

The Corporation of the Town of Essex

By-Law Number 2454

Being a By-Law to Appoint the Chief Administrative Officer for the Town of Essex

Whereas Section 224(d) of the Municipal Act, 2001, S.O. 2001, c.25 provides that one of the roles of Council is to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;

And whereas, Section 227 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that it is the role of the officers and employees of the municipality;

- a) **To implement council's decisions and establish administrative practices and procedures to carry out council's decisions;**
- b) To undertake research and provide advice to council on the policies and programs of the municipality; and
- c) To carry out other duties required under this or any Act and other duties assigned by the municipality.

And whereas, Section 229 of the Municipal Act, 2001, S.O. 2001, c.25 provides that a municipality may appoint a Chief Administrative Officer who shall be responsible for:

- (a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- (b) performing such other duties as are assigned by the municipality.

And whereas, the Town of Essex is desirous of appointing a Chief Administrative Officer;

Now therefore be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That the appointment of Kate Giurissevich as the Chief Administrative Officer for the Corporation of the Town of Essex be endorsed and confirmed;
2. That for the purposes of the terms and conditions of employment, the effective date of appointment shall be May 19, 2025; and
3. That this By-Law shall come into full force and effect upon the final passage thereof.

Read a first, a second and a third time and finally passed on June 2, 2025.

Mayor

Clerk