



City Council Committee Report

Date: December 28, 2012
To: Mayor & Council
Fr: Heather Kasprick, Deputy Clerk
Re: NOHFC Youth Internship Program Agreement

Recommendation:

That the Council of the City of Kenora give three readings to a by-law to authorize the execution of an agreement between the City of Kenora and Northern Ontario Heritage Fund Corporation (NOHFC) with respect to a Northern Ontario Youth Internship Program Agreement; and further

That the Mayor and Clerk be authorized to enter into the agreement.

Background:

The Northwest Business Centre applied for funding with NOHFC to receive a grant to hire a post-secondary graduate intern for no longer than a 12 month period.

This intern would be part of the Northwest Business Centre team with the title of "Virtual Advisor and Social Media Coordinator Intern". This person will be responsible for coordinating, designing, implementing and providing onsite training for the virtual advisor kiosk sites.

The Virtual Advisor and Social Media Coordinator Intern will undertake the following key responsibilities and activities: coordinate, plan and launch the Northwest Business Centre Virtual Advisor Program through research, community consultations and networking, project management and use of technological expertise. They will provide on-site training of NWBC staff, and the enhancement/expansion/implementation of strong, effective social media marketing program for the NWBC as well as providing support and guidance to small businesses in the development of their own media presence.

This person has already been hired and is in the position today. The agreement is simply an authorization to execute the agreement.

Budget: Included in the 2013 operating budget with NOHFC contributions of \$27,500.

Communication Plan/Notice By-law Requirements: