



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-11-14  
**Subject:** Recreation Coordinator/Clerks Assistant Proposal

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### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Recreation Coordinator/Clerks Assistant Proposal; And

**Option 1:** That Council approve the proposal and job description, as presented/amended; And

That Council direct staff to begin the recruitment process, for the addition of a Recreation Coordinator/Clerks Assistant (*optional, beginning January 1, 2025*).

**Option 2:** That Council deny the proposal and job description, as presented.

### **Purpose:**

The purpose of this report is to provide Council with a letter received from the West Elgin Recreation Committee, and proposal to recruit a new Recreation Coordinator, who will also serve as an assistant to the Clerks department.

### **Background:**

At the October 23, 2024, West Elgin Recreation Committee meeting, the committee presented a letter, addressed to West Elgin Council (attached to report), requesting the consideration of a Recreation Coordinator. The purpose of this position is to plan, promote, implement, and facilitate recreation programs within the municipality and increase revenue through recreation programming. This position would facilitate fundraising efforts and events for recreation and seek out instrumental grant opportunities that may be currently missed.

As this position may not be considerable on a full-time basis, the proposal also includes duties of providing day-to-day assistance in the Clerks department. Duties would include, but not limited to, clerical filing and council follow-up, vital records administration and back-up to the administration of the municipal office.

While this is a brand new combined position for the municipality, similar job descriptions have been used from previous positions, as well other municipality's job descriptions. The job description will be reviewed after one year, to ensure that all required responsibilities are being met. This new position will combine duties from the previous Administrative Assistant/Records Management position, along with duties from positions similar municipalities, with specific recreation positions.

**Financial Implications:**

Municipality of West Elgin, Current Remuneration, Admin Assistant Positions (By-law 2024-48).

Admin Assistant/Records Management	\$24.27	\$25.24	\$26.25	\$27.30	\$28.39	\$29.53
Admin Assistant – Operations and Community Services						

**Other Comparisons from similar Municipalities:**

Deputy Clerk:	\$70,335 to \$82,282 per year
Rec Coordinator:	\$31.97 to \$37.40 per hour
Clerks Assistant/Archives:	\$19.50 to \$30.85 per hour
Parks/Rec Facility Op:	\$20.80 to \$29.52 per hour

**Policies/Legislation:**

**Alignment with Strategic Priorities:**

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin’s infrastructure to support long-term growth.	<input checked="" type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuc  
Clerk