THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW No. 2026-01

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;

AND WHEREAS in accordance with the provisions of Bylaw No. 2026-32 being a Bylaw to Delegate Council's Authority for restricted Acts after Nomination Day for the 2026 Municipal Election, the Chief Administrative Officer (CAO) has the delegated authority to take action, when necessary, on certain restricted acts for the Election period.

NOW THEREFORE pursuant to the authority delegated to the Chief Administrative Officer under Bylaw No. 2026-32 the Corporation of the Township of North Dundas enacts as follows:

1.0 That Bylaw No. 2025-01 be hereby repealed.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 18th day of March, 2026.
As amended this 17th day of June, 2026.
As amended this 15th day of July, 2026.
As amended this 16th day of September, 2026.
As amended this 7th day of October, 2026.
As amended this 4th day of November, 2026.

Signed Original on file

_____

TONY FRASER
MAYOR

Signed Original on file

_____

MEENA MULLUR
CAO

Signed Original on file

_____

NATALIE CHARETTE
CLERK

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	Janice Jorgensen
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)	Natalie Charette
DEPUTY DIVISION REGISTRAR DEPUTY MARRIAGE LICENCE ISSUER LOTTERY LICENSING OFFICER COMMISSIONER OF OATHS (Expires May 7, 2028)	Laurie Gibson
DEPUTY CLERK DEPUTY MARRIAGE LICENCE ISSUER DEPUTY DIVISION REGISTRAR LOTTERY LICENSING OFFICER MUNICIPAL ELECTIONS DEPUTY RETURNING OFFICER COMMISSIONER OF OATHS	Lea Anne Munro
COMMUNICATIONS COORDINATOR EMERGENCY INFORMATION OFFICER	Jacob Li
ECONOMIC DEVELOPMENT OFFICER EMERGENCY INFORMATION OFFICER (a)	Stephen Mann
DIRECTOR OF DEVELOPMENT SERVICES ZONING ADMINISTRATOR	Calvin Pol
INTERIM JUNIOR PLANNER	Shiho Sasaki
INTERIM CUSTOMER SERVICE SPECIALIST FOR FIRE AND DEVELOPMENT SERVICES PROPERTY STANDARDS COMMITTEE SECRETARY COMMITTEE OF ADJUSTMENT SECRETARY	Tara McCuaig

CHIEF BUILDING OFFICIAL BUILDING INSPECTOR MUNICIPAL LAW ENFORCEMENT OFFICER	Charles Bray
BUILDING COORDINATOR/APPLICATIONS EXPEDITER	Stephanie Banga
DEPUTY CHIEF BUILDING OFFICIALS (On Call)	James Morin Harry Hutchison Jacob Forget Andrew Turner
INTERIM DEPUTY CHIEF BUILDING OFFICIAL BUILDING INSPECTOR	Jason Forget
BUILDING INSPECTORS (On Call)	James Morin Donald Lewis Jacob Forget Andrew Turner Sam Burrell Preston Stronach
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	Stephanie Young
DIRECTOR OF ENVIRONMENTAL SERVICES DRAINAGE SUPERINTENDENT (a)	Danielle Ward
FIRE CHIEF COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (a) REGISTERED AUTHORITY – MINISTRY OF TRANSPORTATION ONTARIO (MTO)	Kreg Raistrick
STATION CHIEFS	Kenneth Byers Raymond Sherrer Terry Wagner Michael Gruich
STATION DEPUTY CHIEFS	Trevor Carruthers David Lannin

RIGHTS OF ENTRY – ONTARIO FIRE CODE PARTS 5	Fire Chief Station Chiefs Station Deputy Chiefs
FIRE INSPECTIONS – ONTARIO FIRE CODE PART 6	Kreg Raistrick 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	Doug Renaud Stephen Mann
MUNICIPAL LAW ENFORCEMENT OFFICERS (for the purpose of issuing parking tickets)	Jamie Cheney Kreg Raistrick Kenneth Froats Todd Helmer
ANIMAL CONTROL BYLAW ENFORCEMENT OFFICER	(vacant)
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) Fire Chief
MUNICIPAL SOLICITORS	Ault & Ault Law Office Cunningham Swan Lawyers
MUNICIPAL AUDITORS	Welch LLP
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)	Kreg Raistrick (Fire Chief)
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)

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 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) Mattew 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)
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