



Administration & Finance Division

To: Administration and Finance Executive Committee

From: Jordan Forbes, Human Resources Manager, Shane Freamo, Information Technology Manager

Date: January 2, 2019

Subject: Proposed new intern position in Information Technology Department

Our Information Technology (IT) department is in the process of undertaking several major initiatives with the goal of providing a robust, secure IT platform that supports our operations, and helps us provide the level of service that our residents, and other stakeholders expect.

As the Town of Fort Frances has over 150 employees, and only one dedicated information technology staff member, it has proven to be challenging to bring our servers, network infrastructure, workstations, and software licensing up to date, while at the same time providing day to day support and ensuring that we are protected from ongoing cyber attacks, which occur continually.

In recent months, other Municipalities in Ontario have recently been victims of ransomware attacks which crippled their operations for a fairly significant period of time, and cost them several hundred thousand dollars. In order to reduce our risk level, and potential exposure, we are recommending that we prioritize bringing our Information Technology systems up to date, and ensuring our systems are secure, as soon as possible.

Pursuing funding for an intern position which would support our IT operations will help us achieve this goal. We believe that this proposed solution is optimal at the present time for the following reasons:

1. The vast majority of the cost will be covered by the funding agency. We plan to apply to the Northern Ontario Heritage Fund Corporation (NOHFC) for funding, and they will cover up to \$31,500.00 of the expected \$45,500 in wages. If the NOHFC is not able to fund the position, then we plan to apply to FedNor. Both the NOHFC and FedNor have indicated that the position is likely eligible.
2. Given that there isn't a significant cost difference between an intern and a student position. The intern position is preferable to a student position because it is a full year position versus a 16 week position. In addition, the intern will be a post secondary graduate. From a training perspective, the intern will become more fluent working with our systems, and can provide a true backup when our Information Technology Manager is away from the office.
3. While, a full-time employee is preferable to an intern in the long term, we feel that it is premature to move to a second full time employee in the Information Technology Department at this point. The internship offers the opportunity to provide additional support with completing a variety of projects, while helping to further identify an appropriate scope of work for a potential full time position. If the intern were to prove competent, our organizational direction supported it, and the

financial means were available to support the position in the future, then we could potentially look at hiring the intern to a full time position, at that point.

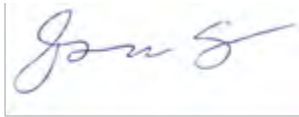
4. Given the highly technical, and specific skill set required to manage our IT systems, we don't feel that training someone internally is feasible. Only a full time, fully trained IT staff member would provide the level of fluency required to provide true backup services, that wouldn't require our IT Manager to essentially fix the issue themselves. It should be noted that while the Technology Coordinator at the Library has the required skillsets to potentially provide backup support, he has full time responsibilities at the Library, and the time required to train, and then to provide backup services would greatly impact the Library operations when he is away. As such, this option was not considered.

We have attached the proposed application for your information.

This application for a new position is presented for your review, and approval. We are happy to provide any additional information that is required to assist you in providing a recommendation regarding this matter.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes", enclosed in a thin black rectangular border.

Jordan Forbes
Human Resources Manager

A handwritten signature in blue ink, appearing to read "Shane Freamo", written in a cursive style.

Shane Freamo
Information Technology Manager

Instructions

Please note that the purpose of the Application Form is to determine potential eligibility of the Applicant and the proposed project. This form has been designed to allow clients to provide concise information. Additional information will be required if the Applicant and the project are deemed to meet initial requirements for eligibility.

Also note that the NOHFC will only consider providing assistance under one program for any project. Not all projects meeting the program criteria outlined will receive funding. Applications will be accepted under this program until March 31, 2017. This will be subject to change without prior notice.

For assistance with the Application Form, please contact a Ministry of Northern Development and Mines (MNDM) staff person at 1 866 711-8304 or visit the NOHFC web site at www.nohfc.ca

Please complete the Application Form, save it to your computer and submit it to the NOHFC by email to noxhc.ndm@ontario.ca

Fields marked with an asterisk (*) are mandatory.

A. Application Checklist *

- ☒ My business / organization is located in [Northern Ontario](#)
- ☒ I have completed Sections A, B, C, D, E, F, G, and H of this form
- ☒ I have completed the funding table on Section G
- ☒ I have referred to the example provided in section E before completing the application
- ☒ I have completed the Consent Form at the end of this application

B. Assistance Received in Completing this Application

Have you worked with a MNDM, NOHFC or [Small Business Enterprise Centre](#) staff person in the development of your project / application?

☒ Yes ☐ No

If yes, please indicate the staff person you worked with

[Leanne Mose, Fort Frances office](#)

C. Applicant and Contact Information

Legal Name of Business / Organization (as printed on articles of incorporation, letters patent, or partnership registration) or individual (as printed on birth certificate, passport or Ontario driver's licence) *

[The Corporation of the Town of Fort Frances](#)

Please select one of options below and provide the appropriate number or explanation *

- ☒ CRA/Business Registration Number ▶ [10698 45986 RT0001](#)
- ☐ CRA/Farm Registration Number ▶
- ☐ Other (please explain or specify) ▶

Operating Name of Business / Organization *	Ontario Corporation Number
The Corporation of the Town of Fort Frances	

Number of Employees	Number of Years in Business	Type of Workplace Insurance
~200	116	<input checked="" type="checkbox"/> WSIB <input type="checkbox"/> Alternate Workplace Safety Insurance Coverage

Type of Legal Entity of Applicant *

- ☒ Municipality ☐ Limited Liability Partnership ☐ General Partnership ☐ For-Profit (Business) Corporation
- ☐ First Nation ☐ Limited Partnership ☐ Sole Proprietorship ☐ Not-For-Profit Corporation
- ☐ Other (Specify) _____

Project Contact and Business / Organization Address

Last Name *		First Name *		Position (e.g. Manager)
Freamo		Shane		IT Manager
Unit Number	Street Number *	Street Name *		PO Box
	320	Portage Avenue		
City/Town *		Province *		Postal Code *
Fort Frances		Ontario		P9A 3P9
Business Telephone Number *		Business Fax Number		Email Address
807 274-5323 ext. 1219		807 274-8479		sfreamo@fortfrances.ca

C. Applicant and Contact Information (continued)

Briefly describe the nature of your business / organization, including its sector (e.g. manufacturing) *

The Town of Fort Frances, with a population of 7,739, is located in Northwestern Ontario within the District of Rainy River.

As of 2018, The Town employs approximately 200 employees, of which the numbers vary seasonally.

The Corporation of the Town of Fort Frances (The Town) offers many services to ratepayers and residents. Major functions provided include general administration; protection to persons and property; public works; airport; sewers and environmental; parks, recreational and cultural; health; social and family; childcare; planning and development; and waterworks. Sewer and water are separately funded utilities and hydroelectric services are provided under the auspices of the Fort Frances Power Corporation (FFPC), which also has as an affiliate Fort Frances Network Services.

D. Project Information

The [Growth Plan for Northern Ontario](#) is a long-term strategic framework that will guide decision-making and investment planning in Northern Ontario. NOHFC's mandate and programs have been designed to align with the Growth Plan's key directions and existing and emerging priority economic sectors.

Does your business / organization fall under one of the priority economic sectors listed below? ☒ Yes ☐ No

If yes, please identify which priority sector(s) your business / organization falls under by checking all boxes that apply

- | | | |
|---|---|---|
| <input type="checkbox"/> Advanced Manufacturing | <input type="checkbox"/> Agriculture, Aquaculture and Food Processing | <input checked="" type="checkbox"/> Arts, Culture and Creative Industries |
| <input type="checkbox"/> Digital Economy | <input type="checkbox"/> Forestry and Value-Added Forestry-Related Industries | <input type="checkbox"/> Health Sciences |
| <input type="checkbox"/> Renewable Energy and Services | <input type="checkbox"/> Minerals Sector and Mining Supply and Services | <input checked="" type="checkbox"/> Tourism |
| <input checked="" type="checkbox"/> Water Technologies and Services | <input checked="" type="checkbox"/> Transportation, Aviation and Aerospace | |

Please note that the **Consent Form** must be completed by the Project Contact and any other individuals associated with the Applicant who may be providing personal information to the NOHFC or to MNM or its authorized program administrator on behalf of NOHFC. Please submit the completed Consent Form(s) along with the completed application form.

Title of Internship Position *

Information Technology Coordinator

Project Location (Community) *

Town of Fort Frances

Proposed Project Start Date (yyyy/mm/dd) *

2019/04/01

Proposed Project End Date (yyyy/mm/dd) *

2020/03/31

*Please note that the proposed Internship position cannot be used to replace an employee on maternity or paternity leave, an employee who is on short-term disability or an employee who has been laid-off.

Is this Internship position either displacing or replacing a position that previously existed within your organization? ... ☐ Yes ☒ No

E. Position Details / Job Description

Please refer to [an example below](#) on how to complete this section.

What is the purpose / objective of the proposed internship? *

The Town of Fort Frances intends to expand its Information Technology (IT) department to support increased demand for service. This internship will provide a bridge to adding an additional position to the department by helping to determine the scope of work for any potential permanent position, and helping to manage key projects that will be undertaken by the IT department such as the deployment of fibre optic cable to Town facilities, deployment of network equipment, and implementation of accounting software applications.

What are the specific key duties and responsibilities that the intern will undertake during the course of the work placement? *

Some of the key responsibilities to be undertaken by the intern include:

- Implementation of Virtual City Hall (ratepayer portal).
- Office 365 plan for, and implement email migration from on premise mail server to the cloud.
- Enable Multifactor Authentication, and rollout to organization.
- Assist with support for cybersecurity functions including ongoing monitoring, and updates.
- Move all PCs to Windows 10, and upgrade common software applications as required.
- Disaster Recovery Plan Development, including review of best practices, and completion of implementation plan.

- Determine requirements for a disaster recovery site, develop implementation budget.

What is the educational background or field(s) of study being sought for the internship position? *

Completion of post secondary program, either degree or diploma in Bachelor of Information Technology, Bachelor of Commerce (with focus in Information Technology), Network Technician, Software Engineering, Computer Engineering, Application Developer.

F. Supervision and Monitoring

Will the intern have access to daily, on-site supervision? * ☒ Yes ☐ No

Title of Supervisor's Position *

Information Technology Manager

What qualifies the supervisor to provide the training and supervision for the proposed intern (e.g. previous supervisory experience, previous NOHFC interns, knowledge / experience in the field)? *

The Information Technology Manager, Shane Freamo has a Commerce degree, and a diverse background in Information Technology, including development, network administration, and project management. As a member of the senior management team, he provides strategic direction, and support for the entire organization in all areas of Information Technology. In addition, Mr. Freamo regularly manages contractors, and works with staff in all areas of the organization.

How will you measure the intern's progress and outcomes throughout the course of the placement (e.g. regular meetings, progress reports, performance development plans)? *

During onboarding, and orientation, working with the intern, a workplan will be prepared outlining the objectives for the intern. During the internship, ongoing performance management will occur to support the develop of the intern. In addition, the Town of Fort Frances will provide ongoing training during the course of the internship. Performance evaluations will occur at six months and one year.

G. Project Funding *

Please identify if you are a private or public sector applicant:

☐ Private Sector Applicants

NOHFC assistance will be in the form of a conditional grant and will not exceed 50% of a recent graduate's wages to a maximum of \$31,500

☒ Not For - Profit and Public Sector Applicants

NOHFC assistance will be in the form of a conditional grant and will not exceed 90% of a recent graduate's wages to a maximum of \$31,500

A. Number of Weeks	B. Hours Per Week	C. Hourly Rate	D. Total Wages Paid (A x B x C)	E. NOHFC Percentage of Wages	F. NOHFC Request (D x E)
52	35	\$25.00	\$45,500.00	69.2%	\$31,500.00

H. Other Information

Are you currently applying for or receiving funding from NOHFC for other internship positions or NOHFC programs? ☒ Yes ☐ No

If yes, list the file number(s) and status of the project(s)

NOHFC File # 8501633 – Asset Management Plan Coordinator - At public works - until July 2019.

NOHFC File #8502036- Community Engagement Coordinator - At Fort Frances Museum until March, 2019.

At present, we plan to hire our Asset Management Plan Coordinator to a full time position doing work related to Asset Management Planning. However, our intern at the Museum is leaving to pursue further education at the end of her contract. However, contingent on final approval, we are planning to hire a permanent Museum Attendant, and are seriously considering an individual who previously had an internship with us through the NOHFC for this position.

I. Certification *

☒ By checking the box to the left, as the Applicant or an authorized signing officer of the Applicant, I certify to NOHFC that the information contained in this Application Form, which includes the supporting documentation submitted herewith, is true and complete in all respects. If NOHFC discovers that the Application Form contains any material misrepresentation, this Application Form shall deemed to be withdrawn immediately by the Applicant. I agree to provide any additional information that the NOHFC, MNM or its authorized program administrator may reasonably require for the purposes of assessing this Application Form and administering its program. I also agree, as the Applicant or on behalf of the Applicant, that NOHFC or its authorized program administrator may share the business information contained in this Application Form and the Applicant's business plan (if applicable) with other ministries and agencies of the Ontario government, for due diligence and application evaluation purposes.

Name (First Name and Last Name) Doug Brown	Position (e.g. Manager) Chief Administrative Officer	Date (yyyy/mm/dd) 2019/01/03
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Contact the NOHFC

Northern Ontario Heritage Fund Corporation
70 Foster Drive, Suite 200
Sault Ste. Marie ON P6A 6V8
Telephone: 1 800 461-8329
Fax: 1 705 945-6701
E-mail nohfc.ndm@ontario.ca

Can You Help?

NOHFC is continually trying to improve the programming and outreach to a wide variety of organizations and individuals living and working in Northern Ontario. Will you help us evaluate our programming and marketing efforts by indicating which of the following descriptions apply to the Applicant? This information is being requested on a purely voluntary basis, you are free to refuse without any kind of penalty and, if you agree to provide it, the information will not be considered by NOHFC when evaluating your application. It will be used for statistical reporting and programming / marketing assessment purpose only.

If you are a private sector applicant, please check all boxes that apply to your business, where "ownership" refers to majority ownership or control.

- ☐ Aboriginal-Owned Business
- ☐ Francophone-Owned Business
- ☐ Metis-Owned Business
- ☐ Small-to-Medium Sized Business (Gross Income for the Preceding Fiscal Year of Less than \$5 million and with Fewer than 51 Employees)

Notice and Consent to the Collection, Use and Disclosure of Personal Information

From: Doug Brown "you"
(print name of consenting individual) *

To: Northern Ontario Heritage Fund Corporation ("NOHFC")

Re: The Corporation of the Town of Fort Frances
(print name of Applicant) (the "Applicant") *

To: NOHFC Internship Program
(the program) *

Authority for Collection

NOHFC's collection of personal information is governed by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31 ("FIPPA"). Collection of personal information by NOHFC or by the Ministry of Northern Development and Mines ("MNDM") or NOHFC's authorized program administrator (the "Administrator") on behalf of NOHFC is necessary for administering NOHFC's financial assistance programs as authorized under the Northern Ontario Heritage Fund Act, R.S.O. 1990, c.N.5

Personal Information NOHFC Collects

NOHFC and MNDM and the Administrator on behalf of NOHFC may collect personal information that is necessary to properly administer the Program throughout the process of application, assessment, evaluation, and where applicable, implementation of the Applicant's project. Personal information may be collected from various project-related forms including the Application Form, the Business Plan (if applicable) and from written correspondence and any related documents provided by you. In addition, NOHFC and MNDM and the Administrator on behalf of NOHFC collect certain information about you from other persons and use and disclose this personal information as described in this form.

Personal information that may be collected from you:

1. name
2. birth date, address, telephone number, fax number, e-mail address
3. information relating to financial transactions in which you and/or the Applicant are/is or have/has been involved
4. employment history
5. education
6. social Insurance Number (during the Business Plan stage, if applicable) and
7. correspondence between you and NOHFC in relation to the Applicant's project

Personal information that may be collected from others (during the Business Plan stage, if applicable):

1. information relating to financial transactions in which you and/or the Applicant are/is or have/has been involved and
2. employment history, credit bureau reports, banking information, and opinions about you from personal and/or professional references

Use of Personal Information

NOHFC and MNDM and the Administrator on behalf of NOHFC may use your personal information to

1. obtain a credit bureau report about you, in the event the Applicant's project progresses to the Business Plan stage
2. obtain information about your business experience and financial transactions in which you and/or the Applicant are/is or have/has been involved from past and present employers, bankers, creditors and other references that you have provided to NOHFC, MNDM or the Administrator
3. determine the eligibility of the Applicant's project for NOHFC funding
4. assess, evaluate and verify information provided in NOHFC's project-related forms, all written correspondence and any documents provided by you and information received from third parties
5. administer the Applicant's project, where applicable and
6. contact you to administer the project and to seek feedback from you to administer, evaluate and improve the Program

Disclosure of Personal Information

NOHFC and MNDM and the Administrator on behalf of NOHFC may disclose your personal information to any one or more of the following

1. MNDM
2. other Ministries in the Ontario government
3. federal bodies
4. the Administrator
5. NOHFC's or MNDM's contractors
6. credit bureaus, banks and other persons with whom you have or have had financial dealings
7. personal and/or professional references and
8. collection agencies where necessary for the purposes set out below

The personal information collected will be disclosed with the parties listed above solely for the purposes listed in the "Use of Personal Information" section and for the collection of funding provided by NOHFC to the Applicant in the event the Applicant is in default under its funding agreement with NOHFC.

Consent *

- ☒ I am a principal (shareholder, director, officer or partner) of the Applicant or of a contributor to the project
- ☐ I am the Applicant or a contributor to the project
- ☐ Other (please explain your relationship with the Applicant here)

- ☒ By checking this box, I acknowledge that I have read and understand the terms of this Notice and Consent form and consent to the collection, use and disclosure of my personal information as described in this form. I agree to take such steps as may be necessary to authorize my banker(s), accountant, solicitor and insurance agent to disclose to NOHFC and MNDM and the Administrator on behalf of NOHFC such information as may be required for the purposes set out above.

Print Name (first name and last name) *	Date (yyyy/mm/dd) *
Doug Brown	2018/12/20
Organization *	Position *
The Corporation of the Town of Fort Frances	CAO

Contact

Questions about the collection of this personal information by NOHFC may be addressed to:

Executive Director
Northern Ontario Heritage Fund Corporation
Suite 200, Roberta Bondar Place, 70 Foster Drive
Sault Ste. Marie ON P6A 6V8
Telephone: 1 800 461-8329 or 705 945-6700

Use the example below to fill out Section E of the application

What is the purpose/objective of the proposed internship?

The purpose of the Cost Analysis Intern is to develop, implement and maintain an inventory control system and streamlined inventory processes.

What are the specific key duties and responsibilities that the intern will undertake to achieve the learning objectives?

Develop, implement and maintain an inventory control system by:

- Researching various systems utilized by other companies in a similar industry
- Investigate new available product lines
- Develop a report outlining the pros and cons of the available options, complete with costing, etc.

Develop inventory control processes by:

- Review existing inventory processes
- Investigate business practices and operations
- Conduct site reviews with floor staff to gain understanding of organizational needs
- Prepare a report of considerations and recommendations
- Implement approved process
- Report back on efficiencies

What is the educational background or field(s) of study being sought for the internship position?

Graduate of post-secondary university with a degree in business administration or accounting. Graduates with an educational background in computer science will also be considered.