



Date: April 4, 2012

City Council Committee Report

To: Mayor & Council

Fr: Diane Schwartz-Williams, Manager Northwest Business Centre

Re: 2012 Summer Student and Internship

Recommendation:

That Council of the City of Kenora approves the hiring of one summer student for the 2012 summer season for the Northwest Business Centre pending grant approval through the federal summer student program with \$3,725 being allocated from deferred revenue; and further

That an Intern position be created for a period of one year through the NOHFC Intern Program with \$17,160 being allocated from deferred revenue; and further

That in accordance with Notice By-law #144-2007, notice is hereby given that Council intends to amend its 2012 Operating Budget at its April 16th, 2012 Council Meeting; and further

That the appropriate by-law be passed for this purpose.

Background:

The funds to cover all the recommended expenditures do not require any additional financial contribution from the City of Kenora. Funding will be derived from a federal summer student grant program, NOHFC internship program and Northwest Business Centre's accumulated deferred revenue.

This deferred revenue originates primarily from funds received from the ministry for the Northwest Business Centre programs. Included in the program costs are projects and program services, some of which have been carried forward. They are still to be delivered and the Northwest Business Centre is obligated to spend the funds as per Ministry guidelines.

In 2011, the Northwest Business Centre, through the City of Kenora, hired a summer student to work with the Northwest Business Centre on its programs. The student assisted in the organization and delivery of the BizKids and Summer Company programs, both of which provide young people with entrepreneurial skills. The Northwest Business Centre's ability to expand the

offering of these programs from one to three communities in the District and the success of these programs is directly related to having this additional personnel. In addition he was instrumental in developing and implementing a social media strategy for the Northwest Business Centre and conducted research in sourcing an effective CRM (Customer Relations Management) tool. The summer student was highly visible throughout the business community and many comments on their professionalism were noted. Each year these students bring a positive energy and fresh ideas to the workplace and are great ambassadors for the community. In turn, they gain skills in customer service, communications, workplace protocols, marketing, and organization. A grant has been applied for through the federal summer student program and confirmation is expected shortly.

The Northwest Business Centre, through the City of Kenora and the NOHFC Internship Program, has hired a number of interns over the past 8 years. These interns are hired for a one year period, and as per the NOHFC criteria must have a related post-secondary degree and have attended high school in northern Ontario. This program promotes and fosters the retention of our youth in the North, and as with the summer students above they bring energy, enthusiasm and fresh ideas to the Northwest Business Centre and its programs. Successful implementation of the 2012 plan for significantly increased outreach into the District and the establishment and launch of the Virtual Advisor Program (below) will be depend in part on having an Intern in place. The existing programs and services offered by the Northwest Business Centre more than fully employ the Manager in Kenora and Business Consultant in the Dryden office.

The recommendations, background and budget request contained within this report have been reviewed by and have the support of MNDM (Ministry of Northern Development & Mines) staff.

Budget: From deferred revenue carried forward from 2011, offset by summer student grant, and NOHFC Internship grant.

Item	Gross Cost	Funded by federal/ provincial program	Balance to be taken from Deferred Revenues
1. Summer Student Includes MERC's & benefits	\$5520	\$1796	\$3725
2. Intern Position Includes MERC's & benefits	\$41910	\$24742	\$17160
TOTAL AMENDMENT			\$20885

Communication Plan/Notice By-law Requirements:

Notice will be given in accordance with City Notice By-law #144-2007 that the budget will be amended at the April 16th Council meeting. In addition, the MNDM will be advised as to Council's decision on this matter.

Cc: Theresa Stephens, MNDM