

The Corporation of the Town of Essex

By-Law Number 2516

Being a by-law to appoint a Deputy Chief Administrative Officer of the Town of Essex

Whereas Section 224(d) of the *Municipal Act, 2001, S.O. 2001, c.25* and amendments thereto 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* and amendments thereto 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, the Town of Essex is desirous of appointing a Deputy Chief Administrative Officer to carry out and perform the duties assigned to the Chief Administrative Officer, in times of their absence.

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

- 1. That the appointment of Jake Morassut as Deputy Chief Administrative Officer for the Corporation of the Town of Essex be endorsed and confirmed; and
- 2. The effective date of appointment shall be February 9, 2026; 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 March 16, 2026.

Mayor

Clerk