



Agenda

Finance & Administration Committee

Chair: Deputy Mayor Abdallah

Tuesday, December 2, 2025

Council Chambers

Following Planning and Development Committee

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

1. **Call to Order**
2. **Disclosure of Pecuniary Interest & General Nature Thereof**
3. **Approval/Amendment of Meeting Agenda**
4. **Approval of Minutes**
 - a. Finance and Administration Committee – November 4, 2025
5. **Business Arising from Minutes**
6. **Presentations and Delegations**
7. **New Business**
 - a. PFD November 2025 Monthly Report – Chief Selle
 - b. Emergency 24" Trunk Watermain Repair, Riverside Park - Procurement – Director Lewis
8. **Adjournment**

Draft Finance and Administration Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
November 4, 2025
7:10 p.m.

1. Call to Order

Present:

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

Regrets:

Councillor Jacyno

Also Present:

Dave Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Chief Scott Selle, Pembroke Fire Department

Deputy Mayor Abdallah called the meeting to order at 7:10 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest declared.

3. Approval/Amendment of Meeting Agenda

Resolution FA25-11-01

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the agenda of the Finance & Administration Committee meeting of November 4, 2025, be approved as circulated.

Carried

4. Approval of Minutes

a. Finance and Administration Committee – October 7, 2025

Resolution FA25-11-02

Moved by Councillor Lafreniere

Seconded by Councillor Plummer

That the minutes of the Finance and Administration Committee meeting of October 7, 2025, be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Presentations and Delegations

7. New Business

a. PFD October 225 Monthly Report

Chief Selle presented the information report.

b. Fire Marque Inc. Agency Agreement

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

- It was asked what the city is currently doing to handle these files and potential claim collection. Response included that the city currently has no provisions in place.
- Concerns over the potential raise in insurance premiums was raised. It was stated that during initial meetings with the service provider this service has no impact on insurance premiums.
- It was indicated that discernment over the claim types would be reviewed carefully.
- Question was raised if the fee by-law had different charges for fires deemed to have illegal activity as the cause. Response included that the matter would need to be looked at closer to obtain the information.

Resolution FA 25-11-03

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the Finance and Administration Committee endorse and recommend Council approve the execution of an Agency Agreement with Fire Marque Inc. (FMI) designating FMI as agent for the City of Pembroke for the purpose of filing claims to recover certain costs associated with fire responses by the Pembroke Fire Department.

Carried

c. Integrity Commissioner and Closed Meeting Investigator Services Amending Agreement

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

Resolution FA 25-11-04

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance and Administration Committee endorse and recommend to Council that Mary Ellen Bench, Bench Municipal: Law + Governance be reappointed for a further 6 months to August 19, 2026 as the City of Pembroke's Integrity Commissioner and Closed Meeting Investigator.

- Discussion that the amending agreement section 6.a states the Integrity Commissioner may release the consultant at any time from the contract with 30 days written notice.

Councillor Kuehl sought consent of committee to withdraw the motion to extend the contract for a 6-month period

Resolution FA 25-11-05

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the Finance and Administration Committee endorse and recommend to Council that Mary Ellen Bench, Bench Municipal: Law + Governance be reappointed for a further 3 years to January 1, 2029 as the City of Pembroke's Integrity Commissioner and Closed Meeting Investigator.

Carried

8. Adjournment

Resolution: FA-25-11-06

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance and Administration Committee meeting of November 4, 2025, adjourn at 7:59 p.m.

Carried



PEMBROKE FIRE DEPARTMENT

200 International Drive Pembroke, Ontario K8A 6W5

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

“Protection, Prevention and Education for over 160 years”

November 2025 Monthly Report (October 29, 2025 – November 25, 2025)

Prevention and Public Education Activities

November started with Carbon Monoxide Awareness Week. This week was dedicated to raising awareness about the dangers of carbon monoxide, promoting the use of CO alarms and educating the public through safety tips on preventative measures. New regulations around carbon monoxide alarms take effect January 1, 2026. The easiest way to describe the changes is that the new rules mirror that of the rules regarding smoke alarms: one on each level of your home and outside all sleeping areas.

Our smoke alarm program continued in November. So far, results are encouraging in the larger apartment complexes and supportive housing, seeing most smoke alarms in place and working properly.

The lone fire drill, outside of the Vulnerable Occupancy drills, occurred at the Pembroke Regional Hospital.

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

Messaging on Pembroke's Pure Country focused on safety tips for the home heating season and appliance cleaning and inspection reminders. We also ran an ad on Carbon Monoxide awareness and safety tips.

Social Media Messaging

In November, we gained 30 new followers on Facebook, bringing the total number of followers to 1,377. We had 76,739 views of our content.

Fire Prevention Messages:

- Electrical Safety Tips for Your Home
- Smoke Alarm Information
- Winter Driving Safety Tips
- Information on the *New!* Carbon Monoxide Alarm Law
- Carbon Monoxide Awareness Week
 - Lifespans of CO alarms
 - Sources of CO
 - Signs and Symptoms of CO poisoning
 - CO Prevention Tips
 - General CO Safety
- Change Your Clocks, Check your Smoke & CO Alarms
- Cooking Safety

Events & Partner Agencies:

- Water Main Break Information



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- Road Closures
- PPFFA Annual ChiliFest.
- Alert Ready emergency alerting system test
- Remembrance Day Observance

Education

Acting Captains Verdiel and Zimmerman continue post-class assignments for NFPA 1041 Instructor II course.

All staff work toward completion of the Lithium-Ion Batteries: An Overview for Fire Professionals in Ontario course through the Ontario Fire College.

FF Troutman and FF Gibbon continue working toward completion NFPA 1035 Fire and Life Safety Instructor.

Chief Selle attended the Ontario Association of Fire Chiefs Annual Health and Safety Conference and AGM.

Vulnerable Occupancy Inspections and Drills

In November, the Annual Vulnerable Occupancy Fire Drill was completed at Supplies Landing.

Emergency Management

The Emergency Operations Center was activated for the Watermain Break on Friday, November 21.

The Emergency Exercise Planning Committee held its first stakeholder meeting in November. The next Stakeholder meeting is scheduled for January 7, 2026. The exercise is on April 22, 2026.

EOC/Training Room

The EOC/training room hosted 6 meetings/training sessions in the month of November.

Pembroke Professional Firefighters Association (Lo. 488)

In November, PPFFA held another successful Chilifest. All proceeds raised are given back to local charities throughout the year.

The PPFFA also supported the Wesley United Soup Kitchen and donated to the Miramichi Lodge Stroke Unit.

Career Firefighter Training

This month's training focused on:



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- **Suppression:** Flammable Liquid Fires; Lithium-Ion Batteries; Fire Suppression Techniques; Fire Dynamics; Personal Protective Equipment; Fire Hoses; Fire Streams; Small Engines; Fireground Communications and Crew Resource Management
- **Rescue:** Water Rescue/Boat Operations; Structural Search and Rescue & Thermal Imagery; Firefighter Survival; NFPA 1006 Auto Extrication
- **SCBA:** SCBA Donning and Doffing; Search and Rescue Evolutions
- **Driver:** Aerial Operations; Boat Driver Training; NFPA 1002 Pump Operations; General Driver Training
- **Prevention:** Ontario Fire Code & Inspection Orders; Building Pre-Plan Reviews
- **Administration:** Health, Wellness, and Safety; Policies, SOPs and Procedures; Emergency Reporting; NFPA 1041 Instructor II; Crew Resource Management; NFPA 1035 Fire & Life Safety Educator; Fire Origin & Cause Determination & Fire Investigations

Volunteer training for the month of August:

- Self-Contained Breathing Apparatus
- Hose Advancement
- Search and Rescue

Recreational Open-Air Burning

Year/Month	Number of new permits	Number of Inspections	Renewals	Dollars collected	Total Number of Permits to date	Total dollars collected
2024	129	139	64	\$16,100	193	\$16,100
January 2025	2	2	0	\$200	2	\$200
February 2025	1	1	2	\$200	5	\$400
March 2025	1	1	3	\$250	9	\$650
April 2025	7	12	19	\$1650	35	\$2,300
May 2025	23	17	23	\$3450	81	\$5,750
June 2025	13	13	25	\$2,100	119	\$7,850
July 2025	16	13	15	\$2,350	150	\$10,200
August 2025	1	3	2	\$200	153	\$10,400
September 2025	2	2	0*	\$200	155	\$10,600
October 2025	2	2	0	\$200	157	\$10, 800
Nov 2025	0	0	0	0	157	\$10,800



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Smoke Alarm Program

Year/Month	Number of Inspections	Number Tested	Alarms Missing	Alarms not Working	Batteries Replaced	Alarms Installed
2024	171	419	17	33	16	70
January 2025	18	34	3	3	3	3
February 2025	12	20	1	3	1	3
March 2025	10	32	2	6	3	2
April 2025	27	56	2	5	4	5
May 2025	14	20	4	4	5	4
June 2025	2	4	4	1	0	5
July 2025	7	57	2	3	0	2
August 2025	4	7	0	0	0	0
Sept 2025	132	174	3	4	2	2
Oct 2025	104	114	1	1	1	1
Nov 2025	96	231	0	4	9	0

Inspections & Consultations

Type of Inspection or Consultation	# Completed
Assembly	17
Health Care and Long-Term Care Facilities	15
Residential	129
Mercantile and/or Business	3
Industrial	3
Hotel or Motel	1
Recreational Burn Permit Site Inspections	0
Total number of inspections or consultations completed this month	168
Total number of Fire Safety Plans reviewed and/or approved	0



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Incidents

Type of Incident	# attended
Fire	3
Over-Pressure Rupture/Explosion	0
Pre-Fire Conditions/ No Fire	12
Open-Air Burning	0
False Fire Calls	11
Public Hazards	9
Carbon Monoxide	2
Rescue	13
Medical	0
Other Responses	2
Total Responses	52
Estimated Dollar Loss	\$515,000



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False Alarms

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

Respectfully yours,

Scott Selle,
Fire Chief



Committee Report

To: Deputy Mayor Brian Abdallah
Finance and Administration Committee

From: Brian Lewis, Director
Operations Department

Date: 2025-12-02

Subject: **Emergency 24" Trunk Watermain Repair, Riverside Park - Procurement**

Recommendation:

This report is for information purposes to update Committee on the response to the 24-inch watermain break at Riverside Park and services/materials procured under emergency purchases.

CAO Review:

CAO has reviewed and concurs with this report.

David Unrau, P.Eng., PMP

Financial Comment:

The procurement of the works for the immediate response and repair of the 24-inch trunk watermain is being completed without a formal procurement process on an emergency basis under clause 2.39 Emergency Purchases of the City's Procurement Policy as it relates to threat to public health and to the maintenance of essential municipal services.

The expected dollar value of this procurement would normally require a sealed-bid process to meet policy. In addition, due to the highly time sensitive nature of the initial response to the watermain break, some sole source procurement was needed.

Anticipated costs associated with the watermain break, pipe inspections and repair work include outside contract for, internal inspection of the trunk watermain, the supply and installation of trunk watermain materials, temporary water supplies, equipment rental, subcontract installation works, overtime and miscellaneous.



As the repair is ongoing, and all costs have not been calculated at time of this report, we do not have final cost figures. It is anticipated that the cumulation of all costs to respond and repair this break are in the range of \$400,000 - \$650,000.

There was no budget for this work, as the break could not have been anticipated, and there was no project for work to this trunk watermain allocated in the 2025 budget. There is approximately \$122,755 in the pre-TLV water agreement reserves for Waterworks that could be used with the remainder coming out of the pre-TLV water agreement reserve for the Water Filtration Plant, which has an approximate balance of \$1,055,259. There is approximately \$41,944 in the post-TLV agreement reserve for Waterworks, however use of that reserve requires TLV permissions, and the pre-agreement reserves do not. As the trunk watermain functions with the water plant to provide for water storage facilities, in addition to supply into the water distribution system, the use of both reserves is reasonable.

To protect the Reserves as much as possible for future use and future projects, staff are reviewing the 2026 Water Capital projects to see if there is the possibility to delay any of those projects, using those anticipated funds for this essential repair works. That review is ongoing as there have already been cuts to the 2026 Capital plan.

Marsha Hawthorne
Purchasing Manager/Deputy Treasurer

Background:

On Thursday November 20th, a leak was discovered on the 24-inch trunk watermain located in the area of Riverside Park. At that time, the leak was not significant, and the flow of water was contained to the existing drainage ditch. Staff protected the site and began the planning steps to get a repair completed in a timely manner. In the early morning hours of November 21st, the leak increased to a watermain break with significant water loss causing low levels alarms at the water plant. Typically, the water plant pumps water into the distribution system at between 100 – 140 litres/second. During the break, water rates were flowing at 475 litres/second to maintain pressure in the distribution system.

Water service to under 30 properties along Pembroke Street West were without water for approximately 12 hours while City staff and contractors worked to isolate the trunk watermain within the affected area. City staff, along with contracted services, were able to restore service to all properties except Miramichi Lodge by late evening November 21st.

Miramichi Lodge continues to be without a useable connection to the City's distribution system but has been provided with a continuous flow of non-potable water for hand washing, bathing, cleaning. Standby water supply has been connected for fire suppression systems, and the fire department is coordinating with the Lodge for fire response and water supplies should a fire incident occur. Bottled water has been provided for drinking and food preparation purposes.

**Discussion:**

The trunk watermain is a prestressed concrete cylinder pipe (PCCP), constructed of a combination of concrete and metal mesh. The pipe is a proprietary pipe with the supplier having a limited selection of approved contractors for repairs for supply and warranty purposes. The contractor completing the repairs on this particular break, is one of those approved contractors, is within reasonable distance to Pembroke and could provide reasonably quick response, therefore was selected for the repair. Procurement of the repair materials for the trunk watermain fall within the repair contract.

While the watermain has been isolated with access to the pipe interior available, inspections will take place with a robotic inspection platform to determine if there are any additional distresses either upstream or downstream of the break. Approximately 1500m of the pipe is currently out of service and will have inspections completed. The inspection is at significant cost, however necessary to provide information on the condition of the pipe before the watermain is loaded with water, put back under pressure and put back into service.

Alternatives Considered:

The 24" trunk watermain feeds water to the City's water tower, water storage reservoir and to the City's distribution system. It is vital for the filling and maintaining of water levels and to provide for normal water use in both the City and Laurentian Valley, as such, repairs on this main must be completed in the most efficient and timely manner.

Strategic Plan Impact:**Attachments:**

N/A

Respectfully submitted,

Brian Lewis, Director
Operations Department