



Corporation of the Municipality of Temagami

2023-M-170

**Memorandum to Council**

**Subject:** Recreation Staffing Report

**Agenda Date:** August 10, 2023

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the staffing report and directs staff to advertise the positions in accordance with the Municipal Hiring Policy.

**INFORMATION**

At the beginning of July, the Recreation Coordinator / Facility Operator left their role to step in as the Economic Development Officer for the, soon to be, Economic Development Corporation and the Municipality of Temagami.

Through discussions with this employee and feedback received, it has been discovered that the expectations were too great for one individual to execute at a professional level. Managing all of the facilities, coordinating maintenance, planning/running/organizing events, maintaining the ice, custodial duties, supervising the students, planning/organizing/marketing for rentals, maintaining outdoor facilities, conducting community consultation, phase 2 of the Recreation Master Plan, etc.

Staff is recommending a 1.5 staffing equivalent to administer these functions properly and to separate the focuses of maintenance and planning.

The proposal is to hire a full-time facility operator (see attached job descriptions) that will be focused on the facilities/outdoor maintenance, student supervision, set up for rentals and events, custodial duties, coordination of maintenance required and arena ice care.

The split position as included in the 2023 budget, would take over the responsibility of Recreation Planning and Programing (see job description attached). They would be responsible for community consultations to determine the programing wishes, continuing with the recreation master plan, and recruiting volunteers to assist with identified program implementation.

This split position would also be the land use planning liaison between the contract planners and the community, provide staff support to the committee of adjustment and assist in roles with asset management and economic development where needed.

**Respectfully Submitted:**

**Sabrina Pandolfo**  
Deputy Treasurer