



February 9, 2013

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 three (3) summer students for the Lake of the Woods Museum – two students for 15 weeks and one student for 7 weeks – during the 2013 summer season; and

That these positions are conditional upon Council approval of the 2013 City Operational Budgets; and further

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.

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:

Funding for these positions will be supplemented through the successful application to Young Canada Works, Canada Summer Jobs and the Summer Experience Program. Additional funding, if required, has been allocated in the 2013 Museum Operating budget.

Communication Plan / Notice By-law Requirements:

Finance and Administration
Human Resources Manager