



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	\$10,570	\$10,570
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) \$10,570

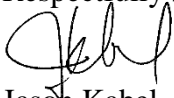
As this is a one-year position, the Town of Fort Frances contributions have historically been budgeted over two years with an earlier notification. With the later announcement in 2017, if approved, the entire budgeted amount will be realized in 2018.

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 \$10,570.

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 \$34,449.60. The cost to the Museum in 2018 is estimated to be \$10,570.

Respectfully Submitted,


Jason Kabel