



REPORT

TO: Mayor Avis & Council
FROM: Jason Kabel, Manager of Community Services
DATE: April 14, 2016
RE: Museum Internship Positions

Student Intern Position

Recently the Museum was contacted by a student from Sir Sanford Fleming College, J. Piskiewicz, who is currently enrolled in the *Museum Management and Curatorship* program with an application to intern for 14 weeks (May 9 – August 12, 2016). There is no financial cost to the Town and the program was authenticated with regards to Ministry of Labour requirements as vetted through the Town of Fort Frances Human Resources Manager.

Norther Ontario Internship Program Position

Currently the Museum has a position with the Northern Ontario Internship Program (NOIP) that will expire July 27, 2016. It has been a tremendous boost to the workflow and operations of the Museum to be able to participate in the intership program. It has been recommended by the NOIP program supervisor for the Museum to apply for another intern after the completion of the current one.

The Northern Ontario Internship Program pays 90% funding up to a maximum of \$31,500. To maximize the amount the museum can access, we've requested \$19.20 per hour for the intern. This provides wages of \$34,944. Below is a summary of the financial scope:

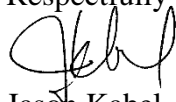
	<u>At \$19.20/hr</u>
Wages	34,944
Benefits	4,806
Total Expenses	39,750
NOIP Contribution	31,449
D'Agostini Estate Contribution	5,000
Amount Outstanding	3,301
TOFF Contribution Required 2016 (Aug-Dec.)	1,375.42
TOFF Contribution Required 2017 (Jan.- July)	1,925.58

As this is a one-year position, the Town of Fort Frances contributions are budgeted over 2 years, thus little investment for a full-time position that would again be tremendous support to the Museum. The projects projected for the NOIP Intern are interactive programming using tablets, Canada 150 exhibits and events, and the Ontario Archives regarding the Tener photographs.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the Museum to proceed with the Student Internship Position with Sir Sanford Fleming College with no financial cost to the Town and endorse the application to the Northern Ontario Internship Program (NOIP) for one-year that will be funded 90% up to a maximum of \$31,500.

Respectfully Submitted,


Jason Kabel

Council approval of this report will agree with the Community Services Executive Committee to:

- 1) authorize the Museum to proceed with the Student Internship Position with Sir Sanford Fleming College with no financial cost to the Town.
- 2) endorse the application to the Northern Ontario Internship Program (NOIP) for one-year that will be funded 90% up to a maximum of \$31,500.

Report

To: Executive & Council

From: Museum

Date: April 12, 2016

Re: Approval for intern positions at museum

The Museum is looking at two intern positions, one free, another under NOHFC (same as for B.Waite).

1) approval for a student – J.Piskiewicz from the *Museum Management and Curatorship* program at Sir Sandford Fleming College to intern here for 14 weeks (May 9 – Aug 12) *at no cost to us.*

This is a legitimate college program that will benefit all concerned. It is meant to be a training program for the student and must include a project that the student can write a final paper about, but should also provide the student with day-to-day museum experience. The project I've proposed is the interactive programming that we wish to develop for the museum. (Funds from the D'Agostini estate have been set aside; the Friends of the Museum have also applied to the Winnipeg Foundation.) The project will require numerous man-hours to complete the research and lay the groundwork – a good summer project for the intern.

This is an opportunity that is rarely available to us. Although students from this program become available each year, if the student has no support locally for lodging, we have no way of accessing the free help.

2) approval to apply for a one-year Internship through NOHFC – I spoke to Jane Gillon and my contact with NOHFC about extending our current internship (B.Waite). This is not permitted, however we can apply for a second intern through the same program.

I am proposing that we submit an application for a one-year position that will begin late August or early September. This time frame allows us to hire from the students who will be completing their summer internship and looking for work (possibly even Piskiewicz above). The terms are these:

The Northern Ontario Internship Program pays up to 90% funding.

Wages: \$34,944 (with benefits \$39,750) at 90% NOIP \$31,449.60 Town pays \$8,300 (approximation)

We pay B.Waite: \$20.50/hour, so a little more, due to having to relocate from S.Ontario. The museum could contribute \$5000 from the D'Agostini estate, as we did for Bethany.

The coming year will be an important one for us. Besides launching interactive programming using tablets (mentioned above), the museum will be working on Canada 150 exhibits and events, including the partnership with Merv Ahrens and the Ontario Archives regarding the Tener photographs.



Ontario

Northern Ontario Heritage
Fund Corporation

Northern Ontario Internship Program



Candidate Criteria

- ▶ University and college graduates who have graduated within the last three years from an accredited college or university. Candidates must be graduates of post-secondary degree or diploma programs.
- ▶ The position must provide the intern with first time employment in their field of study.
- ▶ Candidates are only eligible to participate in the internship program one time.
- ▶ Candidates must be legally entitled to work in Canada.

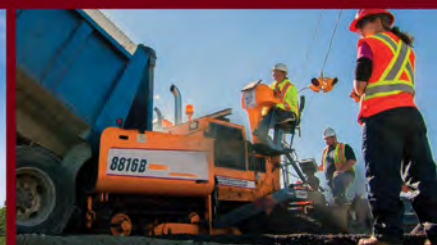
The intent of the Northern Ontario Internship Program is to strengthen Northern Ontario's competitive advantage and build economic development capacity by attracting and retaining graduates in the North.

The program provides recent graduates who are interested in launching and building their careers in Northern Ontario access to internships.

Who is Eligible?

Private sector, public sector, and not-for-profit organizations located in Northern Ontario that are interested in providing training and work experience to recent graduates. The organization must have been in operation for at least one year with a minimum of one full-time employee and operate in one of the following sectors identified and further described in the *Growth Plan for Northern Ontario*:

- ▶ advanced manufacturing
- ▶ agriculture, aquaculture and food processing
- ▶ arts, culture and creative industries
- ▶ digital economy
- ▶ forestry and value-added forestry-related industries
- ▶ health sciences
- ▶ minerals sector and mining supply and services
- ▶ renewable energy and services
- ▶ tourism
- ▶ transportation, aviation and aerospace
- ▶ water technologies and services
- ▶ municipalities, First Nations, post-secondary education institutions, and research institutions may also apply
- ▶ other business activities that, in the opinion of the NOHFC Board of Directors, will result in an economic development advantage for Northern Ontario will be considered on a case-by-case basis.



Funding

- ▶ Eligible not-for-profit and public sector organizations located in Northern Ontario are potentially eligible to receive a conditional contribution of up to 90% of a recent graduate's salary to a maximum contribution of \$31,500.
- ▶ Eligible private sector Northern Ontario organizations are potentially eligible to receive a conditional contribution of up to 50% of a recent graduate's salary to a maximum contribution of \$31,500.
- ▶ NOHFC funding under this program, when combined with other provincial and federal government sources, will generally not exceed 50% of eligible costs for private sector employers and 90% of eligible costs for public sector employers.

Not all projects meeting the program criteria outlined above will receive funding.

Applications will be accepted under this program until March 31, 2017.

This will be subject to change without any prior notice.

Contact us today:

nohfc.ndm@ontario.ca

nohfc.ca

1.800.461.8329

What is Eligible?

Funding is available for organizations located in Northern Ontario to provide first time full-time employment in a related field to recent university and college graduates. The program will support innovation, economic/community development and capacity building within communities.

Retail business activities where retail is the major or sole function of the position are not eligible. Positions that are operational in nature (such as clerical) are not eligible.

Guidelines

- ▶ Applications will be reviewed according to the following criteria:
 - The opportunity for the placement to result in a full time permanent job.
 - The quality of the skill development opportunity.
 - The type of training being proposed by the employer.
 - The work plan/supervision method. Direct supervision must be provided daily by an onsite supervisor.
- ▶ Activities that displace existing employees are not eligible. The organization is responsible to demonstrate that the position is a new position.
- ▶ Upon receiving NOHFC approval for funding, all organizations are responsible for recruiting appropriate candidates.
- ▶ A fair selection process must be conducted by organizations for each position.
- ▶ Organizations cannot hire immediate family members or relatives.
- ▶ Payment will be made on a cost-incurred basis with two payments made at six months and the end of the internship.
- ▶ Work must be undertaken during the internship period of 52 weeks. An internship period will not exceed 52 weeks.
- ▶ Organizations are required to notify the NOHFC when an employee has been hired under this program or when an employee leaves.