

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- 1.0** That Bylaw No. 2024-01 be hereby repealed.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.

As amended this 30th day of July, 2025.

As amended this 24th day of September, 2025

As amended this 22nd day of October, 2025

As amended this 17th day of December, 2025

Signed original on file

TONY FRASER
MAYOR

Signed original on file

NANCY JOHNSTON
CLERK

Schedule A
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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
DIRECTOR OF FINANCE/TREASURER COMMISSIONER OF OATHS	Marcus Hewitt
DEPUTY TREASURER COMMISSIONER OF OATHS	(Vacant)
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	Lea Anne Munro
EMERGENCY INFORMATION OFFICER	Katie Byers
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 MUNICIPAL LAW ENFORCEMENT OFFICER 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	Brandon Cousineau
DIRECTOR OF TRANSPORTATION DRAINAGE SUPERINTENDENT	Jamie Cheney
FACILTIES MANAGER	Lee Bowers
RECREATION SUPERVISOR	(vacant)
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

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STATION DEPUTY CHIEFS	Trevor Carruthers Donald Levere David Lannin Terry Wagner
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 PROPERTY STANDARDS 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

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CLOSED MEETING INVESTIGATOR SERVICES	LAS–AMO (Local Authority Services)
INTEGRITY COMMISSIONER	Cunningham Swan Lawyers Tony Fleming
COMMITTEES AND ASSOCIATIONS	
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)

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MUNICIPAL HERITAGE COMMITTEE	(Members as determined by the Committee from time to time)
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)
DAIRYFEST	Council Representative Theresa Bergeron (np) (Members as determined by the Committee from time to time)

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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