



## **Town of Renfrew Mayoral Decision MDE-2025-013**

Being a Mayoral Decision to not exercise Strong Mayor Powers regarding the organizational structure of Community Services and Recreation Department and the Infrastructure, Public Works and Engineering Department.

Under the Authority: Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001, Section 284.6 (Powers regarding Organizational Structure):

The Mayor has decided as follows:

1. That the Mayor maintain the current organizational structure by authorizing the filling of a vacancy for a full-time Maintenance-Labourer-Janitor (MLJ) position in Community & Recreation Services.
2. That the Mayor maintain the current organizational structure by authorizing the filling of a subsequent vacancy for a full-time Machine Operator in Infrastructure, Public Works & Engineering, resulting from an internal hire.
3. That the Mayor maintain the current organizational structure by authorizing the filling of any vacancies resulting from any internal hiring of the above noted positions.
4. That the Mayor authorize the release of the justification report providing the rationale for this decision.
5. That this Mayoral Decision serves as the written notice required under the Municipal Act, 2001.



6. That this Mayoral Decision comes into effect on December 11, 2025.

Signed and Sealed by:



Tom Sidney, Mayor  
Dated: December 11, 2025

<b>Meeting Date</b>	December 5, 2025
<b>Subject</b>	Authorization to Fill Vacancies
<b>Road to 2035</b>	The Town of Renfrew will determine levels of service for all Town programs and infrastructure, including operations and maintenance.
<b>Recommendation</b>	That the Mayor approve the hiring of one full-time Maintenance-Labourer-Janitor (MLJ) in Community & Recreation Services and, if required, one full-time Machine Operator in Infrastructure, Public Works & Engineering, as well as any subsequent vacancies that may result from internal hiring.
<b>Originator</b>	Jenn Fleming, Compensation/HR Specialist
<b>CAO Review</b>	Eric Withers – Acting Chief Administrative Officer.
<b>Financial Comment</b>	<p>Positions that are already present in the organizational structure would already be included in the current budget. Filling the vacancies as they arise will allow the hours for these positions to be performed as part of regularly scheduled time and avoid the less economical use of overtime hours when ensuring that services are performed as needed.</p> <p>Andrew Hodge, Dipl.M.A. – Treasurer/Director of Finance and Corporate Services.</p>
<b>Strong Mayor Power</b>	In accordance with Part VI.1 of the <i>Municipal Act, 2001</i> as amended or replaced from time to time, a Mayoral decision is required regarding the Organizational Structure of both the Community & Recreation Services and Infrastructure, Public Works & Engineering departments.
<b>Background</b>	<p>Two essential operational positions are currently vacant or may become vacant within the next week:</p> <ul style="list-style-type: none"> <li>• Full-Time Maintenance, Labourer, Janitor – Community and Recreation Services Department</li> <li>• Full-Time Machine Operator – Infrastructure, Public Works and Engineering Department</li> </ul> <p>The Maintenance, Labourer, Janitor position is currently vacant due to a resignation. This position is critical for daily facility operations at the myFM Centre, including ice</p>

maintenance, facility cleanliness, event preparation, and safe public use of recreational spaces.

The Machine Operator position may become vacant due to internal movement, and we are requesting approval in advance to limit the amount of time this position would be vacant. This position is vital for year-round road maintenance and is especially critical during the winter season. This role directly supports snow and ice control, ensuring safe roadway conditions, emergency access, and continuity of municipal services. Leaving this position unfilled poses a significant operational risk during winter months.

Filling these positions may create additional vacancies through internal promotions or transfers. To avoid disruptions and maintain adequate service levels, advance approval to fill any resulting vacancies is also requested.

**Options**

The options available to the Town are noted below:

- Proceed with filling the vacant positions.
- Elect not to fill the vacant positions.

**Impact of Options**

If these positions remain unfilled, service levels in both the Recreation and Public Works departments may be negatively impacted. Additionally, the increased workload could place added strain on existing staff, potentially requiring them to work longer hours and assume additional responsibilities.

Respectfully submitted for your consideration.