

Date 23 February 2011

**City Council  
Committee Report**

To: Mayor Canfield and Members of Council

Fr: Lori Nelson, Museum Director

**Re: Summer Students for the Lake of the Woods Museum**

**Recommendation:**

That Council of the City of Kenora approve the hiring of two summer students for the Lake of the Woods Museum for the months of May through August 2011; and

That the Museum Director be authorized to fill the respective positions and to establish the employment terms of reference in consultation with the Human Resources Manager according to Municipal Hiring Practices and Regulations; and further

That this approval is conditional upon the approval of the 2001 budget.

**Background:**

During the summer months the Museum extends operating hours from 5 days to 7 days a week. This period of operations is the busiest in regards to direct visitation and tours of the facility. The students will provide effective customer service, provide support to permanent staff and allow for sufficient coverage during the busy summer months. As well, the students will be assigned special work projects, related to the museum's collections management, exhibits, and programming.

**Budget:**

Application has been made to Young Canada Works and Canada Summer Jobs for funding. Additional funding, if required, has been allocated in the 2011 Museum operating budget.

**Communication Plan/Notice By-law**

**Requirements:** Finance and Administration  
Human Resources Manager