



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: December 1, 2017

RE: Museum Intern Funding Agreement - NOHFC

Museum intern position

On Monday, November 27, 2017, Museum Curator, Sherry George received notification that the application to the Northern Ontario Heritage Fund Corporation for an intern position was approved as noted below (In 2016, grant approval was received in September).

Budget for intern

The Northern Ontario Heritage Fund Corporation (NOHFC) pays 90% funding up to a maximum of \$31,449.60.

Similar to what was paid to the 2016-17 intern, we are suggesting that wages be set at \$20.50 per hour for the position to attract the best candidate possible.

	2016-17	2018
Wages (35 hours/week)	\$37,310	\$37,310
Benefits	\$4,710	\$4,710
Total Expenses	\$42,020	\$42,020
NOHFC Contribution (approved amount)	\$31,449.60	\$31,449.60
Amount Outstanding	\$10,520	\$10,520
Approximate TOFF Contribution 2016	(2016 Oct-Dec) \$2,643	-
Approximate TOFF Contribution 2017	(2017 Jan-Sep) \$7,927	-
Approximate TOFF Contribution 2018	-	(2018 Jan-Dec) \$10,520

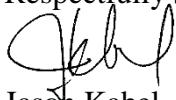
As this is a one-year position, the Town of Fort Frances contributions have historically been budgeted over two years with an earlier notification. With the later announcement in 2017, if approved, the entire budgeted amount will be realized in 2018.

The Museum is requesting permission to proceed with the hiring to capitalize on the NOHFC program at \$20.50/hr to attract the best candidate possible to the Museum. The required Town contribution in 2018 would be approximately \$10,520.

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 \$31,449.60. The cost to the Museum in 2018 is estimated to be \$10,520.

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 hire a Museum intern for one-year that will be funded 90% up to a maximum of \$31,449.60. The cost to the Museum in 2018 is estimated to be \$10,520.

Checklist

Project #: _____

The following information is required when a potential candidate has been identified:

- ☐ Signed Verification Report
- ☐ Post-Secondary Institute diploma or degree
- ☐ Candidate's Resume
- ☐ Copy/Proof of Job Posting
- ☐ Insurance Certificate as per the insurance clause

NOHFC Insurance Clauses:

The Employer shall arrange for and keep current during the Work Term or the term of this Agreement, whichever is longer, the following insurance policies with insurers acceptable to NOHFC:

A commercial general liability insurance policy on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$2,000,000 per occurrence, \$2,000,000 products and completed operations aggregate.

The Certificate of Insurance MUST include the following:

- (a) **NOHFC and its officers, directors, employees and agents** as additional insureds with respect to liability arising in the course of performance of the Employer's obligations under, or otherwise in connection with, this Agreement;
- (b) Cross-liability clause;
- (c) Thirty (30) days written notice of cancellation, termination or material change;
- (d) Contractual liability coverage;

Please note that **all** of the insurance requirements must be identified on the certificate. If they are not identified the Insurance Certificate will be returned for revision.

The name of the applicant must appear **exactly** as shown on the NOHFC Legal Agreement.

NOHFC Insurance Clauses:

The Employer shall arrange for and keep current during the Work Term or the term of this Agreement, whichever is longer, the following insurance policies with insurers acceptable to NOHFC:

A commercial general liability insurance policy on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$5,000,000 per occurrence, \$5,000,000 products and completed operations aggregate. (**Note:** The minimum allowable amount is \$2 million in general liability insurance).

The Certificate of Insurance MUST include the following:

- (a) NOHFC and its officers, directors, employees and agents as additional insureds with respect to liability arising in the course of performance of the Employer's obligations under, or otherwise in connection with, this Agreement;
- (b) Cross-liability clause;
- (c) Thirty (30) days written notice of cancellation, termination or material change;
- (d) Contractual liability coverage;

NOHFC *Northern Ontario Internship Program* Advertising Template

The advertisement template below is to serve as a guideline for all Northern Ontario Internship job placement ads. Although the content necessary for each position may vary, *all advertisements must include the text shown in blue and feature the NOHFC logo and support tagline.*

Your logo

Internship Job Title
location

Job Description:

Qualifications: {enumerate job responsibilities and required skills}
University or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.

Application Deadline: {Time} and/or {Date}

Please mail applications to: {Address of organization}

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



Ontario
Northern Ontario Heritage
Fund Corporation
Société de gestion du Fonds
du patrimoine du Nord
de l'Ontario

Verification Report

Northern Ontario Internship Program

General Information			
Employer's Legal Name:		NOHFC Number:	
Job Title:		Placement location (address):	
Expected Start Date:	Expected End Date:	<i>Note: The candidate selected for this internship placement must not be hired until a confirmation of eligibility has been provided by the MNM Project Officer.</i>	
Please confirm the intern wages (requires approval): Hourly rate: Weekly rate:			
Candidate Profile			
Name: (Print)	Permanent Address:	City or Town:	Postal Code:
Post-secondary Institution Attended:		Field of Study:	
NOTICE TO CANDIDATE: <i>Personal information that is contained in this form is collected pursuant to s. 39(1) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, and will be disclosed to and used by the Employer, the Ministry of Northern Development and Mines and Northern Ontario Heritage Fund Corporation to administer the Northern Ontario Youth Internship and Co-op Program. Questions about the collection of this personal information may be addressed to the Executive Director, Northern Ontario Heritage Fund Corporation, Suite 200, Roberta Bondar Place, 70 Foster Drive, Sault Ste. Marie ON P6A 6V8 tel: 1-800-461-8329 or (705) 945-6700 fax: (705) 945-6701.</i>			
Internship (complete if this is for an internship)			
<i>I certify that the information regarding me in this form is correct, the training plan outlined for this position is relevant to my educational background and this is my first full-time job related to my field of study. I hereby consent to the collection and use of my personal information by the Employer, the Ministry of Northern Development and Mines and Northern Ontario Heritage Fund Corporation for the purposes set out in the above Notice to Candidate.</i>			
Candidate's Signature		Date	
Declaration			
<i>I declare that this verification form is true and complete in all respects and that the candidate named above is not a relative of the Employer. In this declaration, "a relative of the Employer" means a person who is a child, sibling or spouse of, or living with, the Employer. If the Employer is not an individual, "a relative of the Employer" means a person who is a child, sibling or spouse of, or living with, anyone who is involved in the Employer's hiring procedures and decisions or who has a controlling interest in the Employer.</i>			
Authorized Signature (Training Supervisor)		Date	Telephone number
Name (Print)		Title	

NOHFC Number:		<i>Note: The candidate selected for this internship placement must not be hired until a confirmation of eligibility has been provided by the MNDM Project Officer.</i>		
Candidate Profile		Yes	No	N/A
Is the candidate a relative of the employer? If Yes (relationship):		<input type="checkbox"/>	<input type="checkbox"/>	
Is the candidate a recent graduate (within 3 years) of an accredited post-secondary institution? If No, (rationale and must be approved by REDB Manager)		<input type="checkbox"/>	<input type="checkbox"/>	
Was a copy of the candidate's certificate/diploma/degree provided?		<input type="checkbox"/>	<input type="checkbox"/>	
Is the job placement in the candidate's career-related field?		<input type="checkbox"/>	<input type="checkbox"/>	
Did the candidate sign the Verification Report?		<input type="checkbox"/>	<input type="checkbox"/>	
Did the employer's authorized officer (Training Supervisor) sign the Verification Report?		<input type="checkbox"/>	<input type="checkbox"/>	
Have you submitted an insurance certificate that complies with all the requirements of the NOHFC contract, including coverage for the required \$2 million (or amount required in clause 9.2 of the legal agreement) in comprehensive general liability insurance coverage? (Note: NOHFC contract requires the client to submit this prior to the candidate starting the position).		<input type="checkbox"/>	<input type="checkbox"/>	
This section is to be filled out by the MNDM Project Officer only.				
In-person Site Visit recommended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Area Team:	
Issues/Comments:				
Verified by:		Date:		
Eligibility confirmed <input type="checkbox"/>		Eligibility declined <input type="checkbox"/>		

February 2017