



**City Of Kingston**

**Ontario**

**By-Law Number 2023-9**

**A By-Law for the Appointment of Statutory Officials of The Corporation of the City of Kingston, and to Repeal By-Law Number 98-8, as amended, being “A By-Law to Appoint Statutory Officials of The Corporation of the City of Kingston”**

**Passed:** December 20, 2022

**By-Law Amendments:**

<b>By-Law Number</b>	<b>Date Passed</b>
2023-61	March 7, 2023
2023-79	April 18, 2023
2023-154	September 5, 2023
2023-165	September 5, 2023

**By-Law Number 2023-9**

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**Passed:** December 20, 2022

**Whereas** Subsection 228(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “*Municipal Act, 2001*”), provides that the Council of a municipality shall appoint a clerk; and

**Whereas** Subsection 228(2) of the *Municipal Act, 2001* provides that a municipality may appoint deputy clerks who have all the powers and duties of the clerk under the *Municipal Act, 2001* and any other Act; and

**Whereas** Section 229 of the *Municipal Act, 2001* provides that a municipality may appoint a chief administrative officer; and

**Whereas** Subsection 286(1) of the *Municipal Act, 2001* provides that the Council of a municipality shall appoint a treasurer; and

**Whereas** Subsection 3(2) of the *Building Code Act, 1992*, S.O. 1992, c. 23 provides that the Council of a municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of the *Building Code Act* in which the municipality has jurisdiction; and

**Whereas** Subsection 93(1) of the *Drainage Act*, R.S.O. 1990, c. D.17 provides that the Council of municipality may appoint a drainage superintendent; and

**Whereas** Section 4 of the *Tile Drainage Act*, R.S.O. 1990, c. T.8 provides that the Council of a municipality borrowing money under the Act shall employ an inspector of drainage who shall inspect the drainage work; and

**Whereas** Subsection 6(1) of the *Weed Control Act*, R.S.O. 1990, c. W.5 provides that the Council of every upper-tier and single-tier municipality shall by by-law appoint one or more persons as area weed inspectors; and

**Whereas** Subsection 6(1) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4 provides that if a fire department is established for the whole or part of a municipality or for more than one municipality, the Council of the municipality shall appoint a fire chief; and

**Whereas** Section 43 of the *Ontario Works Act, 1997*, S.O. 1997, c. 25, Sched. A provides that each delivery agent shall appoint an administrator to oversee the administration of the Act; and

**Whereas** Subsection 11(4) of O. Reg. 380/4 made under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (“O. Reg. 380/04”) provides that Council of the municipality shall appoint one member of the emergency management committee to be the chair of the committee; and

**Whereas** Subsection 14(1) of O. Reg 380/4 provides that every municipality shall designate an employee of the municipality as its emergency information officer; and

**Whereas** Section 106.02(1) of the Canadian Aviation Regulations (SOR/96-443) provides that the air operator shall appoint an individual as accountable executive to be responsible for authorized operations or activities under one of the listed certificates and be accountable for meeting the requirements of the Canadian Aviation Regulations; and

**Whereas** Subsection 1.1 of R.R.O 1990, Reg. 738 provides that the clerk of a local municipality is authorized to solemnize marriages under the authority of licence.

**Whereas** the Council of The Corporation of the City of Kingston deems it expedient to repeal and replace By-Law Number 98-8, “A By-Law to Appoint Statutory Officials of The Corporation of the City of Kingston”, as amended, which passed on June 9, 1998;

**Therefore be it resolved that** the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. The Council of The Corporation of the City of Kingston hereby appoints the statutory officials listed in Schedule “A” of this By-Law.
2. The City Clerk is hereby delegated authority to prepare amendments to Schedule “A” of this By-Law to reflect personnel changes and to place such amending by-laws on the Council agenda for all three readings.
3. By-Law Number 98-8, “A By-Law to Appoint Statutory Officials of The Corporation of the City of Kingston”, as amended, is hereby repealed in its entirety as of the date this By-Law comes into force.
4. This By-Law shall come into force and take effect on the date of its passing.

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**This By-Law was Given Three Readings and Passed on December 20, 2022**

## **Schedule “A”**

### **Appointment of Statutory Officials**

1. Lanie Hurdle is hereby appointed Chief Administrative Officer of The Corporation of the City of Kingston (the “City”) pursuant to Section 229 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “*Municipal Act, 2001*”).
2. Janet Jaynes is hereby appointed City Clerk pursuant to Subsection 228(1) of the *Municipal Act, 2001*.  
(By-Law Number 2023-9; 2023-61; 2023-165)
3. Derek Ochej is hereby appointed Acting Deputy City Clerk of the City pursuant to Subsection 228(2) of the *Municipal Act, 2001*.  
(By-Law Number 2023-9; 2023-165)
4. The following individuals are hereby appointed acting Deputy City Clerk of the City in the event that the City Clerk and the Deputy City Clerk are both absent or unable to carry on the duties of the City Clerk and/or Deputy City Clerk:
  - (a) Blair Johnson
  - (b) Christine O’Connor
  - (c) Iain Sullivan
  - (d) Derek Ochej  
(By-Law Number 2023-9; 2023-165)
5. Desiree Kennedy is hereby appointed Treasurer of the City pursuant to Subsection 286(1) of the *Municipal Act, 2001*.
6. Lana Foulds is hereby appointed Deputy Treasurer of the City.
7. Lisa-Capener Hunt is hereby appointed Chief Building Official of the City pursuant to Subsection 3(2) of the *Building Code Act, 1992*, c. 23, S.3(2).
8. Ryan Arcand is hereby appointed Acting Chief Building Official of the City in the absence of the Chief Building Official.

9. The following individuals are hereby appointed Inspectors for the City pursuant to Subsection 3(2) of the *Building Code Act, 1992*, c. 23, S.3(2):

- (a) Ryan Arcand
- (b) Adam Clarke
- (c) Jeff Gurnsey
- (d) Veronica Robertson
- (e) Adam Sweet
- (f) Michelle Scott
- (g) Tony Sickling
- (h) Nate Blood
- (i) Kristie Grant
- (j) Matt Moore
- (k) Stephanie Roberts
- (l) Steve Delahunt
- (m) Chris Flewelling
- (n) Lucas Vanderwel
- (o) Allen Benson
- (p) Mike Hogan

(By-Law Number 2023-9; 2023-165)

10. Marc Hogan is hereby appointed Area Weed Inspector for the City pursuant to Subsection 6(1) of the *Weed Control Act*, R.S.O. 1990, c. W.5.
11. Marc Hogan is hereby appointed Inspector of Drainage for the City pursuant to Section 4 of the *Tile Drainage Act*, R.S.O. 1990, c. T.8.
12. Marc Hogan is hereby appointed Drainage Superintendent for the City pursuant to Subsection 93(1) of the *Drainage Act*, R.S.O. 1990, c. D.17.
13. Monique Belair is hereby appointed Fire Chief of the City pursuant to Subsection 6(1) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4.

(By-Law Number 2023-9; 2023-79)

14. Ruth Noordegraaf is hereby appointed administrator pursuant to Section 43 of the *Ontario Works Act, 1997*, S.O. 1997, c. 25, Sched. A.
15. Heather Mitchell is hereby appointed alternate administrator pursuant to Section 43 of the *Ontario Works Act, 1997*, S.O. 1997, c. 25, Sched. A.
16. Brandi Timpson is hereby appointed Chair of the Emergency Management Program Committee of the City pursuant to Subsection 11(4) of O. Reg. 380/4 made under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9.
17. JC Kenny is hereby appointed Emergency Information Officer for the Municipal Control Group of the City pursuant to Subsection 14(1) of O. Reg. 380/4 made under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9.
18. Craig Desjardins is hereby appointed as Accountable Executive of the Corporation of the City of Kingston pursuant to Section 106.02(1) of O. Reg 46/443 made under the *Canadian Aviation Regulations*.
19. Derek Ochej, Iain Sullivan, Christine O'Connor and Stephanie Trudel are hereby delegated the authority of the Clerk to perform civil marriage ceremonies pursuant to Subsection 1.1 of R.R.O 1990, Reg. 738.

(By-Law 2023-9; 2023-154)