



REPORT

TO: Mayor & Council

FROM: Jason Kabel, Manager of Community Services

DATE: September 2016

RE: Museum Intern Funding Agreement - NOHFC

Museum intern position

At the regular meeting of Council on April 25, 2016, Council approved an application to the Northern Ontario Heritage Fund Corporation for an intern position, as requested by Museum curator, Sherry George. NOHFC has since approved the application for a one-year Events & Programming Coordinator.

Budget for intern

The Northern Ontario Heritage Fund Corporation (NOHFC) pays 90% funding up to a maximum of \$31,500. This provides wages of \$34,944 at \$19.20 per hour.

Similar to what was paid to last year's intern, we are suggesting that wages be set at \$20.50 per hour for the position to attract the best candidate possible similar to what was done in 2015-16.

	<u>At \$19.20/hr</u>	<u>At \$20.50/hr</u>
Wages	\$34,944	\$37,310
Benefits	\$4,389	\$4,710
Total Expenses	\$39,330	\$42,020
NOHFC Contribution (approved amount)	\$31,449.60	\$31,449.60
Amount Outstanding	\$7,884	\$10,570
TOFF Contribution Required 2016 (Oct-Dec.)	\$1,971	\$2,643
TOFF Contribution Required 2017 (Jan-Sept)	\$5,913	\$7,928

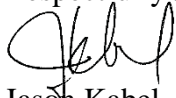
As this is a one-year position, the Town of Fort Frances contributions are budgeted over two years, thus little investment for a full-time position that would be tremendous support to the Museum during the Canada 150 year.

The Museum is requesting permission to proceed with the hiring to capitalize on the NOHFC program at no more than \$20.50/hr to attract the best candidate possible to the Museum. The required Town contribution in 2016 and 2017 would be \$2,643 and \$7,928 respectively.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the Museum to proceed with the Northern Ontario Heritage Fund Corporation (NOHFC) agreement to hire a Museum intern for one-year that will be funded 90% up to a maximum of \$34,944. The cost to the Museum for two budget years (2016-2017) is estimated to range from \$7,884 to \$10,570.

Respectfully Submitted,


Jason Kabel

Council approval of this report will authorize the Museum to proceed with the Northern Ontario Heritage Fund Corporation (NOHFC) agreement to have a Museum intern for one-year that will be funded 90% up to a maximum of \$34,944. The cost to the Museum for two budget years (2016-2017) is estimated to range from \$7,884 to \$10,570.