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Consolidated Version

Revised May 26, 2026

Revision History:	Passed On:	Description of amendment
2015-054 (Original)	April 27, 2015	
2015-096	July 20, 2015	Deputy Clerk appointments
2015-126	August 26, 2015	Fire Chief appointment
2015-136	September 28, 2015	Treasurer appointment
2015-160	November 16, 2015	Parking Enforcement Officer appointment
2016-052	May 2, 2016	Parking Enforcement Officer appointment
2016-085	June 13, 2016	Specially appointed By-law Enforcement Officer appointment
2016-128	August 22, 2016	Parking Enforcement Officer appointment
2016-149	October 17, 2016	Amend to update appointed officers and for housekeeping

Revision History:	Passed On:	Description of amendment
		purposes
2017-004	January 16, 2017	Deputy Chief Building Official appointment
2017-091	June 12, 2017	Special Parking Enforcement Officer appointments
2017-110	June 26, 2017	Chief Building Official appointment
2017-128	July 17, 2017	Amend to update Deputy Clerk positions
2017-141	August 21, 2017	Amend to update City Clerk and Deputy Clerk positions
2017-145	September 11, 2017	By-law Enforcement Officer appointment
2017-153	September 25, 2017	Deputy Clerk, Chief Building Official, and Special Parking Enforcement Officer appointment
2018-016	February 12, 2018	Chief Building Official appointment
2018-033	March 19, 2018	Chief Building Official, Inspector, Special Parking Enforcement Officer appointment
2018-073	May 28, 2018	Deputy Clerk appointment
2018-090	June 12, 2018	Chief Building Official appointment
2018-103	July 9, 2018	Parking Enforcement Officer appointment
2018-124	August 13, 2018	Amend to update the appointment of Special and City Parking Enforcement Officers. Amend to remove content of Schedule C.
2018-139	October 1, 2018	Deputy Chief Building Official appointment
2019-036	March 4, 2019	By-law Enforcement Officer appointment
2019-053	April 1, 2019	Deputy Clerk appointment
2019-166	October 7, 2019	By-law Enforcement Officer appointment
2019-194	December 2, 2019	Inspector and Parking Enforcement Officer appointments
2019-201	December 16, 2019	Deputy Clerk and Deputy Treasurer

Revision History:	Passed On:	Description of amendment
		appointments
2020-078	July 13, 2020	By-law Enforcement Officer appointment
2020-108	September 14, 2020	By-law Enforcement Officer appointment
2021-052	May 3, 2021	Amend to update delegation of Fire Chief responsibilities
2021-126	November 1, 2021	Fire Chief appointment
2022-049	May 9, 2022	Deputy Chief Building Official and Building Inspector appointments
2022-063	June 13, 2022	Deputy Treasurer appointment
2022-078	July 11, 2022	By-law Enforcement Officer appointment
2022-116	December 12, 2022	Deputy Clerk appointment
2023-035	March 28, 2023	Amend to authorize certain appointees to enforce the City's Waste Management By-law
2023-097	September 11, 2023	By-law Enforcement Officer appointment
2024-028	March 11, 2024	Amend to authorize certain appointees to enforce the City's Short-Term Rental Licensing By-law
2024-056	April 29, 2024	Deputy Clerk, Municipal Weed Inspector, and By-law Enforcement Officer appointments
2024-136	December 2, 2024	By-law Enforcement Officer appointment
2024-142	December 16, 2024	Inspector and Parking Enforcement Officer appointments. Amend to authorize certain appointees to enforce the City's Noise By-law
2025-043	May 12, 2025	Amend to authorize certain appointees to enforce the City's Derby Camping By-law
2025-063	June 16, 2025	Authorize appointee to enforce City's Derby Camping By-law and Nuisance By-law at East and West Boat Launches

Revision History:	Passed On:	Description of amendment
2025-092	July 21, 2025	Deputy Clerk appointment
2026-015	February 23, 2026	Deputy Treasurer appointment
2026-052	May 11, 2026	Appoint/remove By-law Enforcement Officer
2026-059	May 25, 2026	Appoint By-law Enforcement Officer

Consolidated for Convenience Only

This is a consolidation copy of a City of Owen Sound By-law for convenience and information. While every effort is made to ensure the accuracy of this by-law, it is not an official version or a legal document. The original by-law should be consulted for all interpretations and applications on this subject. For more information or to view by-laws please contact the Clerks Department.

The Corporation of the City of Owen Sound

By-law No. 2015-054

A By-law to Appoint Officers of the City of Owen Sound

WHEREAS section 228 of the *Municipal Act, 2001* provides that a municipality shall appoint a clerk and provides for certain duties of the clerk; and

WHEREAS section 228 of the *Municipal Act, 2001* provides for the appointment of deputy clerks who have all the powers and duties of the clerk; and

WHEREAS section 286 of the *Municipal Act, 2001* 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

WHEREAS section 286 of the *Municipal Act, 2001* provides that a municipality 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* provides that where a fire department is established, the council of the municipality shall appoint a fire chief for the fire department; and

WHEREAS section 3 of the *Building Code Act* provides that the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction; and

WHEREAS section 8 of the *Weed Control Act* provides that the council of a lower-tier municipality may by by-law appoint one or more persons as municipal weed inspectors to enforce this Act in the area within the council's jurisdiction; and

WHEREAS section 15 of the *Police Services Act* provides that a municipal council may appoint persons to enforce the by-laws of the municipality; and

WHEREAS on April 13, the Council of The Corporation of the City of Owen Sound passed Resolution No. R-150413-014 to enact the subject by-law to appoint officers of the City in accordance with Report CL-15-014 from the By-law Committee meeting held on March 4, 2015;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF OWEN SOUND HEREBY ENACTS AS FOLLOWS:

Part I. Short Title, Purpose and Scope

Short Title

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

Purpose

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

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;

"City" the Corporation of the City of Owen Sound;

"Council" means the Council of the City;

"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; and

"Weed Control Act" means the Weed Control Act, RSO 1990, c. W.5.

Part III. Appointment

Appointment

6. Council appoints the individuals as Officers of the City as set out in Schedule A and Schedule B to 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 City Clerk shall be those set out in the *Municipal Act* and any other applicable Federal or Provincial act or regulation.
9. Council may appoint deputy clerks who:
 - a. have all the powers and duties of the clerk; or

- b. have certain powers and duties of the clerk for specific purposes as set out in this by-law.

Treasurer

10. 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.
11. Council may appoint deputy treasurers who have all the powers and duties of the treasurer.

Fire Chief

12. The powers and duties of the Fire Chief shall be those assigned to him or her under the *Fire Protection and Prevention Act* within the territorial limits of the City and within any other area in which the City has agreed to provide fire protection services, subject to any conditions specified in the agreement.
13. The Fire Chief may delegate such powers and duties as outlined in the City's Fire and Emergency Services By-law.

Chief Building Official and Inspectors

14. 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 Weed Inspector

15. The powers and duties of the Municipal Weed Inspector shall be those set out in the *Weed Control Act* and any other applicable Federal or Provincial act or regulation.

Municipal Law Enforcement Officers

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

Part V. Conflict and Transition**Conflict**

18. 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.
19. In the event that the provisions of this by-law respecting an appointed officer are inconsistent with the provisions of any other City by-law, the provisions of this by-law shall prevail.

Terms Severable

20. 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

21. This by-law shall come into full force and effect upon the final passing thereof 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 27th day of April, 2015.

Signature on file

Mayor Ian C. Boddy

Signature on file

Briana M. Bloomfield, Deputy Clerk

Schedule A - Appointed Officers

Officer	Appointed	Notes or Limits
City Clerk	Briana M. Bloomfield	None
Deputy Clerk	Staci Landry Christina McLean Kristen Van Alphen	None
Deputy Clerk	Lee-Anne Kazarian Desirée van Dijk	Appointed as Deputy Clerk for the purpose of: • acting as a Commissioner of Oaths and a Deputy Division Registrar; and • providing certified copies under seal of the municipality of any record referred to in s. 253(1) of the Municipal Act, 2001.
Treasurer	Kate Allan	None
Deputy Treasurer	David Crane	None
Fire Chief	Philip Eagleson	None
Chief Building Official	Kevin Linthorne	None
Deputy Chief Building Official	Kayla Hyndman	None
Building Inspector	Neils Jensen	None
Inspector	Matt Given Greg Nicol Doug McEwen	For fire purposes as set out in By-law No. 2007-095
Municipal Weed Inspector	Eckhard Pastrik	None

Schedule B - Appointed Municipal Law Enforcement Officers

Enforcing Officer	Appointed	Notes or Limits
By-law Enforcement Officer	Riley Brugess	Appointed to enforce all regulatory by-laws of the City
	Michael Douglas	
	Peter Schultz	
	Steve Thaiyil	
Limited By-law Enforcement Officer	Thomas Wheildon	Appointed to enforce the following by-laws: • Derby Camping By-law • Noise By-law with limitations as set out in writing by the City Manager and City Clerk • Waste Management By-law at the City’s Leaf and Waste Compost Site
Limited By-law Enforcement Officer	Neils Jensen	Appointed to enforce the following by-laws: • Derby Camping By-law • Property Standards By-law • Short-Term Rental Licensing By-law
Limited By-law Enforcement Officer	Kevin Linthorne	Appointed to enforce the following by-laws: • Derby Camping By-law • Property Standards By-law
Limited By-law Enforcement Officer	Kayla Hyndman	Appointed to enforce the following by-laws: • Property Standards By-law
Limited By-law Enforcement Officer	Timothy Dwyer	Appointed to enforce the following by-laws at the City’s East and West Boat Launches: • Derby Camping By-law • Nuisance By-law

By-law continues on next page...

Animal Control Officer	Todd Robins	Appointed to enforce the following by-laws: - By-law No. 1997-089 being "A By-law to Prohibit the Keeping of Certain Kinds of Animals in the City of Owen Sound" - By-law No. 2005-123 being "A By-law to Licence, Regulate and Govern Dog Kennels within the City of Owen Sound" - By-law No. 2008-169 being "A By-law to Prohibit the Feeding of Wild Animals within the boundaries of the City of Owen Sound" - Cat By-law - Dog By-law
	Renee Robins	
Parking Enforcement Officer	The City Clerk or designate maintains a list of current appointed parking enforcement officers as hired by the Parking Enforcement Contractor, as authorized by the Delegation of Authority By-law No. 2014-109	Appointed to enforce the following by-laws: - Derby Camping By-law - Traffic By-law - Unauthorized Parking By-law
Limited Parking Enforcement Officer	Matt Given Greg Nicol Doug McEwen	Appointed to enforce the following by-laws respecting Fire Routes: - Derby Camping By-law - Traffic By-law - Unauthorized Parking By-law