

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW No. 2025-01

A Bylaw for the Appointment of Officers, Committees, Agents, Staff, Volunteers and Other Associations

WHEREAS it is necessary for the Municipal Council to pass bylaws for the appointment of Municipal Officers, Agents, Staff and Committees of Council as referenced in the *Municipal Act*, S.O. 2001, c.25;

AND WHEREAS it is deemed appropriate for Municipal Council to recognize organizations that support Township of North Dundas recreation activities;

AND WHEREAS, the Mayor shall be a member Ex-Officio, of all Committees;

NOW THEREFORE the Council of the Corporation of the Township of North Dundas enacts as follows:

- 1.0** That Bylaw No. 2024-01 be hereby repealed.
- 2.0** That Schedule A attached hereto forms part of this Bylaw.
- 3.0** That this Bylaw takes effect on the day of passing.
- 4.0** The Clerk of the Township of North Dundas is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatical, semantic or descriptive nature or kind to the bylaw and schedule(s) as may be deemed necessary after the passage of this bylaw, where such modifications or corrections do not alter the intent of the bylaw.

**PASSED AND ENACTED
THIS 15TH DAY OF JANUARY, 2025.**

As amended this 12th day of March, 2025.

As amended this 9th day of April, 2025.

As amended this 4th day of June, 2025.

As amended this 2nd of July, 2025.

Signed original on file

TONY FRASER
MAYOR

Signed original on file

NANCY JOHNSTON
CLERK

Schedule A
Bylaw No. 2025-01

| COUNCIL | |
|---|---|
| MAYOR DEPUTY MAYOR COUNCILLOR COUNCILLOR COUNCILLOR | Tony Fraser Theresa Bergeron Gary Annable John Lennox Matthew Uhrig |
| COUNTY COUNCIL ALTERNATE | Gary Annable |
| OFFICERS, AGENTS AND STAFF | |
| CHIEF ADMINISTRATIVE OFFICER (CAO) EMERGENCY PLANNING ADMINISTRATIVE OFFICIAL HUMAN RESOURCES MUNICIPAL HEAD RELATING TO OMBUDSMAN ACT DEPUTY CLERK | Meena Mullur |
| INTERIM DIRECTOR OF FINANCE/TREASURER COMMISSIONER OF OATHS | Logan Stanley |
| DEPUTY TREASURER COMMISSIONER OF OATHS | Logan Stanley |
| TAX COORDINATOR | Michelle McDonell |
| DIRECTOR OF CORPORATE SERVICES/CLERK DIVISION REGISTRAR MARRIAGE LICENCE ISSUER CIVIL MARRIAGE OFFICIANT LOTTERY LICENSING OFFICER MUNICIPAL ELECTIONS RETURNING OFFICER MUNICIPAL HEAD RELATING TO FREEDOM OF INFORMATION ACT COMMISSIONER OF OATHS COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (a) | Nancy Johnston |
| DEPUTY DIVISION REGISTRAR DEPUTY MARRIAGE LICENCE ISSUER LOTTERY LICENSING OFFICER COMMISSIONER OF OATHS (Expires May 7, 2028) | Laurie Gibson |
| DEPUTY CLERK LOTTERY LICENSING OFFICER MUNICIPAL ELECTIONS DEPUTY RETURNING OFFICER COMMISSIONER OF OATHS | (Vacant) |
| EMERGENCY INFORMATION OFFICER | (vacant) |
| ECONOMIC DEVELOPMENT OFFICER EMERGENCY INFORMATION OFFICER (a) | Stephen Mann |
| DIRECTOR OF DEVELOPMENT SERVICES ZONING ADMINISTRATOR | Calvin Pol |
| JUNIOR PLANNER COMMISSIONER OF OATHS (expires April 18, 2027) | Chantal Doyon |
| EXECUTIVE ASSISTANT TO FIRE AND DEVELOPMENT SERVICES DEPARTMENTS PROPERTY STANDARDS COMMITTEE SECRETARY COMMITTEE OF ADJUSTMENT SECRETARY COMMISSIONER OF OATHS (expires March 28, 2028) | Lisa Devereaux |

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| CHIEF BUILDING OFFICIAL BUILDING INSPECTOR COMMISSIONER OF OATHS (expires Oct 25, 2026) | Preston Stronach |
| APPLICATIONS EXPEDITOR/BUILDING OFFICIAL | Emily Beach |
| DEPUTY CHIEF BUILDING OFFICIALS (On Call) | James Morin Harry Hutchison Gary Poupart Jacob Forget |
| BUILDING INSPECTOR INTERIM DEPUTY CHIEF BUILDING OFFICIAL | Jason Forget |
| BUILDING INSPECTORS (On Call) | James Morin Troy Merriman Donald Lewis Hilton Cryderman Jacob Forget |
| MUNICIPAL ENGINEERING CONSULTANTS & ENGINEERING (Roster of firms to be used on an as-needed/when needed basis) | EXP Services Inc. Ainley Graham & Associates JP2G Consulting Inc. CIMA Canada Inc. |
| TRANSPORTATION SERVICES CONSULTING & ENGINEERING (Roster of firms to be used on an as-needed/when needed basis) | EXP Services Inc, Ainley Graham & Associates. BTE Engineering Inc. CIMA Canada Inc. |
| GEOTECHNICAL SERVICES CONSULTING & ENGINEERING (Roster of firms to be used on an as-needed/when needed basis) | Ainley Graham & Associates, Paterson Group CIMA Canada Inc. EXP Services Inc. |
| CIVIL MARRIAGE OFFICIANT DEPUTY MARRIAGE LICENCE ISSUER | MaryLynn Plummer |
| PATROL SUPERVISOR | Todd Helmer |
| DIRECTOR OF RECREATION & CULTURE | Meaghan Meerburg |
| DIRECTOR OF TRANSPORTATION DRAINAGE SUPERINTENDENT | Jamie Cheney |
| FACILTIES MANAGER | Tom Dekker |
| RECREATION SUPERVISOR | Brandon Cousineau |
| DIRECTOR OF ENVIRONMENTAL SERVICES | Danielle Ward |
| FIRE CHIEF COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (a) REGISTERED AUTHORITY – MINISTRY OF TRANSPORTATION ONTARIO (MTO) | Kreg Raistrick |
| STATION CHIEFS | Kenneth Byers Raymond Sherrer Daniel Kelly Michael Gruich |
| STATION DEPUTY CHIEFS | Trevor Carruthers Donald Levere David Lannin Terry Wagner |

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| RIGHTS OF ENTRY – ONTARIO FIRE CODE PARTS 5 | Fire Chief Station Chiefs Station Deputy Chiefs |
| FIRE INSPECTIONS – ONTARIO FIRE CODE PART 6 | Kreg Raistrick Kenneth Byers Daniel Kelly Sean Donovan |
| SENIOR MUNICIPAL LAW ENFORCEMENT OFFICER COMMUNITY EMERGENCY MANAGEMENT COORDINATOR | Nicolas Hubble |
| MUNICIPAL LAW ENFORCEMENT OFFICERS (as determined by the Township of Russell) | Roxanne Garland Millie Bourdeau |
| AMPS HEARING OFFICER | John Ralko |
| AMPS SCREENING OFFICERS | Brandon Cousineau Danielle Ward |
| MUNICIPAL LAW ENFORCEMENT OFFICERS (for the purpose of issuing parking tickets) | Jamie Cheney Kreg Raistrick Kenneth Froats Todd Helmer |
| ANIMAL CONTROL BYLAW ENFORCEMENT OFFICER | Kevin Casselman |
| LIVESTOCK POUND KEEPER(S) | Richard Scheepers (p) |
| LIVESTOCK EVALUATORS | Richard Scheepers (p) |
| FENCEVIEWERS | Brent Copeland (p) Larry Stewart (p) Gerry Boyce (p) |
| WEED INSPECTOR (Appointed by County) | Philip Duncan |
| DRAINAGE BOARD | Members as determined by separate bylaw from time to time, governed by the Drainage Act |
| SITE PLAN REVIEW TEAM | CAO Director of Development Services Economic Development Officer Chief Building Official Director of Transportation Director of Environmental Services Junior Planner (Secretary) |
| MUNICIPAL SOLICITORS | Ault & Ault Law Office Cunningham Swan Lawyers |
| MUNICIPAL AUDITORS | BDO Canada LLP |
| CLOSED MEETING INVESTIGATOR SERVICES | LAS–AMO (Local Authority Services) |
| INTEGRITY COMMISSIONER | Cunningham Swan Lawyers Tony Fleming |

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| COMMITTEES AND ASSOCIATIONS | |
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| COMMITTEE OF ADJUSTMENT | Councillor Annable (p) (Members as determined by separate bylaw from time to time, governed by the Planning Act) |
| MUNICIPAL EMERGENCY CONTROL GROUP | (As authorized by and stated in the North Dundas Emergency Plan) Head of Council CAO Director of Transportation Community Emergency Management Coordinator Emergency Information Officer Council Representative Gary Annable (np) |
| SD&G ACCESSIBILITY COMMITTEE | North Dundas Representative Al Lummiss (np) Shauna Lummiss (a) (np) |
| EMERGENCY MANAGEMENT PROGRAM COMMITTEE CHAIR COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR (a) | Daniel Kelly |
| EMERGENCY MANAGEMENT PROGRAM COMMITTEE | (As authorized by and stated in the North Dundas Emergency Plan) Head of Council CAO Director of Transportation Community Emergency Management Coordinator Emergency Information Officer Council Representative Gary Annable (np) |
| COMMUNITY IMPROVEMENT PLAN COMMITTEE | Council Representatives (np) Matthew Uhrig Gary Annable (a) Municipal Representative CAO Municipal Representative Director of Development Services Municipal Representative Economic Development Officer Community Representative Vince Zandbelt (np) |
| MUNICIPAL HERITAGE COMMITTEE | (Members as determined by the Committee from time to time) |

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| DUNDAS COUNTY ARCHIVES COMMITTEE | North Dundas Representatives Darlene Fawcett Brienne Scott Nancy Johnston Tony Fraser Eric Duncan (non-voting member) |
| PROPERTY STANDARDS COMMITTEE | (Members as determined by separate bylaw from time to time, governed by the Building Code Act) |
| RECREATION COMMUNITY GRANT REVIEW COMMITTEE | Council Representative(s)(np) Gary Annable Theresa Bergeron CAO Director of Recreation and Culture |
| RIDEAU VALLEY CONSERVATION AUTHORITY | (vacant) |
| SOUTH NATION CONSERVATION AUTHORITY | William Smirle Representative (np) |
| COMMITTEES OF COUNCIL | |
| ART ON THE WATERFRONT | Council Representative Gary Annable (np) (Members as determined by the Committee from time to time) |
| CHESTERVILLE GREEN ACTION GANG | Council Representative John Lennox (np) (Members as determined by the Committee from time to time) |
| CHESTERVILLE CARNIVAL | Council Representative Matthew Uhrig (np) (Members as determined by the Committee from time to time) |
| CHESTERVILLE AND DISTRICT HISTORICAL SOCIETY | Council Representative Gary Annable (np) (Members as determined by the Organization from time to time) |
| DOWNTOWN WINCHESTER | Council Representative Gary Annable (np) Matthew Uhrig (np) (Members as determined by the Committee from time to time) |

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| DAIRYFEST | Council Representative Theresa Bergeron (np) (Members as determined by the Committee from time to time) |
| PARADE OF LIGHTS | Council Representative Tony Fraser (np) (Members as determined by the Committee from time to time) |
| MOREWOOD RECREATION ASSOCIATION | Council Representative John Lennox (np) (Members as determined by the Committee from time to time) |
| GARDEN PARTY MARKET | Council Representative Tony Fraser (np) (Members as determined by the Committee from time to time) |
| VOLUNTEERS | |
| NORTH DUNDAS MOVIE COMMITTEE | Krystle Carnegie (np) |
| MARIONVILLE RECREATION ASSOCIATION | (Members as determined by the Associations from time to time) |
| SOUTH MOUNTAIN RECREATION ASSOCIATION | (Members as determined by the Associations from time to time) |

Notes: a = alternate; p = paid; np = not paid