



ISSUE PAPER

Transportation & Environmental Services

Budget Year: 2026

Issue Paper No.: PW-01-26

Description: **Full Time Mechanic**

Purpose:

BE IT RESOLVED THAT Council receive budget report PW-01-26 for information.

Background:

The municipality currently lacks dedicated full-time mechanical support for its fleet of vehicles and equipment, resulting in delayed repairs, inconsistent preventative maintenance, and increased safety and compliance risks. Hiring a **full-time mechanic** will improve operational efficiency, ensure compliance with Ontario's Health and Safety and vehicle maintenance legislation, and reduce long-term costs associated with outsourced repairs and equipment failure.

Municipal operations rely on a diverse fleet of vehicles and equipment, including public works trucks, snowplows, loaders, graders, and small engines. Presently, maintenance is handled through a combination of part-time staff, external contractors, and reactive repair scheduling. This system results in:

- Extended downtime for essential vehicles
- Insufficient preventative maintenance
- Elevated health and safety risks due to equipment condition
- Financial inefficiencies associated with outsourcing repairs

Given the municipality's growing operational needs and statutory responsibilities, a dedicated licensed mechanic is necessary. The current part-time staff is working full-time to meet all the needs of the aging equipment and legislation.

The Township has Legislative and Regulatory Requirements that need to be met under the Occupational Health and Safety Act (OHSA) – Ontario. Employers have a general duty to take every reasonable precaution for the protection of workers. This includes ensuring that equipment used in the workplace is properly maintained and safe.

Relevant OHSA provisions are:

- **Section 25(1)(b)** – employers must ensure that equipment, materials, and protective devices **provided by the employer are maintained in good condition.**
- **Section 25(2)(h)** – employers must take **every precaution reasonable in the circumstances to protect workers.**
- **Section 27(1)(b)** (supervisors' duties) – ensuring workers use equipment in a safe manner and that the equipment itself is safe.

Other provisions considered are:

Ontario Regulation 851 – Industrial Establishments:

Although not all municipal operations fall under this regulation, many garage, workshop, and yard activities do. The regulation states:

- **s. 24** – equipment must be maintained in good condition.
- **s. 25** – the safety of equipment must be verified regularly.
- **s. 28** – equipment with a defect that may endanger a worker must be taken out of service until repaired.

Ontario Regulation 199/07 – Commercial Motor Vehicle Inspections (CVOR/MTO):

Municipalities operating commercial motor vehicles must comply with mandatory inspection and maintenance requirements.

Key obligations include:

- Properly documented preventative maintenance schedules
- Daily vehicle inspections and prompt repair of defects
- Annual and semi-annual safety inspections

Recommended Solution: Hire a Full-Time Mechanic

Hiring a full-time, licensed mechanic will:

- Ensure mandatory OHSA and CVOR maintenance standards are met.
- Provide timely identification and correction of hazardous equipment conditions.
- Improve safety for municipal employees and reduce liability exposure.
- Reduce downtime and improve fleet reliability.
- Provide on-site diagnostics, repairs, preventative maintenance, and record-keeping.
- Improve response time during weather events and emergencies.
- Reduce reliance on costly external vendors.
- Extend vehicle and equipment service life through proactive maintenance.
- Lower insurance and CVOR risk-based costs.

Financial Impact:**One (1) full-time licensed mechanic 310T & 310S**

- Estimated annual salary and benefits cost is \$33,000 which is to be funded through taxation
- Expected cost savings from reduced outsourcing and extended equipment life

Risk Considerations:

Without consistent maintenance by a qualified mechanic:

- Vehicle failures may create hazards for operators and the public.
- Equipment defects may go undetected, violating OHSA obligations.
- Inadequate documentation of repairs and inspections increases legal exposure during incident investigations.
- Delays in snow removal, road maintenance, emergency response, and parks operations.
- Equipment downtime increases project delays and service disruptions.
- Outsourced repairs lead to longer turnaround times during peak seasonal demands.
- Outsourcing repairs is significantly costlier than in-house service.
- Poor maintenance accelerates equipment replacement cycles.
- CVOR non-compliance can lead to costly fines, increased insurance premiums, and reputational damage.

Impact to Member Municipalities/Partners:

None

Conclusion

Given the municipality's statutory obligations under the Ontario OHSA, Industrial Establishments Regulation, and Commercial Motor Vehicle Inspection requirements, as well as the operational and financial impacts of inconsistent maintenance, hiring a full-time mechanic is a necessary and cost-effective measure. It will improve worker safety, ensure compliance, and enhance fleet reliability in delivering essential municipal services.

Alignment with the Strategic Plan Pillar:

Effective Governance

Identify areas of improvements and ways to streamline efficiencies, deliberate succession planning, and implement strategies to advance service delivery and communication to residents.

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