$1.17/sq. ft.	\$234 for a 4,000 sq. ft. non-residential building

City of Pembroke - Building Permit Fees

					<i>\$1.23/sq. ft. with Reserve</i>
B.1.b.	Institutional Occupancies - Group B	\$1.07/ft ² of building floor area plus an administrative fee of \$50.00.	\$1.24/sq. ft.	\$1.17/ft ²	\$117 for a 2,000 sq. ft. non-residential building <i>\$1.23/sq. ft. with Reserve</i>
B.1.c.	Residential Occupancies - Group C - alterations, renovations, repairs, retrofitting, addition	\$0.64/ft ² of building or structure area. Minimum fee of \$187.95 each.	\$7.74/sq. ft.	\$1.00/sq. ft. Minimum fee of \$250	\$25 for a 500 square foot deck <i>\$1.05/sq. ft. with Reserve</i>
B.1.d.	Industrial Occupancies - Group F	\$1.07/ft ² of building floor area plus an administrative fee of \$50.00.	\$1.24/ sq. ft.	\$1.17/ft ²	\$234 for a 4,000 sq. ft. non-residential building <i>\$1.23/sq. ft. with Reserve</i>
B.1.e.	Minor Alterations - Groups A, B, D, E & F	\$0.51/ft ² of building floor area plus an administrative fee of \$50.00.	\$1.24 sq. ft.	\$0.95/ft ²	\$248 for a 4,000 sq. ft. non-residential building <i>\$1.02/sq. ft. with Reserve</i>
B.1.f.	Alterations & Repairs to existing buildings or building systems not provided for above	\$12.53 for each \$1,000.00 of construction value or part thereof as determined by the Chief Building Official in addition to an administrative fee of \$50.00 each.	\$12.53 for each \$1,000.00 of construction value or part thereof as determined by the Chief Building Official	\$12.53 for each \$1,000.00 of construction value or part thereof as determined by the Chief Building Official	
B.2.	Fireplace, woodstove, insert, chimney. Solid fuel appliance, stand alone plumbing, HVAC or mechanical, banking machine	\$62.67	\$360	\$250	\$12.50
B.3.	Construction of barrier free facility	nil	Nil	nil	nil
B.4.	Sewage Disposal System	\$626.50	\$700	\$700	\$35
B.5.	Basic Plumbing Fee	\$62.67	Remove - falls under Alterations		nil

City of Pembroke - Building Permit Fees

			and Repairs		
Demolition					
C.1.	1. Part 9 (Residential)	\$187.95 for the first 1,000 ft² and \$0.20 for every additional ft² to a maximum of \$626.50.	\$770.00	\$300	\$15
C.2.	2. Other (non-residential)	\$626.50	\$1,227.71	\$700	\$35
Miscellaneous					
D.1.	Partial Occupancy	\$187.95	\$225	\$200	\$10
D.2.	Change of Use	\$187.95	\$225	\$200	\$10
D.3.a.	a. Transfer Permit	\$187.95	\$225	\$200	\$10
D.3.b.	b. Deferral of Permit	\$187.95	\$225	\$200	\$10
D.4.	Move a building	\$187.95	\$225	\$200	\$10
D.5.	Conditional Permit, Temporary Permit	\$187.95	\$225	\$200	\$10
D.6.	Conditional Permit Agreement	\$187.95	\$225	\$200	\$10
D.7.	Occupancy Permit (residential)	\$187.95	\$225	\$200	\$10
D.8.	Occupancy Permit (non-residential)	\$187.95	\$225	\$200	\$10
D.9.	Foundation only	15% of applicable class above	15% of applicable class above	15% of applicable class above	5% of building permit fee
D.10.	Alternative Solution Review	\$626.50	\$700.00	\$700	\$35.00
D.11.	Major Revision to Building Drawings	10% of original permit fee	10% of the original permit fee	10% of the original permit fee	5% of the building permit fee
D.12.	Secondary Residential Unit Create	N/A (suggest similar to Brampton)	\$200	\$200	\$10
D.13.	Refundable Building Deposit Fee	N/A (suggest similar to Whitewater Region where the full amount of the deposit be refunded if the project is completed within 2 years of the date the permit was issued. After that period, and without any further notice, the entire original deposit is retained for administrative purposes.)	City can charge any fee it feels appropriate	\$150	N/A
D.14.	Solar Panels	N/A (charge a fee for solar panels to be installed on property)	\$320	\$320	\$16
Administrative					
E.1.	Occupant Load Inspection and Report	\$187.95	\$225	\$200	\$10
E.2.	Re-inspect, defective	\$56.40/hour	\$75.12/hour	\$75.12/hour	\$3.76/hour

City of Pembroke - Building Permit Fees

	and incomplete work				
E.3.	After Hours Inspection	\$56.40/hour, minimum 2 hours	\$75.12/hour, Minimum 2 hours	\$75.12/hour, minimum 2 hours	\$3.76/hour
E.4.	Inspection for Unit Removal	\$93.97 flat fee	\$150	\$150	\$7.50
E.5.	Compliance and other reports (fire, occupant load, LCBO, zoning, reports to other agencies, solicitors and real estate firms, file retrieval or research)	\$125.29 base fee + \$56.40/hour for reports or actions exceeding 3 hours in preparation	\$150 base fee plus \$75.12/hour for reports or actions exceeding three hours in preparation	\$150 base fee plus \$75.12/hour for reports or actions exceeding three hours in preparation	\$7.50 + \$3.76/hour

5 Summary and Recommendations

Summary

- The *Ontario Building Code Act* is the provincial regulation that sets the uniform and minimum standards required to be adhered to in the construction of buildings and structures.
- The main purpose of the building code is to protect public health, safety and general welfare as it relates to the construction and occupancy of building and structures.
- Municipalities are permitted to recover the cost of building services through building permit fees. By increasing the fees and the reserve fund will allow the building department to be more sustainable and not provide an additional financial burden to annual City budget.
- The recommended building permit fees will be competitive with municipalities with similar activity levels.
- It is also recommended that annual inflationary increases be applied to all building permit fees to ensure that they keep pace with expenditure increases.
- Based on projected activity levels, the projected fees will provide for full cost recovery of the anticipated expenditures, however as mentioned earlier, they are not sufficient to meet the minimum reserve policy requirement.

Recommendations

- That Council adjust the building permit fees as presented. This is an attempt to receive more revenue to get closer to achieve full cost recovery and be less of a burden to the taxpayers of the City of Pembroke. By increasing the fee to the recommended amount, based on 2024 permits, this could generate an additional \$45,113.64 in permit revenue.

- That Council continues to adjust the fees annually based on the Statistics Canada Consumer Price Index (CPI %).
- That the City adopt a policy to set their Building Code Act Reserve Fund for service stabilization by adding 5% to the cost of a building permit. Based on the building department revenues generated in 2024, an additional \$7,995 could have been generated for the building reserve fund.
- Utilize a fee for creation of Secondary Residential Units (similar to what Brampton enforces with a \$200 registration fee).
- Utilize Refundable Building Deposit Fees (similar to what Whitewater Region uses) to encourage applicants to finish their permit process in an expedited fashion (and if not completed by a certain timeline, those funds go to the Building Reserve Fund).
- Create a building permit fee for the installation of solar panels.

End of Report.

Comparative Building Department Fees

	Renfrew	Petawawa	Brockville	Pembroke	Arnprior	W.W. Region	LV	B.V. Twp.	Strathroy
Population	8,190	14,382	22,293	16,571	11,305	7,225	9,450	3,898	16,056
Building Staff	2	2	3	1.25	2	1	2	1	3
By-law #	84-2021	1410/21	093-2024	2018-001	7462-24	04-04-154	2023-04-027	2023-049	81-23
Secondary Suites Unit Registration	/	\$171	/	/	/	/	/	/	/
Refundable Building Deposits	No	No	No	No	No	\$300 (less than \$1,000 permit) \$1,500 (greater than \$1000 permit)	No	No	No
Assembly Occupancies - Group A	\$1.80/ft ²	\$1.48/ft ²	\$1.42/ft ²	\$1.26/ft ²	\$0.95/ft ²	\$0.95/ft ²	\$0.78/ft ²	\$0.75/ft ²	\$0.71/ft ²
Institutional Occupancies - Group B	\$1.80/ft ²	\$1.57/ft ²	\$1.42/ft ²	\$1.26/ft ²	\$0.75/ft ²	\$0.95/ft ²	\$0.78/ft ²	\$0.75/ft ²	\$0.71/ft ²
Residential - Group C (Single, Semi, Row, Duplex)	\$3,060 (flat - new builds)	\$1.44/ft ²	\$0.83/ft ²	\$1.33/ft ²	\$0.95/ft ²	\$0.70/ft ²	\$0.48/ft ²	\$0.75/ft ²	\$0.80/ft ²
Business & Personal Services Occupancies - Group D	\$9 per \$1000 Const. Value	\$1.57/ft ²	\$1.17/ft ²	\$1.26/ft ²	\$0.75/ft ²	\$0.95/ft ²	\$0.78/ft ²	\$0.75/ft ²	\$0.71/ft ²
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Minor Alterations (Interior Renovations)	\$9 per \$1000 Const. Value	\$0.59/ft ²	/	\$0.51/ft ²	\$0.95/ft ²	\$0.95/ft ²	/	\$0.75/ft ²	\$0.73/ft ²
Demolition	\$9 per \$1000 Const. Value	\$214 (flat)	\$240	\$187.95	\$100 (flat)	\$200 (flat)	\$130 (min)	\$200 (flat)	\$330.70 (flat)
Pools	\$9 per \$1000 Const. Value	\$126 (flat)	\$199 (flat)	\$187.95 (flat)	\$100 (flat)	\$200 (flat)	\$130 (min)	\$200 (flat)	\$320.70 (flat)
Penalty (No Permit)	/	\$427	50% of permit	x2 permit fee	/	/	x2 permit fee	/	35% of permit
Sewage System	/	\$499	\$770	\$626.50	\$500	\$200	\$429	\$500	\$551.07
Solar Panels	/	/	\$320	/	/	/	/	/	/

City of Pembroke - Building Permit Fees

Table 7 illustrates the existing building permit fee for each construction category in the City's Building Department Fee by-law along with maximum proposed fees and recommended fees as well as showing what the proposed 5% reserve fee would be, if implemented.

2025 Building Department Fees

(Amended from By-law 2018-01 Schedule "A")

Category	Fee Description	Current Fees	Maximum Proposed Fees	Recommended Fee	Reserve Fee – 5% with Recommended Fee
New Construction					
A.1.	Assembly Occupancies - Group A	\$1.26/ft ² of building floor area plus an administrative fee of \$50.00.	Remains same due to surplus; however, can be increased since not reaching maximum amounts of other classes	\$1.48/ft ²	\$370 for a 5,000 square foot restaurant <i>\$1.55/sq. ft. with Reserve</i>
A.2.	Institutional Occupancies - Group B	\$1.26/ft ² of building floor area plus an administrative fee of \$50.00.	Remains the same due to surplus; however, can be increased since not reaching maximum amounts of other classes	\$1.48/ft ²	\$740 for a 10,000 square foot hotel. <i>\$1.55/sq. ft. with Reserve</i>
A.3.a.	Single Family, Semi - detached, duplex	\$1.33/ft ² of building floor area. Minimum fee of \$1,879.43.	\$2.18/ft ²	\$1.48/ft ² Min. fee of \$2,100	\$148 for a 2,000/sq. ft. single detached dwelling <i>\$1.55/sq. ft. with Reserve</i>
A.3.b.	Multiple	\$1.33/ft ² of building floor area. Minimum fee of \$1,879.43.	\$2.18/ft ²	\$1.48/sq. ft. Min. fee of \$2,100	\$148 for a 2,000 sq. foot apartment building <i>\$1.55/sq. ft. with Reserve</i>
A.3.c.	Mobile Home	\$1.33/ft ² of building floor area. Minimum fee of \$1,879.43.	\$2.18/ft ²	\$1.48/sq. ft. Min. fee of \$2,100	\$74 for a 1,000 sq. foot mobile home <i>\$1.55/sq. ft. with Reserve</i>

City of Pembroke - Building Permit Fees

A.3.d.	Residential Additions and Major Alterations	\$0.89/ft ² of building floor area plus an administrative fee of \$50.00.	\$2.36/ft ²	\$1.48/sq. ft. Min. fee of \$2,100	\$222 for a 3,000 square foot addition <i>\$1.55/sq. ft. with Reserve</i>
A.4.	Business & Personal Services Occupancies - Group D	\$1.26/ft ² of building floor area plus an administrative fee of \$50.00.	Remains the same due to surplus; however, can be increased since not reaching maximum amounts of other classes	\$1.48/sq. ft.	\$296 for a 4,000 sq. ft. doctor's office <i>\$1.55/sq. ft. with Reserve</i>
A.5.	Mercantile Occupancies - Group E	\$1.26/ft ² of building floor area plus an administrative fee of \$50.00.	Remains the same due to surplus; however, can be increased since not reaching maximum amounts of other classes	\$1.48/sq. ft.	\$1,480 for a 20,000 square foot department store <i>\$1.55/sq. ft. with Reserve</i>
A.6.	Industrial Occupancies - Group F	\$1.26/ft ² of building floor area plus an administrative fee of \$50.00.	Remains the same due to surplus; however, can be increased since not reaching maximum amounts of other classes	\$1.48/sq. ft.	\$3,700 for 50,000 square foot processing plant <i>\$1.55/sq. ft. with Reserve</i>
A.7.a.	Tents	\$187.95	\$360	\$250	\$12.50
A.8.a.	Accessory Buildings (Garage, carport, deck, porch, patio, sunroom, shed, boathouse, other accessory building)	\$0.64/ft ² of building or structure area. Minimum fee of \$187.95 each.	\$1.23/ft ² of building or structure area. Minimum fee of \$250	\$0.75 sq. ft. with minimum fee of \$250	\$12.50 with minimum fee of \$250 <i>\$0.79/sq. ft. with Reserve</i>
A.8.b.	Swimming Pools (above-ground pool and fence)	\$187.95	\$360	\$250	\$12.50
Alterations & Repairs					
B.1.a.	Assembly Occupancies - Group A	\$1.07/ft ² of building floor area plus an administrative fee of \$50.00.	\$1.24/ft ²	\$1.17/sq. ft.	\$234 for a 4,000 sq. ft. non-residential building

City of Pembroke - Building Permit Fees

					<i>\$1.23/sq. ft. with Reserve</i>
B.1.b.	Institutional Occupancies - Group B	\$1.07/ft ² of building floor area plus an administrative fee of \$50.00.	\$1.24/sq. ft.	\$1.17/ft ²	\$117 for a 2,000 sq. ft. non-residential building <i>\$1.23/sq. ft. with Reserve</i>
B.1.c.	Residential Occupancies - Group C - alterations, renovations, repairs, retrofitting, addition	\$0.64/ft ² of building or structure area. Minimum fee of \$187.95 each.	\$7.74/sq. ft.	\$1.00/sq. ft. Minimum fee of \$250	\$25 for a 500 square foot deck <i>\$1.05/sq. ft. with Reserve</i>
B.1.d.	Industrial Occupancies - Group F	\$1.07/ft ² of building floor area plus an administrative fee of \$50.00.	\$1.24/ sq. ft.	\$1.17/ft ²	\$234 for a 4,000 sq. ft. non-residential building <i>\$1.23/sq. ft. with Reserve</i>
B.1.e.	Minor Alterations - Groups A, B, D, E & F	\$0.51/ft ² of building floor area plus an administrative fee of \$50.00.	\$1.24 sq. ft.	\$0.95/ft ²	\$248 for a 4,000 sq. ft. non-residential building <i>\$1.02/sq. ft. with Reserve</i>
B.1.f.	Alterations & Repairs to existing buildings or building systems not provided for above	\$12.53 for each \$1,000.00 of construction value or part thereof as determined by the Chief Building Official in addition to an administrative fee of \$50.00 each.	\$12.53 for each \$1,000.00 of construction value or part thereof as determined by the Chief Building Official	\$12.53 for each \$1,000.00 of construction value or part thereof as determined by the Chief Building Official	
B.2.	Fireplace, woodstove, insert, chimney. Solid fuel appliance, stand alone plumbing, HVAC or mechanical, banking machine	\$62.67	\$360	\$250	\$12.50
B.3.	Construction of barrier free facility	nil	Nil	nil	nil
B.4.	Sewage Disposal System	\$626.50	\$700	\$700	\$35
B.5.	Basic Plumbing Fee	\$62.67	Remove - falls under Alterations		nil

City of Pembroke - Building Permit Fees

			and Repairs		
Demolition					
C.1.	1. Part 9 (Residential)	\$187.95 for the first 1,000 ft ² and \$0.20 for every additional ft ² to a maximum of \$626.50.	\$770.00	\$300	\$15
C.2.	2. Other (non-residential)	\$626.50	\$1,227.71	\$700	\$35
Miscellaneous					
D.1.	Partial Occupancy	\$187.95	\$225	\$200	\$10
D.2.	Change of Use	\$187.95	\$225	\$200	\$10
D.3.a.	a. Transfer Permit	\$187.95	\$225	\$200	\$10
D.3.b.	b. Deferral of Permit	\$187.95	\$225	\$200	\$10
D.4.	Move a building	\$187.95	\$225	\$200	\$10
D.5.	Conditional Permit, Temporary Permit	\$187.95	\$225	\$200	\$10
D.6.	Conditional Permit Agreement	\$187.95	\$225	\$200	\$10
D.7.	Occupancy Permit (residential)	\$187.95	\$225	\$200	\$10
D.8.	Occupancy Permit (non-residential)	\$187.95	\$225	\$200	\$10
D.9.	Foundation only	15% of applicable class above	15% of applicable class above	15% of applicable class above	5% of building permit fee
D.10.	Alternative Solution Review	\$626.50	\$700.00	\$700	\$35.00
D.11.	Major Revision to Building Drawings	10% of original permit fee	10% of the original permit fee	10% of the original permit fee	5% of the building permit fee
D.12.	Secondary Residential Unit Create	N/A (suggest similar to Brampton)	\$200	\$200	\$10
D.13.	Refundable Building Deposit Fee	N/A (suggest similar to Whitewater Region where the full amount of the deposit be refunded if the project is completed within 2 years of the date the permit was issued. After that period, and without any further notice, the entire original deposit is retained for administrative purposes.)	City can charge any fee it feels appropriate	\$150	N/A
D.14.	Solar Panels	N/A (charge a fee for solar panels to be installed on property)	\$320	\$320	\$16
Administrative					
E.1.	Occupant Load Inspection and Report	\$187.95	\$225	\$200	\$10
E.2.	Re-inspect, defective	\$56.40/hour	\$75.12/hour	\$75.12/hour	\$3.76/hour

City of Pembroke - Building Permit Fees

	and incomplete work				
E.3.	After Hours Inspection	\$56.40/hour, minimum 2 hours	\$75.12/hour, Minimum 2 hours	\$75.12/hour, minimum 2 hours	\$3.76/hour
E.4.	Inspection for Unit Removal	\$93.97 flat fee	\$150	\$150	\$7.50
E.5.	Compliance and other reports (fire, occupant load, LCBO, zoning, reports to other agencies, solicitors and real estate firms, file retrieval or research)	\$125.29 base fee + \$56.40/hour for reports or actions exceeding 3 hours in preparation	\$150 base fee plus \$75.12/hour for reports or actions exceeding three hours in preparation	\$150 base fee plus \$75.12/hour for reports or actions exceeding three hours in preparation	\$7.50 + \$3.76/hour



Committee Report

To: Councillor Ed Jacyno
Planning and Development Committee

From: Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

Date: 2025-10-07

Subject : **Animal Control By-law**

Recommendation:

That the Planning and Development Committee endorse and recommend to Council, the suggested amendments to the Animal Control By-law.

CAO Review :

I concur with the information presented in this report.

David Unrau, P.Eng., PMP

Financial Comment:

The proposed amendments are not expected to result in significant financial impacts beyond standard enforcement costs. Increased penalties may result in modest revenue increases through fines. Increase in pet tags would also see an increase in revenue. If approved, this will be included in the 2026 Budget.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

The City of Pembroke's Animal Control By-law (By-law 2021-75) was enacted in 2021 to regulate the keeping, control and welfare of animals within the municipality. A recent review of the by-law identified sections that require amendment to reflect current community needs, align with provincial legislation and improve enforceability. Following this review by staff, it was determined that certain provisions of the by-law require updating. The review was informed by:



- Comparisons with Animal Control By-law from other municipalities;
- Input from the City's Animal Control contractor;
- Review of provincial legislation, including the Dog Owners' Liability Act; and
- Ontario Society for the Prevention of Cruelty to Animals (OSPCA) concerns raised through recent discussions about the City's by-law.

Secondly, the OSPCA Pound Keeper agreement with the City is set to expire on December 31, 2025. According to the Request for Proposal (RFP) issued for animal pound keeping services, it permits a two-year extension to the agreement. The OSPCA has indicated they are in support of the two-year extension but would like wording added to the Animal Control By-law regarding protective care procedures for animals. This proposed section would indicate that the Animal Control Officer has the authorization to seize and impound an animal in contravention to the by-law. This would include the seizure of animals found pursuant to an animal owner's eviction, incarceration or as a result of fire or medical emergency.

Discussion:

The following sections of the by-law have been identified as requiring amendment to ensure consistency with provincial legislation, enforcement issues, community needs and best practices:

- 1) Current Issue: Feral Cats
Proposed Amendment: Animal Control Officers will not pick up feral cats as OSPCA will not impound feral cats.
- 2) Current Issue – No maximum dogs or cats in by-law
Proposed Amendment – A 2024 report by Heidi Martin indicated that other municipalities are starting to limit the number of cats and dogs per household. In order to determine an appropriate number, 22 municipal bylaws were reviewed of comparable sized municipalities. Of the bylaws reviewed, 5 did not place any limits on the number of cats or dogs per dwelling unit. Of the municipal bylaws reviewed that have placed limits on cats, the average was 3-4 cats per dwelling, and those that have limits on dogs, the average was 2-3 dogs per dwelling unit. There were also 6 municipalities who listed limits of cats and dogs based on a combination of animals. Those municipalities averaged a limit of 5 animals, with a maximum of 3 dogs per dwelling. One municipality provided no limits if the animals were spayed or neutered. Two municipalities allowed 3 dogs in a single detached dwelling but only 2 dogs per dwelling unit with 2 or more dwelling units. Does Committee wish to limit the number of cats and/or dogs in a dwelling unit?
- 3) Current Issue – Pit bull dogs
Proposed Amendment – This section dealing with grandfathered pit bull dogs can be removed since the dogs would now be all deceased and there should be no further



pit bulls in the City. However, if it is discovered there is a pit bull in the City, they are dealt with under the Dog Owner's Liability Act.

- 4) Current Issue – Pound and pound keeper requires a definition in by-law
Proposed Amendment – Currently the existing by-law does not have a definition of pound and pound keeper. The proposed definitions are proposed as follows:
Pound – shall mean such premises and facilities designated by the Corporation of the City of Pembroke which is used for the temporary housing and care of dogs and cats that have been impounded pursuant to this by-law;
Pound Keeper – shall mean a person, persons, association or society appointed by the Corporation of the City of Pembroke to maintain and administer the pound.
- 5) Current Issue – Protective Custody requires a definition and provisions in by-law
Proposed Amendment – Animals could be seized and impounded at the pound for a maximum of 5 days if the animal is found pursuant to an animal owner's eviction, incarceration or as a result of fire or medical emergency. This was not included in the existing by-law.

The proposed definition of protective care would be as follows:

“Protective Custody” means the temporary, time-limited keeping of a dog(s) and/or cat(s) by the pound keeper as a result of an eviction, incarceration or fire or medical emergency or any other situation that the Chief Administrative Officer deems appropriate.

- 6) Current Issue – Service Animal requires a revised definition
Proposed Amendment – the revised definition of a service animal was provided by OSPCA and should be as follows: “Service Animal” means an animal that is trained by a recognized school for service as a guide dog for the blind or visually-impaired, a guide dog for the deaf or hearing-impaired, or special skills dog for other disabled persons and includes an animal used in therapy, registered with a recognized organization for that purpose.
- 7) Current Issue – Fees for licensing and replacement of lost tags. According to the OSPCA, our fees are low compared to other municipalities in Ontario. They stated \$30 for sterilized pets and \$50 for unsterilized pets is the average fee. Also according to OSPCA, \$15.00 is the average cost for replace a lost tag. Presently the City's by-law is charging \$2.00 to replace a lost tag.
Proposed Amendment – Currently the City of Pembroke charges \$20 for sterilized pets and \$30 for unsterilized pets Fine \$100
The Township of Laurentian Valley charges \$15 for sterilized pets or \$20 for unsterilized pets. Price increases to \$25 for sterilized pets or \$30 for unsterilized pets after March 31st. Fine \$120 plus full purchase price of pet tag.
Town of Petawawa – \$20.00 for sterilized dogs and \$10.00 for sterilized cats. \$25 for unsterilized dog and \$15 for unsterilized cats. Petawawa does charge late fees which range between \$20 and \$50.



Town of Renfrew - \$20 for sterilized pets or \$25 for unsterilized pets after March 31st (limited to 4 animals per household)

Town of Arnprior - \$25 for sterilized pets, \$50.00 for unsterilized pets. Price increase to \$50 for sterilized pets and \$100 for unsterilized pets after March 31st. Does not appear to be a fine.

Town of Deep River - \$20 (2 dogs and three cats per dwelling unit). Fine for failure to obtain a license \$50.

It is recommended the City's price for dog and cat tags be increased by \$5.00 (proposed \$25 for sterilized pets and \$35 for unsterilized pets) and the replacement fee for a lost tag be increased from \$2.00 to \$15.00. This price increase keeps it in line with surrounding municipalities and also helps to recoup funds to offset operating expenses. The City's fine of \$100 is in line with other municipalities.

- 8) Current Issue – The by-law does not identify the City's Dog Park as being an area where dogs can be off leash.

Proposed Amendment – Adding that dogs may be off leash in the City's Dog Park. This is currently not stipulated in the by-law. Present fee is \$10 per year. Petawawa \$20 per year. This fee could be increased to \$20 per year.

- 9) Current Issue – Inspections and Orders had to be rewritten to deal with inspections and orders to meet concerns of OSPCA regarding right of entry and seizure of an animal.

Proposed Amendment – this section will now state that Animal Control Officers may at all reasonable times enter upon and inspect any land to determine whether or not this by-law is being completed with or that an order made under the by-law is being followed. This section will also allow Animal Control Officer to require owners to provide inspection of documents related to the animal ie. licensing, immunizations, etc.

- 10) Current Issue - Dangerous or Vicious Animal Restrictions and Provisions – to provide conditions when encountering a dangerous or vicious animal.

Proposed Amendment – More wording is required for this section such as:

If a dog has been deemed as dangerous by virtue of biting, menacing behaviour that endangers the safety and well-being of persons and animals, then the owner will require a special dog tag at a cost of \$150, must be muzzled, not permitted in lease-free City dog park, a warning sign is posted on the dog owner's property, information on the dog and that the dangerous dog receives training within 90 days of the order being issued.

- 11) Redemption of Impounded Animals – Attempt to contact owner/caregiver

Proposed Amendment - OSPCA would like to add a clause that a minimum of three attempts by OSPCA to contact the owner/caregiver during the hold period is provided. If after three documented attempts, no response is received from the owner or caregiver, the cat or dog shall be deemed forfeited to the OSPCA once the



by-law mandated holding period has expired. This will allow the OSPCA to proceed with adoption, transfer or other placement of the cat or dog.

This clause provides legal clarity on when a cat or dog may be deemed forfeited, ensuring that the OSPCA has the authority to rehome the cat or dog without risk of challenge.

12) Restraint – excessive barking and howling

Proposed Amendment – The City's Animal Control contractor has advised that establishing a clear time frame for what constitutes excessive barking and howling would strengthen enforcement efforts. A defined standard would make it easier to issue fines in a consistent manner and would also provide stronger grounds should the matter proceed to court. This clarification would ensure fairness for pet owners while supporting effective resolution of noise-related complaints. The Animal Control Contractor is suggesting 15 minutes of continuous barking and/or howling within a one-hour period would be considered excessive. Other municipalities such as Ajax have this provision in their by-law.

13) Offence – Introduction of increased fines where a person contravenes same provision of by-law twice or more within one 12-month period.

Proposed Amendment – Where an owner contravenes the same provision within the Animal Control By-law twice or more within one 12-month period, the fine in respect to the second or more contravention is double the amount specified in respect of that provision. This increase in fine may hopefully deter owners from contravening the same section of the by-law multiple times.

With the proposed changes in place, the OSPCA would be willing to enter into a 2-year pound keeping agreement with the City of Pembroke.

If direction is received for the proposed amendments, the draft by-law will be sent to the Ministry of the Attorney General in regard to the short-form wording and fines for this by-law. A by-law will also be before Council, at a future meeting, updating the City's agreement with the Ontario Society for the Prevention of Cruelty to Animals.

Alternatives Considered:

Options considered were as follows:

- 1) Approve the recommended amendments to the Animal Control By-law as outlined in this report; or
- 2) Take no action and maintain the by-law in its current form.

Strategic Plan Impact:

Maintain excellent partnerships with other municipalities and organizations. It enhances community safety and ensures the by-law is enforceable and consistent with legislation.



Attachments:

By-law 2021-75

Respectfully submitted,

Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

The Corporation of the City of Pembroke

By-Law Number 2021-75

Being a by-law to regulate the keeping and control of animals, or any class thereof, the animal identification system, licensing and restraint of dogs and cats and certain other aspects of animal control within the City of Pembroke

Whereas Section 210 of the Municipal Act, R.S.O. 1990, Chapter M.45, provides that Council may pass by-laws prohibiting, regulating and restricting the keeping of animals or any class thereof, the destruction thereof and allow for a licensing and animal identification system pursuant to the provisions thereof; and

Whereas Section 20 of the Animals for Research Act, R.S.O. 1990, Chapter A.22, provides for the impounding and sale or destruction of any cat or dog pursuant to the provisions thereof; and

Whereas the Dog Owners' Liability Act, R.S.O. 1990, chapter D.16, provides for the protection of persons and property; and

Whereas the Ontario Police Services Act, R.S.O. 1990, Chapter P.15, as amended, provides that Council may appoint Municipal Law Enforcement Officers to enforce all municipal by-laws; and

Whereas the Ontario Game and Fish Act, R.S.O. 1990, Chapter G.1, Section 82, provides for the prohibition of keeping or harboring of wild animals;

Now Therefore the Municipal Council of the Corporation of the City of Pembroke Enacts as Follows:

1. Definitions:

As used in this by-law, the following terms shall have the meaning hereinafter ascribed to them:

"Animal" means any member of the animal kingdom other than a human.

"Animal Control Officer" means a person appointed or employed by the Corporation of the City of Pembroke for the purposes of supervising all animal husbandry matters within the limits of the City of Pembroke and shall also be appointed a Municipal Law Enforcement Officer responsible for the enforcement and provision of this by-law and related Provincial Offences by authority of the Ontario Police Services Act.

"Animal Control – Municipal Law Enforcement Officer" means a person appointed by the Corporation of the City of Pembroke for the purposes of enforcing the provisions of this by-law and related provincial offences by authority of the Ontario Police Services Act, 1990, Chapter P.15, Section 15.

"Animal Shelter" means any premises authorized by the Corporation for the purpose of quarantines, impounding, caring of and lawful adoption.

"At Large" – any animal will be deemed to be at large when it is off the property of its owner and not under control of a competent person.

"Bite" means an action with the mouth of any dog or cat on any person or animal that result in contact.

"Cat" shall mean any feline over the age of three (3) months of any domesticated cat or crossbreed domesticated cat.

"Corporation" shall mean the City of Pembroke.

"Dog" shall mean Canis Familiaris, male or female, over the age of three (3) months and shall not include wolf or fox or any other wild or part wild species of Canis Familiaris.

"Exhibit" means an exhibition of animals permitted and/or prohibited by this by-law.

"Grandfathered Pit Bull Dog" shall mean a defined Pit Bull dog for which a valid Pit Bull Dog license was issued by the Animal Control Officer for the City of Pembroke and was either born in Ontario between August 29, 2005, and November 26, 2005, or owned by a resident of Ontario on August 29, 2005.

"Immunization" shall mean to protect against disease by annual inoculation of immunizing serums and vaccines.

"Kennel" shall mean any person, group of persons, partnership or corporation engaged in the commercial business of breeding, buying, selling, or boarding of dogs and cats.

"Leash" includes any form of lead or restraint which does not exceed two (2) meters in length and has the capability to control an animal from annoying, bothering, or irritating persons or other animals.

"Microchip" shall mean an object which may be permanently implanted in a dog by injection or surgical procedure, which is programmed to store a permanent identification number and is capable of relaying stored information to a scanning device.

"Medical Officer of Health" means the Medical Officer of Health for the County of Renfrew or authorized assistants acting under his or her authority.

"M.N.R. Dog" means a dog trained specifically for the Ministry of Natural Resources.

"Muzzle" means a humane fastening or covering device of adequate strength placed over a dog's mouth to prevent it from biting.

"Nuisance Animal" shall mean any animal found to be causing a common nuisance, irritation, annoyance or bother to other persons or other animals.

"Owner" means any person who possesses, keeps, feeds, or harbors an animal and, where the owner is a minor, the person responsible for the custody of the minor.

"Pit Bull Dog" means a dog that:

- i. is of the Pit Bull terrier breed, or,
- ii. is of the Staffordshire Bull Terrier breed, or,
- iii. is of the American Staffordshire Terrier breed, or,
- iv. is of the American Pit Bull Terrier breed, or,
- v. has an appearance and physical characteristics that are substantially similar to those of dogs referred to in any of the clauses (i) to (v), having regard to the breed standards established for American Staffordshire Bull Terriers or American Pit Bull Terriers by the Canadian Kennel Club, the United Kennel Club, the American Kennel Club or the American Dog Breeders Association.

"Pembroke Police Service" means the police service in force.

"Pet" shall include cat or dog, or both, and any other common animal, fish or bird that may be kept as a pet that is not prohibited in this by-law.

"Pet Shop" means any person, group of persons, partnership or corporation operating an establishment where live animals, birds and fish are kept other than those listed in Schedule "A" of this by-law are kept for retail as pets.

"Petting Zoo" means a collection of animals that are for display.

"Police Dog" means a dog trained specifically for police duties as deemed by the Chief of Police.

“Prohibited Animal” shall mean any animal or category of animal that is forbidden to be kept or raised in the City of Pembroke as listed in Schedule “A” to this by-law.

“Public Utility Emergency Vehicle” means the vehicle used by the Animal Control Officer, or his/her designate, while on duty.

“Registered Period” shall mean the period from January 1 to December 1 of which year with an extended period to March 15 of the next year which shall be an extension of the prior year registration period to allow owners of animals that were registered in the prior year to purchase new pet tags.

“Service Dog” means a dog trained at a recognized school for service as a guide dog for the blind or visually impaired and/or for the deaf or hearing impaired.

“Sterilized Animal” shall mean any spayed/neutered dog or cat that is in support of such certificate from a licensed veterinarian.

“Veterinarian” shall mean a member of the College of Veterinarians of Ontario.

“Veterinary Hospital” shall mean any establishment maintained and operated with a licensed veterinarian for the diagnosis and treatment of diseases and injuries of animals and birds.

“Vicious Animal” shall mean any animal that displays vicious tendencies such as growling, baring of teeth, charging, or lunging, attacking, or biting a person or other domestic animal.

2. Enforcement

The provisions of this by-law shall be enforced by the Corporation, its servants, agents, workmen, employees, or any of them.

3. Keeping of Animals

- a) No person shall keep or raise any animal identified under Appendix “A” to this by-law on any lot or in any building or structure on such lot within the limits of the City of Pembroke.
 - i. Any such classifications or types of animals as listed in Appendix “A” that have been found, seized, or apprehended in any lot or in any building or structure on such lot within the limits of the City of Pembroke shall be considered the property of the City of Pembroke. The City of Pembroke reserves all options to itself when in possession of any such classifications or types. Any such classifications or types in the possession of the City may at the City’s sole discretion, be placed into the care of an accredited zoo for the purposes of continuing life or destroying said classifications or types.
 - ii. The City of Pembroke, its employees, agents, servants, and the Animal Control Officer shall not be held liable for damages or compensation for any classification or type listed in Appendix “A” that has been seized under the provisions of this by-law and no damages or compensation of any type or for any reason shall be paid to any individual, group, business, or corporation by the City of Pembroke.
- b) No person shall own, keep, harbour, or possess any animal that is found repeatedly to be a nuisance animal on any lot or in any building or structure on such lot within the limits of the City of Pembroke.
- c) Every person who keeps, owns, or cares for an animal in the City of Pembroke shall ensure that such animal is provided with:
 - i. A clean and sanitary environment free from accumulation of fecal matter;

- ii. Adequate and appropriate care, food, water, shelter, and opportunity for physical activity.
- d) Every person who keeps, owns, or cares for an animal in the City of Pembroke shall ensure that such animal is not kept under conditions where an accumulation of fecal matter, odour, insect infestations, or rodent attractants may disturb or is likely to disturb the enjoyment, comfort or convenience of a person or may endanger the health of a person or animal.

4. Licensing and Animal Identification System:

- a) The owner of every dog three (3) months of age or older, within three (3) days of his/her becoming such, shall cause it to be licensed with a valid pet tag, numbered, and described with the City, which provision shall be called the Animal Identification System.
- b) The owner of every cat three (3) months of age or older within three (3) days of his/her becoming such, shall cause it to be registered with a valid pet tag, numbered, and described with the City, which provision shall be called the Animal Identification System.

- c) The Pet License and Registration fees are as follows:

For all Spayed/Neutered Pets - \$20.00

For all Unsterilized Pets - \$30.00

For all Service Dogs - \$0

Such license and registration shall expire on December 31st of each year and shall be renewed annually prior to March 31st of each year.

- d) The owner of every dog or cat shall not claim such dog or cat to be sterilized when such cat or dog is not sterilized, and wrongful claiming shall subject the owner or harbored to the penalty provided for in this by-law.
- e) Upon payment of the required fee, the owner shall be furnished with a tag for each dog or cat owned by him with a serial number and the year in which it was issued marked thereon and the owner shall keep said tag securely fixed on the dog or cat for which it was issued at all times during the year and until he procures a tag for the following year. A record shall be kept by the Licensing Officer showing the name and address of the owner and the serial number of the tag. In the event that a tag is lost, the person to whom it was issued shall immediately claim another from the License Issuer and shall pay, therefore, the sum of Two Dollars (\$2.00) for each such tag.
- f) Every owner or harbourer of a dog or cat shall obtain a tag and keep it securely fixed on this dog or cat and shall not affix the tag upon a dog or cat other than the dog or cat for which the said tag was issued. Affixing a tag upon a dog or cat other than the dog or cat for which the said tag was issued shall subject the owner or the harbourer of the penalty provided for in this by-law.
- g) Section 4 of this by-law does not apply to police dogs during the course of fulfilling its duties.
- h) Section 4 of this by-law does not apply to M.N.R. dogs during the fulfillment of its duties.
- i) Section 4 (a) (e) of this by-law does not apply to Pit Bull breed dogs.

5. Kennels:

- a) Every person who owns, operates, or conducts a kennel for pure breed dogs which is registered with the National Kennel Club pursuant to the Statutes of Ontario enacted in that behalf, shall pay to the City of Pembroke, immediately following the first day of January in any year, a license fee of Fifty Dollars

(\$50.00). Each dog kept shall be licensed by the Corporation with the exception of pups that have not been weaned yet.

- b) If there is a change of ownership of a kennel during the license year the new owner must purchase a new license.
- c)
 - i. No person shall keep kennels for the breeding of dogs other than as set out in Section 5 (a) of this by-law within the limits of the City of Pembroke without first having received a license so to do. Upon applying for a license to be issued, the applicant shall file with the Treasurer a certificate from the Renfrew County and District Health Unit dated within ten (10) days of the application setting out that the quarters where the kennels for the breeding and boarding of dogs meet the health requirements and whether or not the keeping of such animals as set out in the application for a permit would constitute a nuisance to other residents in the City of Pembroke.
 - ii. The Chief Administrative Officer of the City of Pembroke, upon any application under Section 5 (c) (i), may issue the required license but if he/she does not issue such license at the request of the applicant, he/she shall refer the application to the Council of the City of Pembroke at its next regular sitting and the Council may, at its discretion, grant or refuse the issuing of a permit hereunder.
 - iii. Any license which may be issued pursuant to an application under Section 5 (c) (i) shall expire on the 31st day of January in the year following the issuing of such permit and the same requirements for the original application will apply.

6. Immunization

No person who resides within the City of Pembroke shall own or harbour any dog or cat over the age of six (6) months without immunization for rabies and such rabies that is current as defined by Agriculture Canada.

This section shall be jointly enforced by the Medical Officer of Health pursuant to the provisions of the Health Protection and Promotion Act, R.S.O. 1990, c. H.7, as amended and the Animal Control Officer for the City of Pembroke pursuant to the provisions of this by-law.

Every owner of a dog or cat in the City which is suspected of having been exposed to the rabies virus, or which has been bitten, scratched or has other contact that may result in rabies in a person or animal shall, on demand, surrender such animal to the City to be held by the City for quarantine without cost to the owner for a period not exceeding ten (10) days from the date of the contact and such animal shall not be released without consent from the Medical Officer of Health. At the discretion of the Medical Officer of Health an animal may be placed in quarantine on the premises of the owner.

7. Impoundment:

- a) animals found running at large shall be taken up by the agents of the Corporation and impounded in the pound maintained by the Animal Control Officer for the City of Pembroke and there confined in a humane manner for a period of not less than three (3) days, exclusive of the day of impoundment and exclusive of holidays and may thereafter be disposed of in a humane manner if not claimed by their owners. Animals not claimed by their owners at the expiration of three (3) days shall become the property of the Corporation and humanely disposed of by the Corporation, except as hereinafter provided in the cases of certain animals.

- b) Sick or injured animals found at large and taken up by the agents of the Corporation shall not be placed into the animal shelter to save harm to other animals and possible contamination of the pound facility. A quick attempt shall be made by the agents to find the owner. If the owner is not ascertainable during the attempt the agent may seek medical attention for the animal or may perform euthanasia to save further pain and/or suffering to the animal.
- c) Animals found at large by an appointed Agent or any Police Officer that poses a threat to the safety of persons or other animals may be destroyed forthwith.

8. Redemption of Impounded Animals

- a) The owner shall be entitled to regain possession of any impounded animal except as hereinafter provided in the cases of certain animals, upon compliance with the license or identification provisions of Section 4 of this by-law and the payment of impoundment fees set forth in Section 9 of this by-law.
- b) Any animal impounded under the provisions of this by-law and not reclaimed by it's owner within three (3) days, exclusive of the day of impoundment and exclusive of any day the pound may be closed during the impoundment, may be humanely destroyed by the Corporation or placed in the custody of some person deemed to be a responsible and suitable owner who will agree to comply with the provisions of this by-law and such other regulations as shall be fixed by the Corporation.
- c) Animals impounded and in possession of a current municipal registration tag shall be placed in the shelter. Attempts to contact the registered owner shall be made by the Animal Control Officer in compliance with the animals for Research Act, R.S.O. 1990, Chapter A22.

9. Impoundment Fees

Any animal impounded hereunder may be reclaimed as herein before provided upon payment by the owner to the Corporation the sum of Fifty Dollars (\$50.00) which shall cover the impoundment costs for the first day or partial day and the additional sum of Eight Dollars (\$8.00) for each additional day such animal is kept commencing the second day of confinement.

Impoundment fees, as set forth herein and such additional sums as herein provided for keeping animals, shall be collected by the Corporation, and retained by it to help defray the costs of keeping such animals beyond the period set forth herein.

10. Restraint

- a) For the purpose of this by-law, an animal shall be deemed to be running at large if found in any place other than that of its owner/keeper and not under the control of any person.
- b) No person shall allow their animal to become a common nuisance by:
 - i. barking;
 - ii. biting;
 - iii. howling;
 - iv. chasing and barking or biting at horses;
 - v. chasing and barking or biting at motor vehicles;
 - vi. chasing and barking or biting at bicycles;
 - vii. chasing and barking or biting at persons walking or riding on any street; or,
 - viii. causing damage when running at large;
 - ix. causing damage to commonly shared property.

- c) Any such person who owns or possesses any animal that is a nuisance as defined in this by-law and has breached this by-law with convictions recorded shall be subject to the penalty provided. The C.A.O. for the City of Pembroke shall order the subject animal out of the City of Pembroke. If the owner of the subject animal can prove the nuisance behavior has been corrected the Animal Control may permit re entry of the subject animal. Any person who possesses such animal not having permission to re-enter the City of Pembroke shall be subject to the penalty provided for in this by-law.
- d) No person who owns, keeps, harbors, or possesses any animal shall allow it to trespass on private property even when on a leash.
- e) No person who owns, keeps, harbors or possess any animal shall allow it to run on City-owned property except when on a leash.
- f)
 - i. Any person who owns, keeps, harbors, or possesses any animal which defecates on a public, commonly shared or private property, other than that of the said owner or keeper thereof, shall forthwith clean up after it.
 - ii. No person who owns, keeps, harbors, or possesses any animal shall allow a build up of animal fecal matter on the property where the animal is kept and where it becomes offensive to other members of the community.
- g) No person shall control a dog while off its property with a leash that is not held by the person in his or her hand or is not securely affixed to some immovable structure other than private property from which the dog cannot escape and that such leash does not exceed 1.8 m in length.

11. Dangerous or Vicious Animal Restriction:

No person shall keep a dangerous or vicious animal within the limits of the Corporation and any owner, keeper or harbourer of such animal found to be fierce, dangerous, or vicious shall be dealt with under The Dog Owners Liability Act, Chapter D.16.

12. Report of Bite Cases:

It shall be expected that every Physician or other practitioner shall report the names and addresses of persons treated for bites inflicted by animals, together with such other information as will be helpful in rabies control to the Renfrew County and District Health Unit.

13. Responsibilities of Veterinarians:

It shall be the duty of every licensed veterinarian to report to the Renfrew County and District Health Unit his diagnosis of any animal observed by him as a rabies suspect.

14. Exemptions:

- a) Special Circumstances for Circuses, Exhibitions, and other Like Shows

Where an exhibition, circus, traveling show, petting zoo or any other like show that has prohibited animals, as defined in Schedule "A" of this by-law, requests entry into City limits for the purpose of public display of such animals it must first:

- i. Request, in writing, at least fifteen (15) days prior to the intended date of entry to the Chief Administrative Officer for the City of Pembroke, permission to enter the City with prohibit animals for the said purpose.

- ii. With written approval from the Chief Administrative Officer of the City of Pembroke, be furnished with a permit from the City of Pembroke for the said purpose.
- iii. To pay a non-refundable fee to the City of Pembroke for the permit issued by the Chief Administrative Officer.
- iv. Provide proof of an up-to-date Comprehensive Insurance Policy indicating Public Liability and Property Damage coverage acceptable to the City and reflecting coverage of at least Two Million Dollars.
- v. Be subject to reasonable inspections before, during and after the display concerning the animals in their containment, proximity of the animals to the public and any other concerns that may arise by the Animal Control Officer.
- vi. Be in full conformance of all federal, provincial and municipal laws governing the possession, keeping and transportation of the subject animals being used in the said function in the City as well as where the subject animals are being kept on a permanent basis.
- vii. Be accredited by C.A.Z.A. or the American Zoo and Aquarium Association; and
- viii. Not exceed three consecutive days within the City for the said function unless authorized by the Chief Administrative Officer for the City of Pembroke.

b) Hospitals, Clinics

Hospitals, clinics, and other premises in operation with licensed veterinarians for the care and treatment of animals are exempt from the provisions of this by-law, except where such duties are expressly stated.

c) Non-Resident Animals

- i. The licensing and pet identification system of this by-law shall not apply to any animal belonging to a non-resident of the City and kept within the City for not longer than thirty (30) days provided such animals shall, at all times while in the City, be kept within a building or vehicle, or be under restraint by the owner. No person shall keep, harbour, or possess a non-resident animal that has not been duly immunized at the resident municipality for the current year.
- ii. Any person who owns, keeps, harbors, or possesses any non-resident animal within the limits of the City of Pembroke shall ensure valid immunization and identification papers are kept with the animal at all times while in the City. Should the requirements of Section 14 (c) (i) and (ii) be ignored, the owner, keeper, harbourer, or possessor shall be subject to the penalty provided for in this by-law.

d) Police Dogs

Section 10 of this by-law does not apply to Police dogs during the fulfillment of their duties.

e) Ministry of Natural Resources Dogs

Section 10 of this by-law does not apply to M.N.R. dogs during the fulfillment of their duties.

f) Services Dogs

Section 10 (f) (i) and (ii) does not apply to a handler of a service dog.

g) Animal Control Services

This bylaw shall not apply to Animal Control Services.

h) Animal Shelter used by City

This bylaw shall not apply to the animal shelter utilized by the City.

i) Permitted Reptiles and Amphibians

Section 3 (a) of this by-law does not apply to the sale, keeping or raising of the following list of reptiles and amphibians, provided these reptiles and amphibians do not exceed a full-grown length of 1 foot (12 inches/30 centimetres):

Reptiles: Agamids, Anoles, Leopard geckos, Newts, Salamanders,
Amphibians: Horned frogs, Mantilla Frogs, Pacman Frogs, Tree Frogs

15. Pit Bull Licensing, Conditions, Prohibited Matters and Duties:

15.1 Beginning January 01, 2006, no person shall own a Pit Bull dog that is not a Grandfathered Pit Bull dog.

Every Pit Bull dog owner shall make application for a Pit Bull dog license prior to December 31, 2005. The Pit Bull dog owner shall schedule an appointment with the Animal Control Officer to allow the Animal Control Officer to review the application and view the Pit Bull dog. A mutually agreeable location for the viewing of the Pit Bull dog will be arranged with the owner of the pit bull.

Only an owner of a valid Pit Bull dog license from the City of Pembroke for their Pit Bull dog will be considered to have a Grandfathered Pit Bull dog.

15.2 Every application for a Pit Bull License and the subsequent annual renewal of such a Pit Bull License shall be accompanied by the following:

- a) a description of the Pit Bull dog including color, age, date of birth (if known), place of birth, sex and name;
- b) a signed and sworn statement of the owner that the Pit Bull dog was owned by a resident in Ontario on August 29, 2005, or a signed and witnessed statement of the owner that the Pit Bull dog was born in Ontario between August 29, 2005 and November 26, 2005;
- c) a photocopy taken by the Animal Control Officer of the Pit Bull dog;
- d) a certificate satisfactory to the Animal Control Officer stating that the Pit Bull dog has been sterilized on or before the day it reaches that age, unless the Pit Bull dog is surgically unfit to be sterilized with a statement from a licensed veterinarian;
- e) a certificate showing proof of immunization for rabies;
- f) proof satisfactory to the Animal Control Officer that the Pit Bull dog has had a microchip implanted by a licensed veterinarian;
- g) a receipt showing the application fee and license fee, as set out in Appendix "B" has been paid

15.3 Every Pit Bull dog license issued by the Animal Control Officer shall expire on the 31st day of December of each year and shall be renewable yearly by March 31st upon payment of the renewal of the Pit Bull license fee set out in Appendix "B".

15.4 Every holder of a Pit Bull license issued by the Animal Control Officer shall notify the Animal Control Officer forthwith upon the death, or change of ownership, of a dog so licensed so verification of the subject Pit Bull dog can be made by the Animal Control Officer prior to disposal of the dog or change of ownership.

- 15.5 A Pit Bull dog license issued by the Animal Control Officer may be transferred to another owner.
- i. No owner of a Grandfathered Pit Bull dog shall fail to notify the Animal Control Officer of the name, address, and phone number to whom the possession of the Grandfathered Pit Bull dog will be transferred to.
 - ii. No person who is to be the new owner of the Grandfathered Pit Bull dog shall fail to apply to the Animal Control Officer for a change of ownership. All aspects of Section 15.2 of this by-law must be complied with before the change of ownership takes place.
- 15.6 No owner of a Grandfathered Pit Bull dog shall fail to renew a Pit Bull dog license.
- 15.7 No owner of a Grandfathered Pit Bull dog shall fail to affix the tag issued for the Pit Bull license securely on the collar or the harness worn by the Pit Bull dog for which it was issued while off its own property.
- 15.8 No person, group of persons, S.P.C.A. ^{PETA} Peta or other like gathering shall transfer a Grandfathered Pit Bull dog to a resident of the City except by gift and shall ensure that all aspects of Section 15.2 are complied with.
- 15.9 Upon issuance of the Pit Bull dog license and payment of the applicable fee, the owner shall be furnished with a Pit Bull dog tag bearing the serial number of the Pit Bull license, the word 'Pembroke' and the words 'Pit Bull'. The Pit Bull tag shall always be the property of the City of Pembroke and shall be considered as being lent to the owner of the Pit Bull dog. The Pit Bull dog tag must be returned to the City of Pembroke upon demand by the City. If any change of ownership or death of the Pit Bull dog occurs, the Pit Bull dog tag must be returned to the City.
- 15.10 Where a tag has been lost, the owner shall apply forthwith to the Animal Control Officer for a new Pit Bull license and tag. No lost tags will be replaced. The Animal Control Officer shall cancel the license for which there is a lost tag. The application for a new Pit Bull dog license and tag shall be accompanied by proof of the license for which there is a lost tag, in addition to the information in Section 15.2 of this by-law, along with the application and license fee, as set out in Appendix "B".
- 15.11 Control Measures
- Every holder of a Pit Bull license shall ensure that the following conditions are met, and no Pit Bull License shall be obtained, renewed, or continued if the conditions are not met:
- a) the Pit Bull dog has a microchip implanted by a licensed veterinarian;
 - b) the Pit Bull is sterilized, unless it is exempted by a licensed veterinarian;
 - c) the Pit Bull was either owned by a resident of Ontario on August 19th, 2005, or that the Pit Bull dog was born in Ontario between August 29th, 2005, and November 25th, 2005;
 - d) the Pit Bull dog does not run at large;
 - e) the Pit Bull dog is muzzled in accordance with this by-law;
 - f) the tag issued with the Pit Bull license is securely affixed to the Pit Bull dog it is issued to;
 - g) the Pit Bull dog license is renewed prior to end of the registration period;

- h) if the owner of a Grandfathered Pit Bull moves, he/she shall ensure the Animal Control Officer is provided with the new address and telephone number of the new location within two days of moving;
- i) the Animal Control Officer is notified immediately if the Pit Bull is running at large or has bitten or attacked any person or domestic animal.

15.12 Control of Pit Bull dogs

- a) Commencing October 28, 2005, no owner of a Pit Bull dog shall fail to ensure that the Pit Bull dog is, at all times, when off its own property, fastened with a muzzle and secured with a leash in accordance with Subsection (b). No owner of a Pit Bull dog shall fail to muzzle a dog when being moved within a vehicle when the vehicle is occupied by any person(s) other than the owner and/or the owner's immediate family.
- b) For the purposes of Subsection (b), a Pit Bull dog shall be equipped with a muzzle and secured by a leash in accordance with the following requirements:
 - i. The Pit Bull dog shall be fitted with a collar or harness that is properly fitted and attached to the dog.
 - ii. The movement of the Pit Bull dog shall be controlled by a person capable of restraining the Pit Bull dog by means of a leash attached to the collar or harness on the Pit Bull dog.
 - iii. The leash shall not exceed 1.8m in length and shall be attached to the collar or harness.
 - iv. The collar or harness and the leash shall be strong enough to prevent the Pit Bull dog from breaking any of them.
 - v. The mouth of the Pit Bull dog shall be covered by a muzzle that is humane and is strong enough and well fitted enough to prevent the Pit Bull dog from biting, without interfering with the breathing, panting or vision of the Pit Bull dog or with the Pit Bull dog's ability to drink.

15.13 Pit Bull Removed from City/Destruction

- a) Beginning January 01, 2006, every person who:
 - i. owns a Pit Bull dog that is not a Grandfathered Pit Bull, or,
 - ii. owns a Pit Bull that has bitten or attacked a person or domestic animal after this by-law comes into affect shall have the Pit Bull destroyed humanely or removed from the City.
 - iii. Where the Animal Control Officer finds a violation of Section 15.13, he shall notify the owner, in writing, that the Pit Bull dog is required to be destroyed humanely or be removed from the City within 10 days after the service of notification. Failure by the owner of the Pit Bull dog to comply with written notification will result in the seizure by search warrant or not, of the subject dog and immediate destruction.
 - iv. As of August 29, 2005, and where the Animal Control Officer finds a violation of section 16.1 that is or has occurred in a public place, he may exercise immediate seizure of the Pit Bull dog, D.O.L.A section 15. The Pit Bull dog will be held as evidence to the charges and considered as a prohibited Pit Bull dog. After completion of any ordered quarantine of the subject Pit Bull dog by the Renfrew County Health Unit and its regulations, the subject Pit Bull dog may be destroyed forthwith.
 - v. Where the owner is required to humanely destroy a Pit Bull, the owner is responsible for all costs. Where the City has the Pit Bull dog destroyed, the City may have its costs recovered by action.

- vi. The City, its employees, agents, servants, and the Animal Control Officer shall not be held liable for damages or compensation for any dog humanely destroyed under the provision of this bylaw and no damages or compensation shall be paid to any one person.

16. Investigation:

For the purpose of discharging the duties imposed by this by-law and to enforce its provisions, any agent of the Corporation or any Police Officer is empowered to enter upon any premises upon which a dog or animal is kept or harboured and to demand the exhibition by the Owner of such dog or animal or the license/identification of such dog or animal. It is further provided that any agent of the Corporation may enter the premises where any animal is kept in a reportedly cruel or inhumane manner and demand to examine such animal and to take possession of such animal to determine the validity of such report or complaint and to take appropriate corrective measures, if necessary.

17. Penalty:

Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction shall forfeit and pay the fine for such offence as provided for under Section 61 of The Provincial Offences Act.

When a person has been convicted of an offence under this by-law the Ontario Court of Justice or the Ontario Provincial Court may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

18. Repeals:


That By-law 2005-58, 2006-51 and 2008-48 and any other by-law inconsistent with the provisions contained in this by-law are hereby repealed.

19. Severability:

If any part of this by-law shall be held void such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this by-law.

20. That By-law Number 2004-66 and any subsequent amendments to this by-law be, and it is, hereby repealed.
21. This by-law shall come into force and take effect upon the date of the final passing thereof.

Passed and enacted this 21st Day of December 2021


Michael LeMay
Mayor


Heidi Martin
Clerk

Appendix "A" to By-law Number 2021-75

It is prohibited to keep or raise any domestic animal, farm animal, wild animal, exotic animal, amphibian (except as permitted by Section 14 (i)), reptile (except as permitted by Section 14 (i)), arachnid, fish, or insect including any tamed or domesticated wild animal or part wild animal on any lot or in any building or structure on such lot within the limits of the City of Pembroke that is included in this appendix hereunder and therefore it is prohibited to keep or raise:

1. All protected or endangered animals being all animals, native or non-native, whose possession or sale is prohibited because they are designated or protected or endangered pursuant to an international, federal, or provincial law, regulation, rule, or agreement, unless the animal has been obtained in accordance with international, federal, or provincial law as applicable, and if the animal is not identified in Appendix "A".
2. All dogs, other than domesticated dogs (*canis familiaris*), including but not limited to wolf, fox, coyote, hyaena, dingo, jackal, raccoon dog, bush dog, and any hybrid offspring of a wild dog and domesticated dog.
3. All cats, other than domesticated cats (*felis catus*), including but not limited to lion, tiger, leopard, ocelot, jaguar, puma, panther, mountain lion, cheetah, wild cat, cougar, bobcat, lynx, serval, and any hybrid offspring of a wild cat and domesticated cat.
4. All bears, including but not limited to polar, grizzly, brown and black bear.
5. All fur bearing animals of the family Mustelidae, including but not limited to weasel, martin, mink, badger, ermine, skunk, otter, pole cat, wolverine, except the domestic ferret (*putorius furo*).
6. All Procyonidae, including but not limited to raccoon, kinkajou, cacomistle, cat bear, panda, and coatimundi.
7. All carnivore mammals of the family Viverridae, including but not limited to civet, mongoose and angente.
8. All bats (chiroptera).
9. All nonhuman primates, including but not limited to monkey, ape, chimpanzee, gorilla, and lemur.
10. All squirrels (sciuridae).
11. Reptiles (reptilia):
 - a. All helodermatidae (gila monster and Mexican bearded lizard);
 - b. All front fanged venomous snakes, even if de venomized, including but not limited to:
 - i. All Viperidae (viper, pit viper);
 - ii. All elapidae (cobra, mamba, krait, coral snake);
 - iii. All atractaspididae (African burrowing asp);
 - iv. All hydrophiidae (sea snake); and
 - v. All laticaudidae (sea krait).
 - c. All venomous mid or rear fanged, duvernoy-glanded members of the family colubridae even if de venomized;
 - d. Any member of the family boidae;
 - e. Any member of the family Pythonidae.

- f. Any member of the family Varanidae including but not limited to white throated monitor, the water monitor, the komoda monitor or dragon, the bornean earless monitor, the nile monitor, and the crocodile monitor.
12. Birds (aves):
- a. All predatory or large birds (Accipitridae, cathartidae), including but not limited to eagle, hawk, falcon, owl, vulture, and condor.
 - b. All Anseriformes, including but not limited to ducks, geese, and swans.
 - c. All Galliformes, including but not limited to pheasants, grouse, guinea fowl, and turkeys.
 - d. All Struthioniformes, including but not limited to flightless ratitis such as ostriches, rheas, cassowaries, emus, and kiwis, and
 - e. All Columbiformes, including but not limited to pigeons.
13. All arachnida, chilopoda, and venomous arthropods, including but not limited to centipede, spider, and scorpion.
14. All large rodents (rodentia) including but not limited to gopher, muskrat, paca, groundhog, marmat, beaver, prairie dog, and porcupine.
15. All even toed ungulates (artiodactyla), including but not limited to domestic sheep, antelope, giraffe, and hippopotamus.
16. All odd toed ungulates (perissodactyla), including but not limited to domesticated horses, zebra, rhinoceros.
17. All marsupials, including but not limited to tazmanian devil, bandicoot, kangaroo, wallaby, possum, wombat, koala bear, cuscus.
18. All sea mammals (cetacean, pinnipedia and sirenia), including but not limited to dolphin, whale, seal, sea lion, and walrus.
19. All elephants (proboscides).
20. All hyraxes (hyracoidean).
21. All pangolin (Pholidota).
22. All sloth and armadillo (edental).
23. All insectivorous mammals (insectivore), including but not limited to aardvark (tubulidentata), anteater, shrew, otter shrew, mole, and hedgehog.
24. All gliding lemurs (dermoptera).
25. All dangerous fish, including but not limited to piranha, electric eel.
26. All insects, including but not limited to cockroaches, ants, bees.
27. All prohibited pit bull dogs (not grandfathered).
28. All other venomous, poisonous, or constricting animals.

Appendix “B” to Bylaw 2021-75

Fees

Initial Application and License Fee for Pit Bull dog - \$75.00

Annual Renewal - \$50.00

Transfer of Pit Bull License - \$50.00

Appendix "C" to By-law 2021-75

Set Fines

Item Number	Column 1 Short Form Wording	Column 2 Provisions creating or defining offence	Column 3 Set Fines
1	Keep/raise prohibited animal	Section 3 (a)	\$500.00
2	Own/keep/harbour/possess a nuisance animal	Section 3 (b)	\$500.00
3	Fail to keep/own/care for an animal in a clean/sanitary environment	Section 3 (c) (i)	\$150.00
4	Fail to keep/own/care for an animal by providing adequate food/water/shelter/physical activity	Section 3 (c) (ii)	\$150.00
5	Fail to license dog	Section 4 (a)	\$100.00
6	Fail to register cat	Section 4 (b)	\$100.00
7	Claiming dog or cat sterilized when it is not	Section 4 (d)	\$200.00
8	Transferring tag to unlicensed dog or cat	Section 4 (f)	\$100.00
9	Keeping a kennel without a license	Section 5 (c) (i)	\$100.00
10	Own/harbour dog or cat without immunization for rabies	Section 6	\$100.00
11	Allow animal to become a nuisance by barking	Section 10 (b) (i)	\$100.00
12	Allow animal to become a nuisance by biting	Section 10 (b) (ii)	\$500.00
13	Allow an animal to become a nuisance by howling	Section 10 (b) (iii)	\$100.00
14	Animal a nuisance by chasing/barking/biting at horses	Section 10 (b) (iv)	\$150.00
15	Animal a nuisance by chasing/barking/biting at motor vehicles	Section 10 (b) (v)	\$150.00
16	Animal a nuisance by chasing/barking/biting at bicycles	Section 10 (b) (vi)	\$150.00
17	Animal a nuisance by chasing/barking/biting at persons walking or riding on any street	Section 10 (b) (vii)	\$150.00
18	Animal a nuisance by causing damage when running at large	Section 10 (b) (viii)	\$150.00
19	Animal a nuisance by causing damage to commonly shared property	Section 10 (b) (ix)	\$100.00
20	Owens/possesses an animal found repeatedly to be a nuisance has been ordered out	Section 10 (c)	\$500.00
21	Animal trespassing on private property	Section 10 (d)	\$100.00
22	Animal running at large on City-owned property	Section 10 (e)	\$100.00
23	Fail to clean up animal excrement forthwith	Section 10 (f) (i)	\$150.00
24	Allow build-up of animal fecal on property where animal is kept	Section 10 (f) (ii)	\$200.00
25	Fail to control animal with secure leash	Section 10 (g)	\$150.00
26	Non-resident animal not immunized	Section 14 (c) (i)	\$100.00

Item Number	Column 1 Short Form Wording	Column 2 Provisions creating or defining offence	Column 3 Set Fines
27	Immunization papers not with the non-resident animal	Section 14 (c) (ii)	\$100.00
28	Own a Pit Bull dog that is not Grandfathered Pit Bull dog	Section 15.1	\$500.00
29	Fail to notify Animal Control Officer of name, address and telephone number to whom transfer of Grandfathered Pit Bull dog is to be made	Section 15.5 (i)	\$500.00
30	New owner, fail to apply for a change of ownership	Section 15.5 (ii)	\$500.00
31	Fail to renew Pit Bull dog license	Section 15.6	\$500.00
32	Fail to affix Pit Bull dog license tag to dog	Section 15.7	\$500.00
33	Transfer a Grandfathered Pit Bull dog other than by gift	Section 15.8	\$500.00
34	Fail to ensure Pit Bull dog has microchip	Section 15.11 (a)	\$500.00
35	Fail to ensure Pit Bull dog is sterilized	Section 15.11 (b)	\$500.00
36	Fail to ensure Pit Bull dog does not run at large	Section 15.11 (d)	\$500.00
37	Fail to securely attach tag to Pit Bull dog to which tag was issue to	Section 15.11 (f)	\$500.00
38	Fail to provide Animal Control Officer with new address and telephone number within two (2) days	Section 15.11 (h)	\$500.00
39	Fail to notify Animal Control Officer immediately if Pit Bull Dog running at large	Section 15.11 (i)	\$500.00
40	Fail to notify Animal Control Officer immediately if Pit Bull dog has bitten/attacked any person	Section 15.11 (i)	\$500.00
41	Fail to ensure Pit Bull dog equipped with muzzle	Section 15.12 (a)	\$500.00
42	Fail to ensure Pit Bull dog secured by leash	Section 15.12 (a)	\$500.00
43	Fail to muzzle dog when in a vehicle when occupied by any person(s) not in immediate family	Section 15.12 (a)	\$500.00
44	Fail to remove from City/destroy Pit Bull dog	Section 15.13 (a) (ii)	\$500.00

THE HONOURABLE
W. VINCENT CLIFFORD
REGIONAL SENIOR JUSTICE
ONTARIO COURT OF JUSTICE
EAST REGION

COURTHOUSE
161 ELGIN STREET, 6TH FLOOR
OTTAWA, ONTARIO
K2P 2L1



L'HONORABLE
W. VINCENT CLIFFORD
JUGE PRINCIPAL RÉGIONAL
COUR DE JUSTICE DE L'ONTARIO
RÉGION DE L'EST

PALAIS DE JUSTICE
161, RUE ELGIN, 6^e ÉTAGE
OTTAWA (ONTARIO)
K2P 2L1

TELEPHONE/TÉLÉPHONE (613) 239-1520
FAX/TÉLÉCOPIEUR (613) 239-1572

January 4th, 2022

hmartin@pembroke.ca

City of Pembroke
1, Pembroke Street West
Pembroke ON K8A 3J5

Attention: Ms. Heidi Martin, Clerk

Dear Ms. Martin:

**Re: Set Fines – Provincial Offences Act – Part I
By-Law No. 2021-75: Animal Control**

Enclosed herewith are the original Order (Part I) dated January 4th, 2022, and original schedule of set fines for By-Law No. 2021-75, the By-Law indicated in the schedule.

The setting of the fines does not constitute my approval of the short form of wording used to describe the offences.

Please ensure that a copy of the said documents is forwarded to the Provincial Offences Office, which has jurisdiction for the City of Pembroke.

Yours truly,

ELECTRONIC SIGNATURE:

W. Vincent Clifford

W. Vincent Clifford
Regional Senior Justice
Ontario Court of Justice
East Region

/nl

Enclosures

c.c.: Ms. Devyani Anandjit
Crown Law Office – Criminal, Ministry of the Attorney General

PROVINCIAL OFFENCES ACT

Part I

IT IS ORDERED pursuant to the provisions of the *Provincial Offences Act* and the rules for the Ontario Court of Justice, that the amount set opposite each of the offences in the schedule of offences under the Provincial Statutes and Regulations thereunder and Municipal By-law No. 2021-75, of the City of Pembroke attached hereto is the set fine for that offence. This Order is to take effect on January 4th, 2022.

Dated at Ottawa, this 4th day of January 2022.

ELECTRONIC SIGNATURE:

W. Vincent Clifford

W. Vincent Clifford
Regional Senior Justice
Ontario Court of Justice
East Region

The Corporation of the City of Pembroke

Schedule “A” – Set Fines

Part 1 Provincial Offences Act

By-law 2021-75: Animal Control By-law Set Fines

Item Number	Column 1 Short Form Wording	Column 2 Provisions creating or defining offence	Column 3 Set Fines
1	Keep/raise prohibited animal	Section 3 (a)	\$500.00
2	Keep/harbour/possess a nuisance animal	Section 3 (b)	\$500.00
3	Fail to keep/own/care for an animal in a clean/sanitary environment	Section 3 (c) (i)	\$150.00
4	Fail to keep/own/care for an animal by providing adequate food/water/shelter/physical activity	Section 3 (c) (ii)	\$150.00
5	Fail to license dog	Section 4 (a)	\$100.00
6	Fail to register cat	Section 4 (b)	\$100.00
7	Claiming dog or cat sterilized when it is not	Section 4 (d)	\$200.00
8	Transferring tag to unlicensed dog or cat	Section 4 (f)	\$100.00
9	Keeping a kennel without a license	Section 5 (c) (i)	\$100.00
10	Own/harbour dog or cat without immunization for rabies	Section 6	\$100.00
11	Allow animal to become a nuisance by barking	Section 10 (b) (i)	\$100.00
12	Allow animal to become a nuisance by biting	Section 10 (b) (ii)	\$500.00
13	Allow an animal to become a nuisance by howling	Section 10 (b) (iii)	\$100.00
14	Animal a nuisance by chasing/barking/biting at horses	Section 10 (b) (iv)	\$150.00
15	Animal a nuisance by chasing/barking/biting at motor vehicles	Section 10 (b) (v)	\$150.00
16	Animal a nuisance by chasing/barking/biting at bicycles	Section 10 (b) (vi)	\$150.00

W.V.C.

Item Number	Column 1 Short Form Wording	Column 2 Provisions creating or defining offence	Column 3 Set Fines
17	Animal a nuisance by chasing/barking/biting at persons walking or riding on any street	Section 10 (b) (vii)	\$150.00
18	Animal a nuisance by causing damage when running at large	Section 10 (b) (viii)	\$150.00
19	Animal a nuisance by causing damage to commonly shared property	Section 10 (b) (ix)	\$100.00
20	Owens/possesses an animal found repeatedly to be a nuisance which has been ordered out	Section 10 (c)	\$500.00
21	Animal trespassing on private property	Section 10 (d)	\$100.00
22	Animal running at large on City-owned property	Section 10 (e)	\$100.00
23	Fail to clean up animal excrement forthwith	Section 10 (f) (i)	\$150.00
24	Allow build-up of animal fecal on property where animal is kept	Section 10 (f) (ii)	\$200.00
25	Fail to control animal with secure leash	Section 10 (g)	\$150.00
26	Keep/harbour/possess non-resident animal - not immunized	Section 14 (c) (i)	\$100.00
27	Immunization papers not with the non-resident animal	Section 14 (c) (ii)	\$100.00
28	Own a Pit Bull dog that is not Grandfathered Pit Bull dog	Section 15.1	\$500.00
29	Fail to notify Animal Control Officer of name, address and telephone number to whom transfer of Grandfathered Pit Bull dog is to be made	Section 15.5 (i)	\$500.00
30	New owner fail to apply for a change of ownership	Section 15.5 (ii)	\$500.00
31	Fail to renew Pit Bull dog license	Section 15.6	\$500.00
32	Fail to affix Pit Bull dog license tag to dog	Section 15.7	\$500.00
33	Transfer a Grandfathered Pit Bull dog other than by gift	Section 15.8	\$500.00

Item Number	Column 1 Short Form Wording	Column 2 Provisions creating or defining offence	Column 3 Set Fines
34	Fail to ensure Pit Bull dog has microchip	Section 15.11 (a)	\$500.00
35	Fail to ensure Pit Bull dog is sterilized	Section 15.11 (b)	\$500.00
36	Fail to ensure Pit Bull dog does not run at large	Section 15.11 (d)	\$500.00
37	Fail to securely attach tag to Pit Bull dog to which tag was issue to	Section 15.11 (f)	\$500.00
38	Fail to provide Animal Control Officer with new address and telephone number within two (2) days	Section 15.11 (h)	\$500.00
39	Fail to notify Animal Control Officer immediately if Pit Bull Dog running at large	Section 15.11 (i)	\$500.00
40	Fail to notify Animal Control Officer immediately if Pit Bull dog has bitten/attacked any person	Section 15.11 (i)	\$500.00
41	Fail to ensure Pit Bull dog equipped with muzzle	Section 15.12 (a)	\$500.00
42	Fail to ensure Pit Bull dog secured by leash	Section 15.12 (a)	\$500.00
43	Fail to muzzle dog when in a vehicle when occupied by any person(s) not in immediate family	Section 15.12 (a)	\$500.00
44	Fail to remove from City/destroy Pit Bull dog	Section 15.13 (a) (ii)	\$500.00

Note: The penalty provision for the Offences indicated above is Section 17 of By-law No. 2021-75 and Section 61 of the *Provincial Offences Act*, R.S.O., 1990, c. P. 33.

The fine amounts listed above have been approved by the Regional Senior Justice.

Dated: January 4, 2022

Electronic Signature:

W. Vincent Clifford

W. Vincent Clifford

Regional Senior Justice

Ontario Court of Justice - East Region