

# The Corporation of the Town of Essex

## By-Law Number 2524

Being a by-law to appoint a Deputy Clerk for the Town of Essex

**Whereas** Section 224(d) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "**Municipal Act**"), 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* 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 228(2) of the *Municipal Act* provides that a municipality may appoint Deputy Clerks who have all the powers and duties of the Clerk under this and any other Act;

**And whereas** Section 38(2) of the *Vital Statistics Act*, R.S.O. 1990, c. V.4, as amended, provides that a division registrar may, with the approval of the Registrar General, appoint one or more deputy division registrars to act for him or her and any such deputy while so acting has all the powers and duties of the division registrar who appointed the deputy;

**And whereas** Section 11(3) of the *Marriage Act*, R.S.O. 1990, c. M.3, as amended, provides that an issuer may, with the approval in writing of the Minister or of the head of the council of the local municipality of which he or she is clerk, appoint in writing one or more deputies to act for him or her, and any such deputy while so acting has the power of the issuer appointing him or her;

**And whereas** the Town of Essex desirous of appointing a Deputy Clerk to carry out and perform the duties assigned therein by the municipality;

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

1. **That** the appointment of Matthew Ducharme as Deputy Clerk for The Corporation of the Town of Essex be endorsed and confirmed;
2. **That** for the purposes of terms and conditions of employment, the effective date of appointment shall be March 30, 2026;
3. **That** the individual to whom this By-Law pertains shall have all the power and duties of the Clerk under the *Municipal Act* or any other Act;
4. **That** the individual to whom this By-Law pertains shall also be appointed as Deputy Division Registrar and Deputy Issuer of Marriage Licences;
5. **That** By-Law 846, By-Law 1639, By-Law 1730, and any other By-Law inconsistent with this By-Law are hereby repealed; and
6. **That** this By-Law shall come into full force and effect upon the final passing thereof.

**Read a first, a second and a third time and finally passed on April 20, 2026.**

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Mayor

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Clerk