



REPORT TO COUNCIL

Date: April 4, 2023
From: Kris Croskery-Hodgins, Municipal Administrator-Clerk-Treasurer
Re: NOHFC Intern Application, Workforce Development Stream

BACKGROUND/OVERVIEW

The Ministry of Energy, Northern Development and Mines and Northern Ontario Heritage Fund Corporation (NOHFC) have a People and Talent Program – Workforce Development Stream available to Municipalities for the placement of an Intern for a one-year term. The intent of the Workforce Development Stream is to strengthen and develop Northern Ontario's workforce through business partnerships by offering internships.

This program is eligible for a placement of up to 52 weeks and is available to new entrants to the work force, those who are transitioning to a new career or are currently unemployed or underemployed entering a new field. Other requirements are that the applicants be at least 18 years of age and reside in and be legally entitled to work in Canada.

This program could provide a one-year intern to work and train in the municipal office providing administrative assistance to all departments as well as taking the lead in the Nipissing Township Museum and supporting the Recreation Committee with new programming.

The lack of consistent staffing within the Museum has been identified by the Board as a concern for ongoing cataloguing efforts, programming efforts and out of season planning purposes. An Intern in the position of Museum Manager would provide a full-time municipal staff position to cover those requirements and allow for the expansion of cataloguing and programming in the offseason as time permits.

Where there is not a need for a full-time position for any one of the departments listed, cumulatively there is sufficient work to sustain a full-time position. With an Intern working in the position, receiving the training and helping fulfill the duties, it will add support to all departments while providing training in the municipal sector which is growing in the employment market.

In 2009 the Township used a FedNor program for a one year Intern position to fill the position that started as the Economic Development Coordinator and has changed over time to become the Land Planning and Technology Administrator, bringing a full-time position to the staff of the municipality and maintaining that employee since that internship. This is also the desired outcome for this program.

FINANCIAL IMPACT

The program provides up to 90% of eligible costs for municipalities, up to a maximum of \$35,000 for a position.

Estimated costs for 52 weeks will be \$53,126.32, including Mandatory Employment Related Costs (MERCs). With \$35,000 funded through the program, this will leave \$18,126.32 to be covered by the municipal budget.

There is \$18,112.50 budgeted for the Municipal Manager in the 2023 Budget which can offset this amount and the remainder can be budgeted in the 2024 Budget.

SUMMARY

There is an identified need for additional administrative support in the Township Office, Museum and Recreation departments. The Intern program provides support to train an individual in this position for one year.

RECOMMENDATION:

That Council authorize the submission of an application for the Workforce Development Stream based on the requirements described for a one-year placement.