



Town of Renfrew Mayoral Decision MDE-2025-003

Being a Mayor Decision to amend the Organizational Structure to move the Town Clerk/Manager of Legislative Services into a Director of Legislative Services & Council Relations/Town Clerk.

Under the Authority: Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001, Section 284.6 (Powers re organizational structure):

The Mayor has decided as follows:

1. The Mayor will amend the organization structure by moving the Town Clerk/Manager of Legislative Services position up to the Director of Legislative Services & Council Relations/Town Clerk position.

This position will take on the director role duties from the Chief Administrative Officer (CAO) for the Office of the CAO and Town Clerk, as well as coordinating additional workload relating to Strong Mayor Powers, and managing Council relations and legislative research needs.

This position shall report directly to the CAO and be considered part of the senior management team.

This amendment will provide for the CAO to focus more on the strategic directives of the Town while still ensuring appropriate oversight of the Legislative Services department.

2. The new position of Director Legislative Services & Council Relations/Town Clerk, due to the additional duties and responsibilities, will be on Band 13 with the other Director positions of the non-union grid. The Step level and seniority will not be reduced with the Band movement for the individual in this position.
3. This Mayoral Decision provides the CAO authority to execute an employment contract amendment to implement the above Decision.
4. This Mayoral Decision provides written notice as required under legislation.



Renfrew

5. This Mayoral Decision comes into effect on May 6, 2025.

Signed and Sealed by:

Tom Sidney, Mayor
Dated: May 6, 2025