



By-law No. 78-2024

Appointment By-law

Consolidated Version *Revised and Verified November 18, 2025*

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Consolidated for Convenience Only

This consolidated copy of a Woolwich Township By-law is for convenient information. While every effort is made to ensure the accuracy of this copy, the original by-law must be consulted for all legal interpretations and applications. For more information or to view by-laws please contact the Clerks Division. This document is available in alternate formats on request.

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The Corporation of the Township of Woolwich

By-law No. 78-2024

A By-law to Appoint Officers of the Corporation of the Township of Woolwich

WHEREAS section 227 of the *Municipal Act* provides that Council may by by-law appoint such officers and employees as may be necessary for the purposes of the corporation, or for carrying into effect the provisions of any Act of the Legislature or by By-law of Council; and

WHEREAS section 228 of the *Municipal Act* provides that a municipality shall appoint a clerk and provides for certain duties of the clerk and may appoint deputy clerks who have all the powers and duties of the clerk; and

WHEREAS section 286 of the *Municipal Act* provides that a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council and may appoint deputy treasurers who have all the powers and duties of the treasurer; and

WHEREAS section 6 of the *Fire Protection and Prevention Act, 1997 S.O. 1997, c. 4* (the *Fire Protection and Prevention Act*) provides that where a fire department is established, the council of the municipality shall appoint a fire chief for the fire department; and

WHEREAS Order-in-Council 1413-08 provides for the issuance of Lottery Licences by Municipal Councils; and

WHEREAS Township of Woolwich By-law 41-2022 provides that Council has delegated their authority to issue lottery licences to staff; and

WHEREAS section 3 of the *Building Code Act, 1992, S.O. 1992, c. 23*, (the "*Building Code Act*") requires the Council of a Municipality to appoint such officials and inspectors as is necessary for the effective administration and enforcement of the Building Code Act and Ontario Building Code; and

WHEREAS section 15 of the *Police Services Act, R.S.O. 1990, c P.15*, (the "*Police Services Act*") provides that a municipal council may appoint persons to be peace officers to enforce the by-laws of the municipality; and

WHEREAS section 11 of the *Municipal Act* provides that a Council who has passed an Animal Control By-law may appoint an Animal Control Officer to carry out the provisions of the By-law; and

WHEREAS section 15.1(3) of the *Building Code Act* that a Council who has passed a Property Standards By-law shall appoint a Property Standards Officer to carry out the provisions of the by-law; and

WHEREAS sections 100 and 100.1 of the *Municipal Act* authorize municipalities to regulate or prohibit parking or leaving motor vehicles without the owner's consent on land not owned or occupied by the municipality; and

WHEREAS section 4 (1) of the *Protection of Livestock and Poultry from Dogs Act* provides that every local municipality shall appoint one or more persons as valuers of livestock and poultry; and

WHEREAS the Council of the Corporation of the Township of Woolwich (the "Council") deems it expedient to appoint various Officers for the Township of Woolwich;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

Part I. Short Title, Purpose and Scope

Short Title

1. This by-law shall be known as the "Appointment By-law".

Purpose

2. This by-law has been enacted to appoint officers of the Township of Woolwich.

Part II. Interpretation

Headings

3. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the by-law.

References to Applicable Law

4. All references to applicable law are ambulatory and apply as amended from time to time.

Definitions

5. For the purposes of this by-law:

"*Building Code Act*" means the *Building Code Act, 1992*, S.O. 1992, c. 23,

"Corporation" means the Corporation of the Township of Woolwich;

"Council" means the Council of the Township of Woolwich;

"*Fire Protection and Prevention Act*" means the *Fire Protection and Prevention Act*, 1997 S.O. 1997, c. 4;

"*Municipal Act*" means the *Municipal Act*, 2001, SO 2001, c. 25;

"*Police Services Act*" means the *Police Services Act*, RSO 1990, c. P.15;

"*Protection of Livestock and Poultry from Dogs Act*" means the *Protection of Livestock and Poultry from Dogs Act*, R.S.O. 1990, Chapter L.24,

"Township" means the Township of Woolwich and a reference to the Township is a reference to the Corporation or the municipal area as the context requires.

Part III. Appointment

General Provisions

6. Council appoints the individuals as Officers of the Township as set out in Schedules A through E of this by-law.
7. Council may, at their discretion, appoint any individual as an acting Officer to act in place of that Officer until a permanent appointment is made or any other time Council deems appropriate.

Part IV. Officers

Clerk

8. The powers and duties of the Township Clerk shall be those set out in the *Municipal Act* and any other applicable Federal or Provincial act or regulation.
9. Council may appoint a deputy clerk who:
 - a. has all the powers and duties of the Clerk; or
 - b. has certain powers and duties of the Clerk for specific purposes as set out in this by-law.
10. Council may appoint a Clerk Pro Tempore who has all the powers and duties of the Clerk or Deputy Clerk on each and every occasion when both the Clerk and Deputy Clerk are absent, ill or otherwise unable to carry out their duties under any statute or by-law.

Treasurer

11. The powers and duties of the Treasurer shall be those set out in the *Municipal Act* and any other applicable Federal or Provincial act or regulation.
12. Council may appoint Deputy Treasurers who have all the power and duties of the treasurer.

Fire Chief

13. The powers and duties of the Fire Chief shall be those assigned to them under the *Fire Protection and Prevention Act* within the territorial limits of the Township and within any other area in which the Township has agreed to provide fire protection services, subject to any conditions specified in the agreement.
14. Council may appoint a Deputy Fire Chief who:
 - a. has all the powers and duties of the Fire Chief; or
 - b. has certain powers and duties of the Fire Chief for specific purposes as set out in this by-law.
15. The Fire Chief may delegate such powers and duties as outlined in the Township's Fire Department Regulating By-law.

Chief Building Official and Inspectors

16. The duties of the individual appointed as Chief Building Official or their deputy and inspectors shall be those set out in the *Building Code Act* and any other applicable Federal or Provincial act or regulation.

Municipal Law Enforcement Officers

17. Council may appoint Municipal Law Enforcement Officers under various job titles to enforce select by-laws of the Township as set out in Schedule B to this by-law.
18. Municipal Law Enforcement Officers are peace officers for the purpose of enforcing by-laws of the Township.

Livestock and Poultry Valuers

19. Council may appoint livestock and poultry valuers to assist in the valuing of livestock damage when livestock is killed or injured by wildlife.

Licensing Officers

20. Council may appoint licensing officers for the purposes of administering and issuing lottery licences, as well as other vendor licences.

Part V. Conflict and Transition**Conflict**

21. In the event the provisions of this by-law are inconsistent with the provisions of the *Municipal Act*, its Regulations or any other Act, the provisions of the Act or Regulation shall prevail.
22. In the event that the provisions of this by-law respecting an appointed officer are inconsistent with the provisions of any other Township by-law, the provisions of this by-law shall prevail.

Terms Severable

23. The terms and provisions of this by-law shall be severable and should any term or provision be found by a court of competent jurisdiction to be legally unenforceable, in operative or invalid, the remainder of the by-law shall continue to be in full force and effect.

Enactment

24. This by-law shall come into full force and effect on the date it is passed at which time all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

FINALLY PASSED AND ENACTED this 17th day of December, 2024.

Signature on file

Mayor

Signature on file

Clerk

Schedule A - Appointed Officers

Officer	Appointed	Notes or Limits
Chief Administrative Officer	David Brenneman	None
Director of Financial Services/Treasurer	Colm Lynn	None
Deputy Treasurer	Richard Petherick	None
Director of Corporate Services/Municipal Clerk	Jeff Smith	None
Deputy Clerk	Alex Kirchin	None Amended by by-law 32-2025
Fire Chief	Dennis Aldous	None
Chief Building Official	Dan Sharina	None
Deputy Chief Building Official	Patty Wright	None
Building Official	Paul Hillenaar	None

Building Official	Sheneka Hughes	None Added by by-law 32-2025
Building Official	Alicia Kramer	None
Building Official	Joel Stemmler	None
Building Official	Ray Stranz	None
Building Official	Zhe Zhang	None Added by by-law 32-2025
Building Official	John Drahorat (RSM Building Consultants)	None
Building Official	Mike McKean (RSM Building Consultants)	None
Building Official	Barbara Mocny (RSM Building Consultants)	None Added by by-law 32-2025
Building Official	Gerald Moore (RSM Building Consultants)	None
Building Official	Megan Opersko (RSM Building Consultants)	None Added by by-law 32-2025
Building Official	Grant Schwartzentruber (RSM Building Consultants)	None
Building Official	Devon Stanley (RSM Building Consultants)	None Added by by-law 32-2025

Building Official	Stephanie Vezina (RSM Building Consultants)	None Added by by-law 32-2025
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Schedule B - Appointed Municipal Law Enforcement Officers

Officer	Appointed	Notes or Limits
Municipal Law Enforcement Officer	Kristen Cufaro	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Vanessa Albanese	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Jeff Smith	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Carter Maguire	Appointed for the exclusive purpose of Overnight Parking Enforcement during the Winter Parking Ban
Municipal Law Enforcement Officer	Ed Pereira	Appointed for the exclusive purpose of Overnight Parking Enforcement during the Winter Parking Ban
Municipal Law Enforcement Officer	Colin Moran	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Ashley Frank	Appointed to enforce all regulatory by-laws of the Township

Municipal Law Enforcement Officer	Frank Heinrich	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Robert Hughes	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Office	Connor Mccurry	None Added by by-law 54-2025

Schedule C - Appointed Licensing Officers

Officer	Appointed	Notes or Limits
Licensing Officer	Kristen Cufaro	None Added by by-law 32-2025
Licensing Officer	Alex Kirchin	None Amended by by-law 32-2025
Licensing Officer	Rae Ann Bauman	None
Licensing Officer	Jeff Smith	None

Schedule D - Appointed Acting Clerk Pro Tempore

Officer	Appointed	Notes or Limits
Acting Clerk Pro Tempore	Rae Ann Bauman	Only on such occasions when the Clerk or Deputy Clerk is absent. Added by by-law 32-2025

Schedule E - Appointed Livestock and Poultry Valuers

Officer	Appointed	Notes or Limits
Livestock and Poultry Valuer	Calvin Shantz	None
Livestock and Poultry Valuer	Claude Hergott	None