

**FEDERAL COURT**

B E T W E E N :

BCM INTERNATIONAL (CANADA) INC.

Applicant

- and -

CANADA (MINISTER OF EMPLOYMENT, WORKFORCE DEVELOPMENT AND  
LABOUR, and THE ATTORNEY GENERAL OF CANADA)

Respondent

**APPLICANT'S RECORD**

Marty Moore  
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AR1

Court File No.: T-918-19

**FEDERAL COURT**

BCM INTERNATIONAL (CANADA) INC.

Applicant

- and -

CANADA (MINISTER OF EMPLOYMENT, WORKFORCE DEVELOPMENT AND  
LABOUR, and THE ATTORNEY GENERAL OF CANADA)

Respondent

APPLICATION UNDER Sections 18.1 of the *Federal Courts Act* and Rule 301 of the *Federal Courts Rules*.

**NOTICE OF APPLICATION**

TO THE RESPONDENT:

A PROCEEDING HAS BEEN COMMENCED by the applicants. The relief claimed by the applicant appears on the following page.

THIS APPLICATION will be heard by the Court at a time and place to be fixed by the Judicial Administrator. Unless the Court orders otherwise, the place of hearing will be as requested by the applicants. The applicant requests that this application be heard at Calgary, Alberta.

IF YOU WISH TO OPPOSE THIS APPLICATION, to receive notice of any step in the application or to be served with any documents in the application, you or a solicitor acting for you must prepare a notice of appearance in Form 305 prescribed by the *Federal Courts Rules* and serve it on the applicant's solicitor, or where the applicant is self-represented, on the applicant, WITHIN 10 DAYS after being served with this notice of application.

Copies of the *Federal Courts Rules* information concerning the local offices of the Court and other necessary information may be obtained on request to the Administrator of this Court at Ottawa (telephone 613-992-4238) or at any local office.

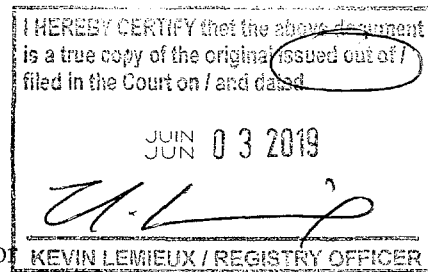
IF YOU FAIL TO OPPOSE THIS APPLICATION, JUDGMENT MAY BE GIVEN IN YOUR ABSENCE AND WITHOUT FURTHER NOTICE TO YOU.

Date: June 3, 2019

ORIGINAL SIGNED BY  
**KEVIN LEMIEUX**  
A SIGNÉ L'ORIGINAL

Issued by: \_\_\_\_\_  
(Registry Officer)

Address of local office: Canadian Occidental Tower  
635 Eighth Avenue SW, 3rd floor  
Calgary, Alberta T2P 3M3



**TO: CANADA (MINISTER OF EMPLOYMENT, WORKFORCE DEVELOPMENT  
AND LABOUR, and THE ATTORNEY GENERAL OF CANADA)**

Office of the Deputy Attorney General of Canada  
284 Wellington Street  
Ottawa, Ontario K1A 0H8

Prairie Regional Office - Calgary  
Department of Justice Canada  
Suite 601, 606 4th Street SW  
Calgary, Alberta T2P 1T1

Application

This is an Application for Judicial Review in respect of a decision of the Respondent Minister of Employment, Workforce, and Labour (the “Minister”), through her delegate, a representative of Service Canada, a department of the Ministry of Employment, Workforce, and Labour (the “Ministry”), denying the Canada Summer Jobs (“CSJ”) application of BCM International (Canada) Inc. (“BCM”) for grants supporting youth employment at a summer camp, hereinafter referred to as the “Mill Stream Decision”.

In respect of the Mill Stream Decision, the Minister denied BCM’s CSJ application by stating without explanation that “[t]he proposed project/activity was ineligible” because the projects and activities “restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws” on the basis of listed grounds. BCM makes application for:

1. An Order setting aside the Minister’s refusal of BCM’s CSJ application;
2. A declaration that the Mill Stream Decision was unreasonable;
3. A declaration pursuant to section 24(1) of the *Canadian Charter of Rights and Freedoms* that the Mill Stream Decision unreasonably interferes with the Applicant’s rights protected under sections 2(a), 2(d) and 15(1) of the *Charter*;
4. A declaration that the Mill Stream Decision was unreasonable in failing to provide sufficient reasons;
5. A declaration that the Minister, in its decision-making process, breached its duty of procedural fairness owed to BCM
  - a. by failing to provide notice of the case to be met,
  - b. by acting with bias or creating a reasonable apprehension of bias, and
  - c. by acting in bad faith;
6. Orders pursuant to sections 18(1) and 18.2 of the *Federal Courts Act* and section 24(1) of the *Charter*:
  - i. in the nature of *certiorari* quashing the Mill Stream Decision;

- ii. in the nature of *mandamus* requiring the Respondent to award those CSJ funds which would be awarded but for the Mill Stream Decision, or in the alternative remitting the Mill Stream Decision to a different delegate to be determined in accordance with the Court's reasons for judgment;
7. A declaration that the following provision listed in the Canada Summer Jobs 2019 Applicant Guide deeming ineligible certain projects and job activities, as interpreted and applied by the Minister, (the "Impugned Provision") is overly broad and inconsistent with sections 2(a), 2(d) and 15(1) of the *Charter* and that such inconsistencies cannot be demonstrably justified in a free and democratic society:  
**Ineligible Projects and Job Activities:**  
...
  - Projects or job activities that:
    - restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
8. An order pursuant to section 52 of the *Constitution Act*, 1982, declaring that the Impugned Provision is of no force or effect, or alternatively, reading down the Impugned Provision to appropriately respect the rights and freedoms guaranteed in sections 2(a), 2(d) and 15(1) of the *Charter*.
9. Such further and other relief as counsel may advise and this Honourable Court considers just; and,
10. BCM's costs.

**THE GROUNDS FOR THIS APPLICATION ARE:**

The Parties

1. The Applicant, BCM, is a federal not-for-profit corporation and registered charity, which runs two youth camps for recreational and religious purposes. One youth camp operated by BCM is the Mill Stream Bible Camp & Retreat Centre ("Mill Stream") located near Peterborough, Ontario. Mill Stream offers a series of camps over the summer for youth aged 5 to 15 years old.

2. The Minister and the Ministry function pursuant to the *Department of Employment and Social Development Act*, SC 2005, c 34 (“*DESDA*”). Service Canada is a department of the Ministry of Employment, Workforce, and Labour. Acting through Service Canada, the Ministry awards yearly funding to organizations across Canada through the CSJ Program pursuant to the *DESDA* (“CSJ Program”).
3. The Minister, through the Ministry and Service Canada, operates and manages the CSJ Program, which is intended to provide employers with financial support in an effort to create summer jobs for youth.

#### The Canada Summer Jobs Program

4. The CSJ Program is an initiative of the Summer Work Experience program. It provides wage subsidies to employers to create employment for youth.
5. The CSJ Program provides funding to not-for-profit organizations, public-sector employers and small businesses with 50 or fewer full-time employees to create summer job opportunities for youth aged 15 to 30 years.
6. BCM had applied for CSJ grants to hire summer students since 2007. BCM has received CSJ grants each year that it has applied, save 2018 and 2019.
7. BCM relies on CSJ grants to support and offset costs associated with hiring youth to serve campers at Mill Stream.
8. Without the CSJ grants, BCM is restricted in its ability to hire staff at Mill Stream to serve its campers.
9. The CSJ Program is created and operated pursuant to the *DESDA* which authorizes the Minister to:  
  
establish and implement programs designed to support projects or other activities that contribute to the development of the human resources of Canada and the skills of Canadians, or that contribute to the social development of Canada, and the Minister may make grants and contributions in support of the programs.
10. The statutory authority for the CSJ program permits the establishment of a program promoting youth employment and development, but does not permit the Minister to create a program designed to promote or enforce political and ideological conformity of any kind.

11. The federal government spends \$330 million each year on its Youth Employment Strategy, which includes the CSJ Program. Beginning in Budget 2016, the federal government committed to spending an additional \$339 million over three years to create up to 35,000 additional summer jobs under the CSJ Program, doubling the number of job opportunities for young people under the CSJ Program.

#### 2018 Canada Summer Jobs Attestation

12. On December 19, 2017, the Minister announced that all parties applying for a CSJ grant had to sign a compulsory attestation which included the following (“2018 Compulsory Attestation”):

Both the job and the organization's core mandate respect individual human rights in Canada, including the values underlying the Canadian Charter of Rights and Freedoms as well as other rights. These include reproductive rights, and the right to be free from discrimination on the basis of sex, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.

13. The 2018 Compulsory Attestation sparked national controversy. The 2018 Compulsory Attestation was strongly opposed by numerous non-profits and businesses on the basis that, by way of the 2018 Compulsory Attestation, the government was compelling speech, in violation of the *Charter*’s free expression guarantee. Further, some religious organizations and individuals disagreed with the requirement to execute the 2018 Compulsory Attestation since it conflicted with their own beliefs about abortion, gender and sexuality.
14. On or about January 24, 2018, BCM submitted an application for a CSJ grant for Mill Stream (“2018 Application”). In its 2018 Application, BCM refused to sign the expansive 2018 Compulsory Attestation because it was compelled speech, and further because the 2018 Compulsory Attestation was inconsistent with BCM’s beliefs about the value of life. BCM’s 2018 Application was denied on this basis.

#### The 2019 CSJ Grant Application Process

15. On December 17, 2018, the Minister removed the 2018 Compulsory Attestation, and replaced it with the following attestation for 2019:



Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

16. However, in 2019, the Minister revised the CSJ Articles of Agreement and published a Canada Summer Jobs 2019 Applicant Guide (“Applicant Guide”). Both the Articles of Agreement and the Applicant Guide contained the Impugned Provision, which included language that in some respects mirrors the 2018 Compulsory Attestation. The Impugned Provision specifically deems *ineligible* CSJ applications that “restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws” on the basis of the listed grounds, “including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression[.]”
17. The Articles of Agreement for prior years and for 2019 already include the requirement that any employer must carry out the project “in compliance with all applicable laws”.
18. The Minister published the Applicant Guide to provide information on the 2019 CSJ application process.
19. The Applicant Guide outlines a two-stage process for evaluating a CSJ grant application. First, the *eligibility* of the application is assessed against 15 “eligibility requirements”. The Applicant Guide also lists five grounds that render an application ineligible. If a project is deemed eligible, it proceeds to the second stage of assessment. The second stage assesses the *quality* of the application according to three “assessment criteria”.
20. The Impugned Provision is part of the first *eligibility* stage of the CSJ evaluation process.

#### Mill Stream Application

21. BCM submitted a CSJ grant application for Mill Stream on or around January 24, 2019 (“Mill Stream Application”). In the Mill Stream Application, BCM requested funding for six student positions, just as it had done in 2017 when it received CSJ grants for four students. The positions applied for in 2019 included both a male and female section leader, an assistant program coordinator, an activity coordinator and two cabin leaders.
22. In the Mill Stream Application, BCM described each position, including its duties and associated supervision plan.

23. On February 27, 2019, Service Canada emailed BCM regarding the Mill Stream Application. In the email, Service Canada stated that the Mill Stream Application was missing information or required clarification regarding the health and safety practices at Mill Stream.
24. On February 28, 2019, Service Canada sent another email to BCM requesting that BCM confirm the duration of and compensation provided for all mandatory training for the requested positions.
25. On March 4, 2019, BCM responded to Service Canada's request for more information regarding health and safety practices in the workplace. In its response, BCM outlined the various health and safety practices at Mill Stream, including safety training courses, abuse and harassment prevention and risk management training.
26. On March 4 and 8, 2019, respectively, BCM responded to Service Canada's request for confirmation regarding the dates of and compensation provided during the mandatory training. BCM replied that the employees would be paid at their regular rates of pay and that the training dates would occur during May and July 2019.
27. On May 2, 2019, BCM received an email from Service Canada informing it that after a full assessment, its application had been deemed *ineligible* on the basis of the Impugned Provision because the proposed job activities discriminated on the basis of prohibited grounds. The relevant portion of the email stated:

After a full assessment, your application has been deemed ineligible for the following reason(s):

The proposed project/activity is ineligible - Projects or job activities that restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.

Mill Stream Decision is unlawful

28. The Mill Stream Decision denied BCM's application at the first stage of assessment, *eligibility*, without proceeding to the second stage to determine the *quality* of the Mill Stream Application.

29. The Mill Stream Decision is unreasonable because it provides no basis upon which BCM, or this Court, can understand why it was made and whether it was reasonable. BCM can only speculate as to why the Minister rejected its Mill Stream Application.
30. Further, the Mill Stream Decision was unreasonable because there is no reasonable basis in BCM's Mill Stream Application or its subsequent exchanges with the Minister, or any other information available to the Minister, upon which to conclude that the job activities applied for restricted access or otherwise discriminated contrary to applicable law, particularly in light of the fact that BCM had, as recently as 2017, successfully applied for CSJ grants for the same positions at Mill Stream.
31. Further, the Minister ignored BCM's responses or did not properly consider them in its decision-making process.
32. The Mill Stream Decision was further procedurally unfair, failing to provide BCM with adequate notice of the case to be met and therefore also failing to provide BCM with a sufficient opportunity to respond appropriately.
33. In light of the above, there is a reasonable apprehension that, when making the Mill Stream Decision, the Minister or Service Canada had conscious or unconscious bias against BCM, a Christian organization that in 2018 had been unable to sign the 2018 Compulsory Attestation required by the Minister.
34. Even if the Impugned Provision can be applied without unjustifiably violating the *Charter* rights of BCM, the Minister has used this requirement inappropriately and without good faith for the illegitimate purpose of denying the Mill Stream Application of BCM, whose views differ from those preferred by the Minister, as indicated by the 2018 Compulsory Attestation.
35. In this context, BCM's *Charter* rights, including those under sections 2(a), 2(d) and 15(1) are implicated and unreasonably infringed.

The Impugned Provision is unconstitutional

36. Further, or in the alternative, if the Court is inclined to defer to the Minister's interpretation, the Impugned Provision violates sections 2(a), 2(d) and 15(1) of the *Charter*. These violations cannot be saved under section 1 of the *Charter*.
37. The Impugned Provision is applied by the Minister to deny CSJ applications from organizations, who comply with all applicable laws, but who nonetheless are deemed, to

“restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws”.

38. The purpose and effect of the Impugned Provision is to prevent organizations adhering to certain conscientious or religious beliefs from being eligible for CSJ grants, in violation of sections 2(a), 2(d) and 15(1) of the *Charter*.

**The Applicants rely on the following statutory provisions, rules and principles:**

1. *Department of Employment and Social Development Act*, S.C. 2005, c. 34;
2. *Canadian Human Rights Act*, (R.S.C., 1985, c. H-6), ss. 2, 3(1), 5(a), 10 and 12;
3. *Constitution Act, 1982*, being Schedule B to the Canada Act 1982 (UK), 1982, c 11;
4. *Federal Courts Act*, R.S.C. 1985, c. F-7, s. 18.1.
5. *Federal Courts Rules*. SOR/98-106.

**This Application will be supported by the following material:**

1. The Affidavits of the Applicant to be sworn;
2. The record before the Minister or her delegates;
3. Such further and other affidavits and material as counsel may advise and this Honourable Court permit;

**Pursuant to Rule 317, the Applicant requests that the Minister send the following material that is not in the possession of the Applicant but is in the Minister's possession, to the Applicant and to the Registry:**

1. The record of all documents and other materials before the Minister or delegates informing the Minister's Mill Stream Decision.
2. The record of all documents and other materials in the possession or control of the Minister regarding BCM in relation to BCM's 2018 CSJ application for Mill Stream and the reasons for its denial.
3. The record of all documents and other materials before the Minister informing the Minister's decision to impose the Impugned Provision on any CSJ application.
4. Such further and other material that may be in the possession, power or control of the Minister and which may be relevant to these proceedings.

Date: June 3, 2019



**Marty Moore, Rod Wiltshire and Jay Cameron**  
Lawyers for the Applicant

Justice Centre for Constitutional Freedoms  
#253, 7620 Elbow Dr SW  
Calgary, Alberta T2V 1K2  
Tel : (587) 998-1806  
Fax : (587) 352-3233

**From:** Office (Mill Stream)  
**Sent:** Saturday, May 4, 2019 5:58 PM  
**To:** 'Director BCM'  
**Subject:** FW: Canada Summer Jobs application - Project Number: 016152738

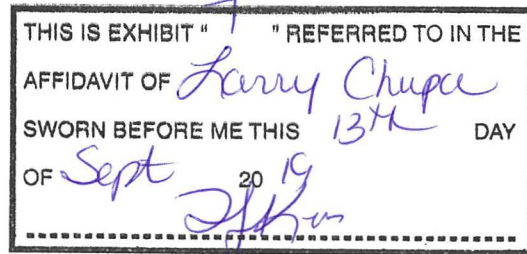
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**From:** SV-SF-CSOS [mailto:no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca]  
**Sent:** Thursday, May 02, 2019 11:09 AM  
**To:** Mr Larry A Chupa  
**Subject:** Canada Summer Jobs application - Project Number: 016152738

**\*\*\*This is a system generated e-mail. Please do not reply\*\*\***

2019/05/02

Mr Larry A Chupa  
BCM International (Canada) Inc.  
880 OLD MILL RD  
OMEMEE ON K0L 2W0



**Project Number:** # 016152738

**Constituency:** Haliburton-Kawartha Lakes-Brock

**Subject:** Canada Summer Jobs application

We appreciate your interest in Canada Summer Jobs.

Thank you for providing additional information. After a full assessment, your application has been deemed ineligible for the following reason(s):

- The proposed project/activity is ineligible - Projects or job activities that restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.

The Department's decisions on Canada Summer Jobs applications are final. However, if you have any questions about the process or the decision made in respect of your application, please contact me at (289) 269-4283.

If you proceed with plans to hire a youth this summer and are interested in advertising your job vacancies, you may visit [www.jobbank.ca](http://www.jobbank.ca). Job Bank offers free job postings to employers, including job listings for students.

Sincerely,

JEFF SUM, Director/Directeur  
Service Canada  
STN DON MILLS, P.O. BOX 538  
North York ON M3C 0N9

**FEDERAL COURT**

**B E T W E E N :**

**BCM INTERNATIONAL (CANADA) INC.**

**Applicant**

**- and -**

**CANADA (MINISTER OF EMPLOYMENT, WORKFORCE DEVELOPMENT AND  
LABOUR, and THE ATTORNEY GENERAL OF CANADA)**

**Respondent**

**AFFIDAVIT OF LARRY CHUPA**

I, Larry Chupa, of Lindsay, Ontario, SWEAR THAT:

1. I am an employee of BCM International (Canada) Inc. ("BCM"), the Applicant in this court application. I have personal knowledge of the facts herein deposed except where based on information and belief, in which case I verily believe the same to be true.
2. I served as the Camp Director at Mill Stream Bible Camp and Retreat Centre ("Mill Stream") for 18 years. I have recently stepped down from that role and now serve as the Facilities and Project Manager for Mill Stream.
3. My wife and I have served in ministry with BCM since 2001, with all of this time being spent at Mill Stream. My wife and I have been supported entirely by voluntary donations, which individuals and churches send to BCM specifically designated for our support. We are not paid from funds donated for the operations of Mill Stream.
4. My wife and I greatly enjoy serving at Mill Stream helping provide young people, many from underprivileged backgrounds, with a summer experience full of fun, recreation and hope.

Description of Mill Stream

5. Mill Stream is a Christian youth camp, operating since 1946, located approximately 9 kilometers south-west of Omemee, Ontario, on the Pigeon River. Mill Stream operates summer camps during the months of July and August for youth aged 5 to 15. Mill Stream welcomes all campers, regardless of their personal characteristics, religion or ethnicity.
6. Mill Stream's mission as stated on the homepage of its website (attached as **Exhibit "A"** to this Affidavit) is as follows:

Mill Stream Bible Camp & Retreat Centre is a Bible-based, non-denominational organization. We are dedicated to developing Christian character in young people and leadership skills in youth and adults, through spiritual, physical, mental and social experiences in a camping environment and through our summer programs. We provide flexible programs, therefore giving exposure to new areas of interest and providing an atmosphere of fun, fellowship and Christian living.
7. Camp activities include basketball, volleyball, Red Cross swimming lessons, canoeing, kayaking, archery, games, swimming, drama, crafts, music, dance, gymnastics, puppeteering, musical theatre, scrapbooking, calligraphy and rock-climbing. See Mill Stream Summer Camp Info attached as **Exhibit "B"** to this Affidavit.
8. Also at Mill Stream, BCM hosts an overnight camp for teenagers and young adults with special needs, including those with severe physical and developmental disabilities, called Handi\*Camp. See Handi\*Camp brochure attached as **Exhibit "C"** to this Affidavit.
9. Mill Stream accommodates campers who do not have the ability to pay any or all of the camp fee through a camper sponsorship program. Parents apply for financial assistance which is funded by donations from churches and individuals.
10. Mill Stream has been a fully accredited member of the Ontario Camps Association since 1965. See certificate attached as **Exhibit "D"** to this Affidavit. Mill Stream is also certified by the the Canadian Red Cross Water Safety Services and The Melanoma Network of Canada.
11. Mill Stream has a zero-tolerance policy for harassment or discrimination against any staff or campers. Any complaints of bullying or harassing behavior is dealt with promptly according to Mill Stream's Abuse/Harassment Prevention Policy (attached as **Exhibit "E"** to this Affidavit). This Policy is reviewed in detail with staff during staff training.



12. In my 18 years at Mill Stream, only one staff person has complained of harassing or discriminatory behavior. All those involved were interviewed, along with witnesses. After an investigation, the offending person, a staff member, was dismissed.
13. Mill Stream takes safety very seriously. All employees are required to complete the online courses concerning the Ontario Accessibility Disability Act, WHMIS/GHS and the Ontario Occupational Health and Safety Act. Staff also complete onsite training in the following areas: fire safety, emergency procedures, use of specific equipment and use of chemicals. Finally, all staff are also trained on risk management in areas they are responsible for and are closely supervised during their training period with on-going feedback.

BCM's Canada Summer Jobs Applications from 2011 to 2017

14. The Canada Summer Jobs ("CSJ") Program is delivered by Employment and Social Development Canada and falls under the Youth Employment Strategy. See Government of Canada CSJ information from Canada.ca attached as **Exhibit "F"** to this Affidavit. It provides wage subsidies to employers to create employment for youth aged 15 to 30.
15. BCM has successfully applied for CSJ grants for Mill Stream from 2011 to 2017. From 2011 to 2017, BCM received a total of \$29,939 in CSJ grants for positions at Mill Stream. In total, 11 summer jobs have been created at Mill Stream by the CSJ Program.
16. On February 15, 2017, I completed and submitted a Canada Summer Jobs ("CSJ") application form (attached to this Affidavit as **Exhibit "G"**). Our application requested funding for the following positions for summer students:
  - Assistant Program Coordinator
  - Female Section Leader
  - Male Section Leader
  - Activity Coordinator
  - Maintenance Leadhand
  - Cabin Leader
17. Without any further questions from Service Canada, our 2017 CSJ application was fully approved. See email from Service Canada, dated April 28, 2017, attached as **Exhibit "H"** to this Affidavit. By the time our application was approved however, some of the eligible students had taken other summer jobs. Consequently, we were not able to hire summer students for all the positions, specifically the Male Section Leader and the

Activity Coordinator. For 2017, BCM received a total of \$9,576.00 for the four summer students who were employed at Mill Stream that summer.

18. The CSJ grants have allowed Mill Stream to give summer jobs to students and have provided us with quality staff for important positions for running our summer camp and serving campers.
19. Several of the students we have previously hired with CSJ grants have utilized their camp experience serving children and have gone on to become teachers, social workers, and daycare workers or are currently enrolled in programs in order to support child development or mental health facilitation.

#### BCM's Canada Summer Jobs Application for 2018

20. For the 2018 CSJ Program, the government required all groups applying for a CSJ grant to sign the following compulsory attestation ("2018 Compulsory Attestation"):

Both the job and the organization's core mandate respect individual human rights in Canada, including the values underlying the Canadian Charter of Rights and Freedoms as well as other rights. These include reproductive rights, and the right to be free from discrimination on the basis of sex, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.
21. Well over a thousand applications to the CSJ Program were denied, compared to less than 200 in prior years. See National Post article attached as **Exhibit "I"** to this Affidavit. Through my connections with other camp directors, I am personally aware that many summer camps in Ontario were denied their 2018 CSJ applications on account of their refusal to sign the attestation.
22. On January 24, 2018, I completed and submitted a CSJ application form (attached to this Affidavit as **Exhibit "J"**). On account of BCM's sincere religious beliefs, I could not sign the expansive 2018 Compulsory Attestation.
23. In place of affirming the 2018 Compulsory Attestation, I stated:

On the basis of conscience, we are unable to express the words that the Minister has required in the Applicant's Guide. We are, however, able to attest that "we support all Canadian Law, including Human Rights Law". We believe that the Minister does not have the jurisdiction under law to compel us to make a statement that conflicts with our conscience rights under the Charter. Nor does the Minister have the right to compel speech

as a condition of receiving a financial benefit from the Government of Canada. We respectfully decline to make a statement that is inconsistent with our fundamental personal beliefs about the value of life and the right to life under section 7 of the Charter. Please confirm you will accept our application with the above noted statement in substitution for the statement set forth in the application process in the Applicant's Guide.

24. Consequently, in its application, because BCM did not affirm the 2018 Compulsory Attestation, BCM's 2018 Application was denied. See rejection email dated June 1, 2018, attached as **Exhibit "K"** to this Affidavit.
25. As a result of the denial of BCM's 2018 CSJ Application, Mill Stream was unable to hire summer students to fill the necessary positions, and instead had to cut staff positions. We also had to drastically reduce our programming costs, by not purchasing items for camper activities, not replacing old equipment and not improving activity areas.

#### BCM's Canada Summer Jobs Application for 2019

26. For 2019, the government modified the CSJ Application form (see 2019 CSJ Application Form attached as **Exhibit "L"** to this Affidavit). In the 2019 Application form, the Minister replaced the 2018 Compulsory Attestation with the following required attestation:

Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada
27. Further, the government published a 2019 Applicant's Guide ("Applicant's Guide") (attached as **Exhibit "M"** to this Affidavit).
28. I submitted a CSJ grant application for Mill Stream on or around January 24, 2019 ("Mill Stream Application"). See Mill Stream Application attached as **Exhibit "N"** to this Affidavit. In the Mill Stream Application, I requested funding for six positions, similar to what I had successfully done in 2017.
29. On February 27, 2019, I received an email from Bijal Somani of Service Canada regarding the Mill Stream Application. See 2019 correspondence with Service Canada, attached to this Affidavit as **Exhibit "O"**). In this email, Service Canada stated that the Mill Stream Application was missing information or required clarification. The relevant portion of the email stated:

Your application is missing and/or requires clarification of an essential requirement in your application:

- Health and safety practices in the workplace

30. On February 28, 2019, I received an email from Tori Lee also with Service Canada regarding the Mill Stream Application. The relevant portion of the email stated:

Your application is missing and/or requires clarification of an essential requirement in your application:

- Other and/or Additional information: Training: Please confirm the duration of and compensation provided for all mandatory training for the requested jobs (listed below).

Male Section Leader

Female Section Leader

Assistant Program Coordinator

Activity Coordinator

Cabin Leader

31. On March 4, 2019, I responded to Bijal Somani's request for more information regarding health and safety practices at Mill Stream. In my reply, I listed the following health and safety practices at Mill Stream:

Health and Practices in the Workplace:

1) All employees are required to complete the following courses first and provide a certificate of completion (where available). These courses are usually completed online:

- a. Ontario Accessibility Disability Act
- b. WHMIS/GHS
- c. Ontario Occupational Health and Safety Act Training

2) All employees complete onsite training the following areas [sic]:

- a. Abuse/Harassment Prevention Policy
- b. Fire Extinguisher Safety and Usage
- c. Emergency Procedures
- d. Use of specific equipment
- e. Use of chemicals including MSDS sheets applicable to their job responsibilities

3) All employees are trained on risk management in the areas they are responsible for

4) All employees are supervised closely during their training period with on-going feedback, work inspection and mentoring to ensure all tasks are completed safely to ensure no hazards can cause harm or adverse affects [sic] in the workplace[.]

32. Also on March 4, 2019, I responded to Tori Lee's request for confirmation regarding compensation provided during the mandatory training. In my reply, I stated:

All positions would be at a minimum of 5 days of training paid at the same rate that would be received (if approved) by Canada Summer Jobs for each of the positions listed below:

- Male Section Leader  
Female Section Leader  
Assistant Program Coordinator  
Activity Coordinator  
Cabin Leader

33. Then on March 5, 2019, I received a further follow up email from Tori Lee, stating in relevant part:

Hi Larry,

Thank you for confirming, can you please provide the date(s) of the 5 day training for each position?

Male Section Leader  
Female Section Leader  
Assistant Program Coordinator  
Activity Coordinator  
Cabin Leader

34. On March 8, 2019, I responded to Tori Lee's request for confirmation regarding the dates of mandatory training. In my reply, I stated:

The date(s) of the 5 day training for each position:

Male Section Leader – May 6-10/19  
Female Section Leader – May 6-10/19  
Assistant Program Coordinator – May 6-10/19  
Activity Coordinator – May 27-31/19  
Cabin Leader – July 1-5/19

35. On May 2, 2019, I received an email from Jeff Sum, a Director at Service Canada, stating that the Mill Stream Application had been deemed ineligible. See email attached to this Affidavit as **Exhibit "P"**. The relevant portion of the email stated:

After a full assessment, your application has been deemed ineligible for the following reason(s):

The proposed project/activity is ineligible - Projects or job activities that restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited

grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.

36. Service Canada rejected the Mill Stream Application without specifying what it found objectionable about Mill Stream.
37. I believe that the projects and job activities listed in BCM's Mill Stream Application are eligible to participate in the 2019 CSJ Program. I further believe that the Mill Stream Application meets all relevant criteria.
38. As a result of the denial of our 2019 CSJ Application, Mill Stream was unable to attract enough Cabin Leaders to match our needs and subsequently denied over a dozen children the opportunity to attend camp this past summer.

Information Subsequently Received from the Government

39. On July 16, 2019, the government provided BCM with the "Certified Materials of the Respondent", providing "true copies of all the documents and other materials relevant to the Mill Stream Decision" (see cover and certification attached to this Affidavit as **Exhibit "Q"**).
40. The materials provided include minutes from the Escalation Committee meeting concerning BCM's CSJ application for Mount Traber Bible Camp which had been flagged by the government on the following basis:

During a domain search, NHQ flagged this organization due to their application for potential Youth workers. I reviewed the file and noticed the application that the organization has provided for the youth contains controversial church doctrine along with discriminating hiring practices based on church beliefs. The application also asks the Youth personal questions regarding their physical and mental health including medications and medical history.
- See Escalation Committees Meeting Notes, March 1, 2019 attached to this Affidavit as **Exhibit "R"**).
41. The Certified Materials of the Respondent also include screenshots of the 2018 Mill Stream Summer Camp Staff Application, which includes some questions concerning Christian faith and conduct similar to those asked in the Mount Traber Staff Application (see screenshots attached to this Affidavit as **Exhibit "S"**).

42. In order for Mill Stream to fulfill its mission of developing Christian character in young people through spiritual, physical, mental and social experiences in a camping environment and through its summer programs, Mill Stream depends on staff and volunteers who have grown in Christian maturity and are thus able to help encourage the development of Christian character in young people.
43. Mill Stream's Camp Staff Application allows applicants to provide responses to questions about beliefs and practices fundamental to the Christian faith adhered to by Mill Stream as a Christian Bible camp and as a ministry of BCM. These questions provide an opportunity for BCM staff at Mill Stream to have a conversation with prospective staff and evaluate their ability to carry out the mission of Mill Stream in various camp roles. For example, an individual who is not prepared to lead in a spiritual role at the camp may thrive in a role that does not require that level of Christian maturity.
44. The fact that a government employee labeled the established Christian beliefs referenced in the 2019 Mill Stream Summer Camp Staff Application as "controversial church doctrine" indicates to me a misunderstanding of BCM's Christian beliefs or an antagonism towards Christianity.
45. It appears that Service Canada considered that asking these questions constituted "discriminating hiring practices based on church beliefs."
46. Unfortunately, no government representative notified us that the government objected to Mill Stream's staff application, and thus we had no opportunity to provide any explanation to the government concerning it.

Decision Causing Religious Summer Camps to be Deemed Ineligible for CSJ Funding

47. On July 16, 2019, the government provided BCM with materials responsive to BCM's request for all documents and other materials before the Minister informing her decision to deem ineligible any projects or job activities which:
  - restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;(see certification attached to this Affidavit as **Exhibit "T"**).

48. Among the materials provided is a Memorandum to the Minister of Employment, Workforce Development and Labour dated November 16, 2018 (“Memorandum”), setting out proposals concerning a revised attestation for the 2019 Canada Summer Jobs Program and proposing new “ineligibility criteria”: see memorandum attached to this Affidavit as **Exhibit “U”**. In terms of the “ineligibility criteria”, the Memorandum made two proposals:

**Option A: Ineligible Employers and Job Activities**

Ineligible Employers

- o Members of the House of Commons and the Senate;
- o Federal Government Departments and Agencies;
- o Provincial and Territorial Departments and Agencies;
- o Employers that engage in partisan political activities;
- o Employers who:
  - deny access to their programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - foster intolerance, discrimination and/or prejudice; or,
  - work to undermine or restrict a woman's access to sexual and reproductive health services.

Ineligible Job Activities

- o Projects consisting of activities that take place outside of Canada;
- o Activities that contribute to the provision of a personal service to the employer;
- o Partisan political activities;
- o Fundraising activities to cover salary costs for the youth participant
- o Job activities that:
  - restrict access to programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - foster intolerance, discrimination and/or prejudice; or,
  - work to undermine or restrict a woman's access to sexual and reproductive health services.

**Option B: Ineligible Employers, Work Environments and Projects  
(Recommended)**



Ineligible Employers:

- o Members of the House of Commons and the Senate;
- o Federal government departments and agencies;
- o Provincial and Territorial department and agencies; and
- o Organizations that engage in partisan political activities.

Ineligible Projects and Job Activities:

- o Projects consisting of activities that take place outside of Canada;
- o Activities that contribute to the provision of a personal service to the employer;
- o Partisan political activities;
- o Fundraising activities to cover salary costs for the youth participant
- o Projects and job activities that occur in work environments which:
  - restrict access to programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - foster intolerance, discrimination and/or prejudice; or,
  - work to undermine or restrict a woman's access to sexual and reproductive health services.

Memorandum, page 10-11.

49. Option A involved consideration of whether employers “discriminate”, while Option B considered only whether the projects and job activities “discriminated”.

50. The government department recommended against Option A, stating in part:

Despite all of the program delivery improvements introduced this year related to screening and assessment, as well as enhanced monitoring and compliance activities, Option A risks identifying and assessing too many organizations as ineligible. **In the case of Option A, the Department anticipates that more faith-based employers would be deemed ineligible.**

- o Faith-based organizational governance models:
  - **Employers governed by or linked to faith-based organizations would disproportionately be deemed ineligible given potential links made by program staff to broader doctrine adhered to by faith based organizations. These decisions will in particular, affect applicants who, for example, belong to a faith based employer that runs a summer camp, daycare, or homeless shelter.**

...

While there was a reduction in the number of faith-based employers who applied in 2018 as compared to 2017, the approach outlined in Option A would likely

result in similar number of applicants, but an increased number of organizations deemed ineligible. While this would likely garner media attention, it should not have an impact on the department's ability to meet its target of 70,000 jobs.

...

Eligibility decisions made using the approach in Option B will be easier to operationalize and explain to applicants compared to Option A given they consider specific elements such as quality of the work environment as defined by the Laeken indicators and other research.

[Memorandum, pages 11 and 13, emphasis added]

51. In response to the department's recommendation, the Prime Minister and the Minister responded by changing the recommended Option B and importing scrutiny of restrictions on "employment", similar to Option A's scrutiny of "employers" which had been recommended against:

All,

Please find attached language that been approved by the Prime Minister and the Minister.

No, further action required.

Many thanks,

Sabina

...

Ineligible Projects and Job Activities:


- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant
- Projects and job activities that occur in work environments which:
  - ~~restrict access to programs or, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;~~
  - ~~discriminate, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;~~
  - ~~foster~~ advocate intolerance, discrimination and/or prejudice; or,


- actively work to undermine or restrict a woman's access to sexual and reproductive health services.

See November 21, 2018, email and attachment, attached to this Affidavit as **Exhibit "V"**.

52. By specifically imposing scrutiny of restrictions on "employment", it appears to me that the Prime Minister and the Minister acted with bias against faith-based organizations, including specifically summer camps, who they knew "would disproportionately be deemed ineligible given potential links made by program staff to broader doctrine adhered to by faith based organizations." This appears to be exactly what happened to the Mill Stream Application, as now disclosed by the materials recently provided by the government. Service Canada's program staff – acting under the very rule that the Prime Minister and Minister modified – denied Mill Stream's eligibility to participate in the CSJ program, apparently on the basis of Mill Stream's Camp Staff Application's inclusion of questions concerning Christian beliefs and conduct.
53. Consequently, we believe that the Prime Minister, the Minister and the program staff at Service Canada have acted with prejudice against the doctrine of religious summer camps including Mill Stream.
54. I swear this Affidavit in support of the Notice of Application filed in this matter and for no improper purpose.

SWORN BEFORE ME at Lindsay ON Twp  
in the Province of Ontario, this 13<sup>th</sup> day  
of September, 2019.

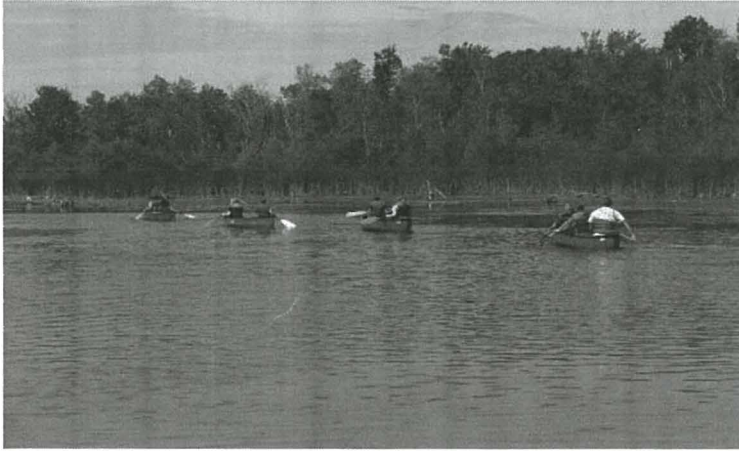
  
\_\_\_\_\_  
Commissioner for Oaths in and  
for the Province of Ontario

  
\_\_\_\_\_  
LARRY CHUPA



HOME SUMMER CAMPS RETREAT CENTRE TRAINING NEWS & EVENTS OPPORTUNITIES SUMMER CAMP INFO A

## SUMMER CAMPS



## RETREAT CENTRE



*Are you looking for a great summer camp or retreat centre? Check us out!*

## Welcome to Mill Stream

*A Bible Learning Centre*

Mill Stream Bible Camp & Retreat Centre (formerly Crusaders Bible Camp) offers a variety of summer camps in July and August and has year round retreat facilities for ministering to youth and adults.

Mill Stream Bible Camp & Retreat Centre is a Bible-based, non-denominational organization. We are dedicated to developing Christian character in young people and leadership skills in youth and adults, through spiritual, physical, mental and social experiences in a camping environment and through our summer programs.

We provide flexible programs, therefore giving exposure to new areas of interest and providing an atmosphere of fun, fellowship and Christian living.

We encourage you to browse through our site and check us out!

## RECENT NEWS

- **SAVE THE DATE!**  
CLICK HERE to come to our Fall Open House & Luncheon Banquet on September 28th!



- CLICK HERE to read our latest newsletter for 2019
- See 2018 Summer Camp Photos HERE!
- See us featured in the December 2016 issue of BCM WORLD MAGAZINE!

A Message From  
Our Directors



All content contained within this web site is the property of Mill Stream Bible Camp & Retreat Centre and BCM International (Canada) Inc. and may not be reproduced without written permission  
[Click here to read our Legal Statement](#)

THIS IS EXHIBIT "A" REFERRED TO IN THE

AFFIDAVIT OF LARRY Chupa

SWORN BEFORE ME THIS 13th DAY

OF Sept 20 19

[Signature]





HOME SUMMER CAMPS RETREAT CENTRE TRAINING NEWS & EVENTS OPPORTUNITIES SUMMER CAMP INFO A

GENERAL INFO CAMP ELECTIVES & ACTIVITIES

## SUMMER CAMP INFO

Everything You Need To Know

Mill Stream Bible Camp provides certified programs and is fully accredited to the Ontario Camps Association and is a member of the Canadian Camping Association, Christian Camping International. Mill Stream is certified by the Canadian Red Cross Water Safety Services, The Society and now by the The Melanoma Network of Canada.

Please click on the icon links below for more information concerning these organizations.



## GENERAL INFO

Our Trekkin' and Trailblazin' Camps run from Sunday to Saturday  
 Beginnin' Camp runs from Sunday to Tuesday  
 Day Trekkin' Camp runs from Monday to Friday

### REGISTRATION

Registration is Sunday afternoon from **3:00 p.m. - 4:30 p.m.** Check out time is Saturday between 9:00 a.m. and 10:00 a.m. (except Beginnin' Camp).

Please leave ALL pets at home when dropping off or picking up campers.

Campers may spend \$2.75 (tax included) per day on snacks. This may be sent with registration fees. Books, clothing and other items may be purchased at scheduled times during the week and on Saturday morning.

Campers may give an offering out of their tuck money to the camp project.

A receipt, medical form, and clothing list will be mailed when the registration form and monies are received.

### CAMP STANDARDS

At Mill Stream Bible Camp, Christian living is taught by having fun and fellowship in a camping experience. To maintain an atmosphere where positive spiritual, physical, emotional and social growth may take place, we do not allow tobacco products, alcohol, drugs or knives on the property. In addition to this we do not allow campers to bring radios, music players (CD, MP3 players, iPods, etc.), pagers, cell phones, electronic games or pets.

All campers are required to be dressed modestly at all times.

Failure to obey these or any other camp rules could result in the camper being sent home without a refund.

### MEDICAL

Ross Memorial Hospital is

only 15 minutes from the camp. A nurse or qualified person holding a Red Cross or St. John Ambulance First Aid Certificate is on the grounds.

### PERSONAL BELONGINGS

At the end of summer, there is always a pile of campers belongings left at camp. This is an expensive waste for our campers (and their parents!) As a way to target the problem of lost belongings and a large lost and found collection, we are encouraging our campers to label all belongings.



We have partnered with Mabel's Labels, a company with all types of labels that are colourful, indestructible and fun! With a special 'camp pack' available and also a larger combo pack, your camper can label absolutely everything!

Go to  
[millstream.mabel.ca](http://millstream.mabel.ca).

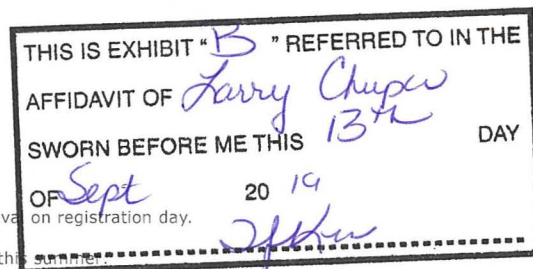
We look forward to sending campers home with ALL their belongings this summer!

## CAMP ELECTIVES & ACTIVITIES

We have a wide variety of Activities

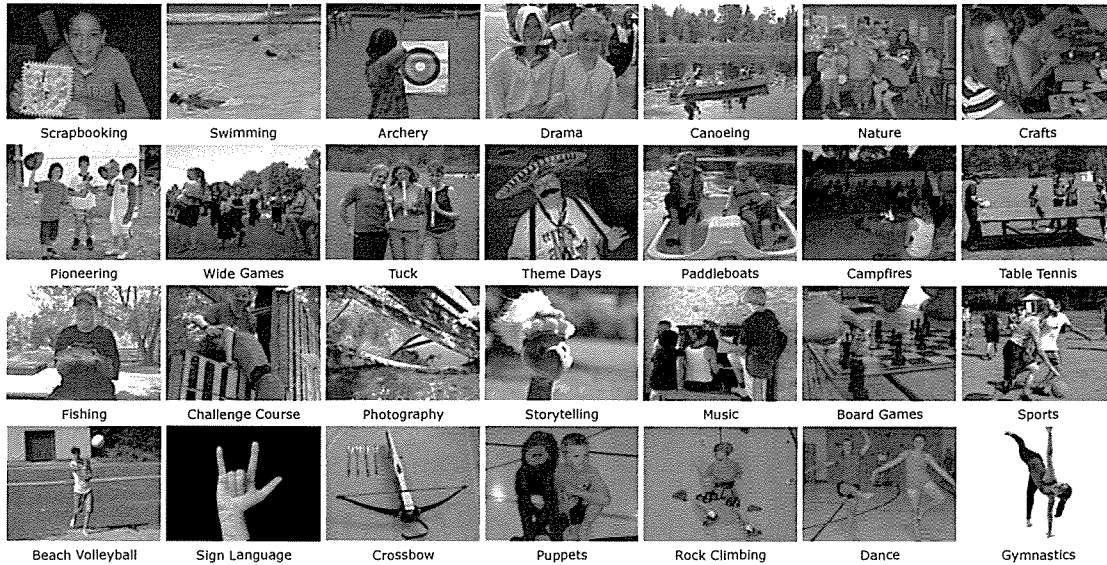
Electives are chosen for Trekkin' Camps and Trailblazin' Camp upon arrival on registration day.

Here are some of the electives and activities we plan to offer this summer.



# AR28

## Mill Stream Bible Retreat Centre - Summer Camp Info



We also do Various Sports, Special Meals & Banquets, Bible Stories, Trampoline and more...

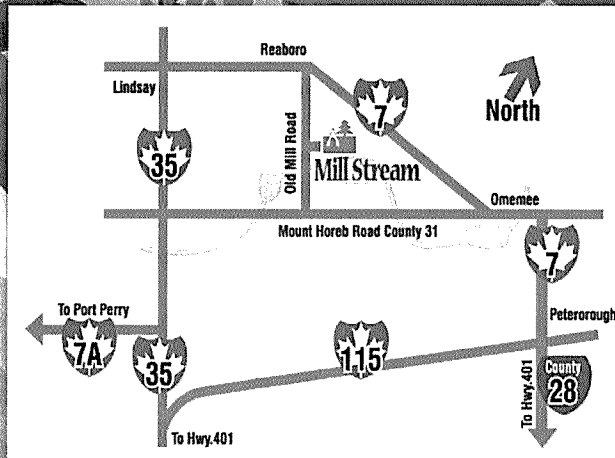
We make every effort to ensure a wide variety of electives are offered however cannot guarantee placement due to some space restrictions or staff availability.



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*Click here to read our Legal Statement*  
 © 2019



## Camp Location



Mill Stream Bible Retreat Centre  
880 Old Mill Road  
Omeme, Ontario

*The Bible and Christ-centered  
emphasis is presented and  
practiced at this Camp.*

Accredited by ~



### AR29

Handi\*Camp, hosted by Mill Stream Bible Retreat Centre, will conduct an overnight camp program from July 30 to August 3, 2019 for teenagers/young adults with special needs. Each application is considered on an individual basis.

Handi\*Camp, is a ministry of Bible Centered Ministries a Bible-based, non-denominational charitable organization.

Handi\*Camp is dedicated to building up Christian character through spiritual, emotional and physical experiences in a safe and an accessible camp environment.

*We are now accepting registrations for  
Handi\*Camp 2019*

To register, simply contact us at:

Handi\*Camp  
Attn: Daniel Barrette  
70 Melvin Avenue  
Hamilton, ON L8H 2J5  
Phone: 905-549-9810  
Toll Free: 1-877-272-9262  
Fax: 905-549-7664

Or visit us at our website at  
<https://bcmintl.ca/camping/handicamp/>  
to obtain an application form.

*The camp fee for an overnight camp of 5  
days/4 nights is \$590 (tax included).*

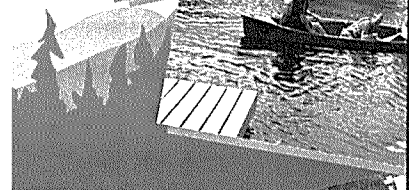
Bible Centered Ministries  
70 Melvin Avenue, Hamilton, ON L8H 2J5  
Phone: 905-549-9810  
Toll Free: 1-877-272-9262  
Fax: 905-549-7664  
Email: [mission@bcmintl.ca](mailto:mission@bcmintl.ca)  
Website: [www.bcmintl.ca](http://www.bcmintl.ca)

## Bible Centered Ministries

*Because Children Matter  
reaching children ... serving the Church and the family*

# HANDI\* CAMP

July 30 – August 3, 2019





## Staff...



Handi\*camp is staffed by fun-loving, caring, godly men and women.

Summer staff members are hired as counselors and activity leaders only after undergoing a careful application and screening process. The program is planned and supervised by staff who have a variety of educational backgrounds and experiences working with people with disabilities.

Also, we provide a 1:1 staff/camper ratio when needed and care is taken to make sure that all staff are prepared and able to meet the physical needs of the campers. Camper safety in all aspects is our priority and is stressed to our staff during our pre-camp and during Handi\*Camp

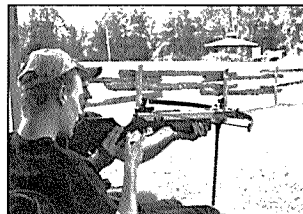


## Activities...

All aspects of the Handi\*Camp program are planned to meet the needs of our campers and adapted so that every camper can fully participate in each activity offered during camp.



Activities are planned to help campers enjoy a variety of experiences, discover their gifts and develop their abilities.

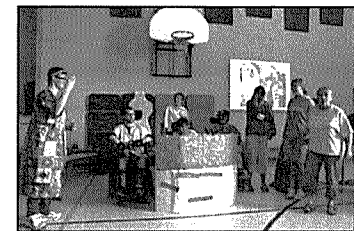


Time is set aside for campers to interact with one another to help meet their need for social interaction and peer fellowship.



## Learning...

There is also an emphasis on meeting the spiritual needs of the campers through daily Bible classes, dramas, games and devotional times.



Each year we have an exciting new theme that is woven into the Bible lessons, group activities and special events.



Handi\*Camp is committed to creating an atmosphere where the campers are inspired to grow spiritually, physically, intellectually and socially through an environment of love, respect and encouragement



**ACCREDITED  
MEMBER**

**OCA**   
Ontario Camps Association

# Ontario Camps Association

*A Member of the Canadian Camping Association*

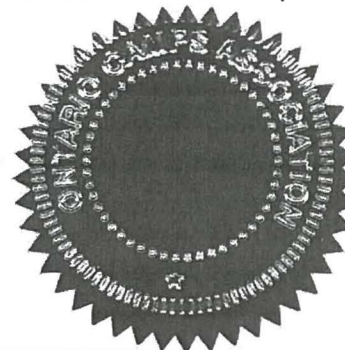
This is to certify that

## Mill Stream Bible Camp

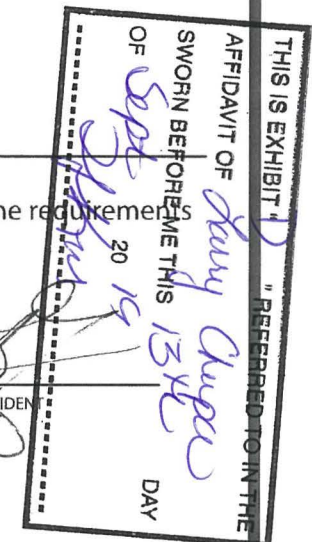
has complied with the standards of the Ontario Camps Association and has met the requirements for accreditation.

**1968**

YEAR FIRST ACCREDITED



PRESIDENT



*Membership in the Association demonstrates this Camp's commitment to provide the best possible camping experience, and its ongoing concern with the health, safety and happiness of the children in its care.*

*Membership is also a mark of distinction - a symbol of professional status in the field of camping.*

## ABUSE/HARASSMENT PREVENTION POLICY

This policy is for all volunteers and staff in the children and youth ministries at Mill Stream Bible Retreat Centre & Bible Camp to read and abide by.

### INTRODUCTION

It is a privilege to have the opportunity to be involved in Christian ministry at Mill Stream Bible Retreat Centre & Bible Camp. It is imperative that the highest level of moral behaviour be observed by all involved in this ministry (Ephesians 3-7; 2 Corinthians 5:17-20). It is with this in mind that the following guidelines are given. Our desire is to prevent any abusive behaviour from occurring. We also wish and to do all that is possible to protect our staff and volunteers from false allegations. This policy covers all those in a position of authority, which involves leadership, counselling or instructing of other persons.



1. Each individual has the right to work in a professional atmosphere, which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment.
2. At Mill Stream sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated. Sexual harassment in any situation is reprehensible and is in clear violation of Scripture.
3. All members of the Mill Stream community share responsibility for bringing about and maintaining an environment that is free of harassment.

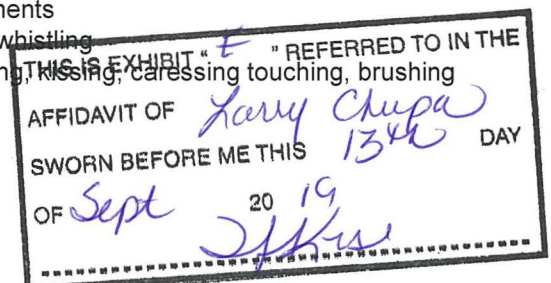
### STATEMENT OF POLICY

1. Mill Stream Bible Retreat Centre & Bible Camp will not tolerate sexual, emotional or physical abuse of or by staff.
2. The Director/Administrator must be informed immediately of suspected offences.
3. All staff and campers can expect to be free of suggestive language and comments. There will be no sexual solicitation or advances made by any members of the staff, which includes suggestive language or comments, made directly or indirectly.
4. Any person filing a complaint can be assured that their privacy will be protected and respected by all involved. They can also be reassured that any person filing a complaint against any person who violates the policy will be supported.
5. Any allegations will be treated very seriously and will be dealt with in a timely, just, and compassionate manner.



### DEFINITION OF ABUSE/HARASSMENT

1. Engaging in a course of vexatious comments or conduct that is known or ought reasonably to be known to be unwelcome.
2. When content or innuendo is made in a manner in which the initiator knows or ought to reasonably know is unwelcome or creates for that person an intimidating, hostile, offensive or otherwise uncomfortable working or learning environment.
3. Any situation that exceeds the bounds of freedom of expression as understood in Mill Stream's policies and accepted practices.
4. Sexual harassment is any comment or conduct, sexual in nature, whether directed toward a person of the opposite or same sex that is known to be, or should be reasonably known to be, unwanted and unwelcome. This may include, but is not limited to:
  - practical jokes
  - displaying pornographic and other offensive materials
  - flirtation or gestures
  - innuendos about someone's body, dress, or sex
  - intimidation or threats of reprisal if personal relationships or sexual advances are rejected
  - jokes about obscene printed, or visual material
  - materials that are considered offensive, threatening, or degrading
  - persistent leering or suggestive looks
  - pressure for a personal relationship or sex
  - sexual innuendos or propositions
  - sexually oriented "kidding" or "teasing" or obscene comments
  - suggestive comments, taunting, unwelcome remarks or whistling
  - unwanted or unnecessary physical contact such as patting, kissing, caressing touching, brushing against, grabbing, and pinching





**ABUSE/HARASSMENT PREVENTION POLICY (Cont.)****RESPONSIBILITIES & PROCEDURES**

1. This policy covers all employees of Mill Stream. Mill Stream will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow employees, leaders, camp management, outside clients, or other non-employees who conduct business with Mill Stream.
2. Mill Stream encourages the reporting of all harassment incidents, regardless of who the offender may be.
3. All supervisory personnel within the camp are responsible for eliminating any and all forms of harassment of which they are aware.
4. Mill Stream will not retaliate in any way against any individual making a report of harassment, nor will Mill Stream permit any supervisor, leader or employee to do so. Retaliation is a serious violation of this harassment policy and should be reported immediately.

**REPORTING ALLEGATIONS OR COMPLAINTS**

1. If a staff member or volunteer becomes aware of any alleged incident of this policy, it must be reported immediately to the Director/Administrator or his designee.
2. An investigation of the alleged reported incidents will be handled immediately, investigated and appropriate action taken through the Director/Administrator or his designee in a confidential manner so as to protect the privacy of persons involved.
3. Confidentiality will be maintained throughout the investigation process to the extent practical and appropriate under the circumstances.
4. In pursuing the investigation, the Director/Administrator or his designee will seek to consider the wishes of the complainant, but will thoroughly investigate the matter as appropriate under the circumstances.
5. The alleged offender will be made aware of the report and will be given an opportunity to respond and present witnesses if any are available.
6. Upon completion of the investigation of a harassment complaint, the Director/Administrator or his designee will recommend the appropriate action to be taken.
7. If the camp leadership concludes that harassment occurred, the harasser will be subject to appropriate disciplinary action, as described below.
8. In the event harassment cannot be substantiated, this finding will be communicated to the complainant in an appropriately sensitive manner. The complainant is always free to provide additional evidence for investigation.
9. If any party directly involved in a harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit written comments in a timely manner to the Director/Administrator.
10. Employment conditions of the complainant and witnesses will be in no way adversely affected through use of this procedure.
11. Individuals found to have engaged in misconduct constituting any harassment will be disciplined, up to and including termination. Appropriate sanctions also may include written reprimand, referral to counselling and the withholding of pay.
12. If an investigation results in a finding that the complainant falsely accused another person of harassment, knowingly or in a malicious manner, the complainant will be subject to appropriate sanction, including the possibility of termination.



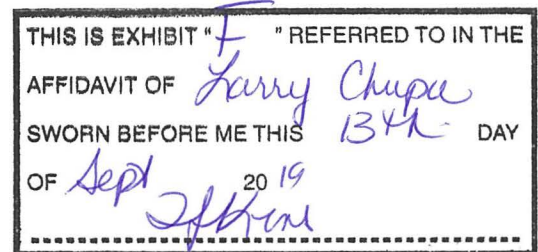
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# Backgrounder: Canada Summer Jobs 2019

From: Employment and Social Development Canada

## Backgrounder

### Canada Summer Jobs 2019



## Background

The Youth Employment Strategy (YES) is the Government of Canada's interdepartmental initiative that seeks to help young people aged 15 to 30 years gain the skills, abilities and work experience they need to find and maintain quality employment. Canada Summer Jobs (CSJ) is delivered by Employment and Social Development Canada and falls under the Youth Employment Strategy.

The objective of CSJ 2019 is the creation of quality work experiences for youth. This provides them with opportunities to develop and improve their skills, and improves access to the labour market for youth including those who face unique barriers.

The Government of Canada seeks to ensure that quality job placements occur in inclusive, safe and respectful work environments.

The hiring period for youth will start on April 23, 2019 and end on July 23, 2019.

## Eligibility Criteria

CSJ 2019 includes new expanded eligibility to include all youth aged 15 to 30, which means youth who are not students are now also eligible. This change has been made to complement the Government's renewal of the Youth Employment Strategy (YES), announced in Budget 2018. The modernized Youth Employment Strategy will embrace a “no wrong door” approach with the aim of ensuring that all young people have access to the supports they need, including enhanced supports for young people facing more serious barriers to joining and staying in the workforce.

## Participants

To be eligible, participants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

## Employers

Eligible Canadian employers are from the not-for-profit, public and private sectors. Private sector employers must have 50 or fewer full-time employees across Canada to be eligible. Full-time employees are those working 30 hours or more per week.

Ineligible Canadian employers are Members of the House of Commons and the Senate, Federal Government Departments and Agencies, Provincial and Territorial Departments and Agencies, and organizations that engage in partisan political activities.

## **Projects and Activities**

Ineligible projects and activities include:

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant; or
- Projects or job activities that:
  - restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - advocate intolerance, discrimination and/or prejudice; or
  - actively work to undermine or restrict a woman's access to sexual and reproductive health services.

## **Budget Allocations**

- Each year, the Government invests over \$330 million in the Youth Employment Strategy. Through Budget 2016, the Government of Canada invested an additional \$339 million over three years starting in 2016–2017 to create up to 35,000 additional summer jobs under CSJ to double the number of job opportunities supported by the program.

- Additional investments were made through Budget 2017 (\$395.5M) and Budget 2019 (\$49.5M) to support the ongoing modernization of the YES.
- Through Budget 2018, the Government committed to providing an additional \$448.5 million over five years starting in 2018–19 to the YES. This funding supports the continued doubling of the number of job placements funded under the CSJ program in 2019–20 and provides additional resources for a modernized Youth Employment Strategy in the following years.
- Through CSJ 2018, the Government of Canada helped create over 70,000 quality summer jobs for youth, doubling the number of jobs created through CSJ 2015.

Search for related information by keyword: [EC Economics and Industry](#) | [ET Education and Training](#) | [LB Labour](#) | [PE Persons](#) | [PR Processes](#) | [Employment and Social Development Canada](#) | [Canada](#) | [Benefits](#) | [Business and industry](#) | [Jobs and the workplace](#) | [Money and finances](#) | [Aboriginal peoples](#) | [business](#) | [funding applicants](#) | [non-Canadians](#) | [parents](#) | [persons with disabilities](#) | [rural community](#) | [students](#) | [women](#) | [youth](#) | [backgrounders](#) | [Hon. Patricia A. Hajdu](#)

**Date modified:**

2019-04-23

**2017 CANADA SUMMER JOBS APPLICATION / AGREEMENT**

**Your online application was successfully submitted; your confirmation number is 0-14785943.** To print your confirmation number, use the print button of your web browser. Please keep this confirmation number for future reference purposes with Service Canada.

Your application will be assessed and you will be informed of its status at the end of April. Service Canada will confirm by email all decisions made concerning your application, whether it is approved or rejected.

Please note that **only one copy of your application** should be submitted to Service Canada. Submitting multiple copies of the same application using various methods may cause longer processing times.

Date modified: 2017-01-20

THIS IS EXHIBIT "G" REFERRED TO IN THE	
AFFIDAVIT OF <i>Larry Chupa</i>	
SWORN BEFORE ME THIS	<i>19<sup>th</sup></i> DAY
OF <i>Sept</i>	20 <i>19</i>
<i>Officer</i>	



## 2017 CANADA SUMMER JOBS APPLICATION SUMMARY

### CANADA SUMMER JOBS

### ARTICLES OF AGREEMENT

#### BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Employment and Social Development (hereinafter referred to as "Canada")

#### AND

The Employer identified as the "Legal Name of Employer" on the attached document titled "Canada Summer Jobs - Application/Agreement" (hereinafter referred to as the "Employer")

Hereinafter collectively referred to as "the Parties"

WHEREAS Canada has established the Canada Summer Jobs, a component of the Youth Employment Strategy, under which financial assistance may be provided to Employers to encourage these Employers to hire students to help them in acquiring employment and/or career related skills;

WHEREAS the Employer proposes to hire participant(s) for the Job(s) listed in the "Canada Summer Jobs Application";

AND WHEREAS Canada has agreed to make a contribution towards the costs of the Job(s) under Canada Summer Jobs;

Now, therefore, Canada and the Employer agree as follows:

### 1.0 AGREEMENT

1.1 The following documents and any amendments relating thereto form the Agreement between Canada and the Employer:

- a. the document hereto entitled "Canada Summer Jobs - Application/Agreement";
- b. the document hereto entitled "Calculation of Approved Canada Summer Jobs Contribution Amount".

### 2.0 INTERPRETATION

2.1 In this Agreement,

"Funding Period" means the period during which the Job is taking place as indicated in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document;

"Job" means a job referred to in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document;

"Project" means the hiring and Job activities as described in the Application/Agreement;

"Mandatory Employment Related Costs" means payments that the Employer is required by law to make in respect of participants including, but not restricted to, those required for employment insurance, Quebec Parental Insurance Plan, Canada Pension Plan, Quebec Pension Plan, vacation pay, workers' compensation, health insurance in Quebec and Ontario (if applicable), Newfoundland and Labrador Health and Post-Secondary Education Tax in Newfoundland and Labrador, and the Manitoba Health and Education Levy in Manitoba;

"Overhead Costs" means such costs, other than wages and Mandatory Employment Related Costs, incurred by the Employer, which are in compliance with the conditions governing eligible costs set out in this Agreement;

"Participant" means an individual who is hired by the Employer for a Job during the period set out in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document and who:

- a. is between 15 and 30 years of age (inclusive) at the start of employment;
- b. was registered as a full-time student during the preceding academic year;
- c. intends to return to school on a full-time basis during the next academic year;
- d. is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- e. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\* and;

f. is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

\*Foreign students are not eligible.

Words imparting the singular include the plural and vice versa.

### 3.0 EFFECTIVE DATE AND DURATION

3.1 This Agreement shall come into effect on the signature date specified in the document "Calculation of Approved Canada Summer Jobs Contribution Amount" and, subject to section 3.2, shall expire when Canada issues the final payment unless the Agreement is terminated on a prior date in accordance with the terms of this Agreement.

3.2 All obligations of the Employer shall expressly or by their nature survive termination or expiry of this Agreement and shall continue in full force subsequent to and notwithstanding such termination or expiry until and unless they are satisfied or by their nature expire.

### 4.0 CANADA'S CONTRIBUTION

4.1 Subject to the terms and conditions of this Agreement, Canada will make a contribution to the Employer towards the costs incurred by the Employer as a result of the provision of the Job(s) to the participant(s) of an amount not exceeding the amount indicated in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document.

4.2 Costs are eligible costs only if they are, in the opinion of Canada, reasonable and directly related to the provisions of the Job(s). Only those costs incurred during the Funding Period are eligible costs. No costs incurred prior to or following the Funding Period are eligible costs.

4.3 When hiring a participant with a disability, the Employer agrees that Canada's contribution towards special equipment facilities and support necessary for the participation shall not exceed the actual costs.

4.4 The amount of Canada's contribution in respect of Mandatory Employment Related Costs incurred in respect of each participant shall not exceed the amount that would be payable if the participant's wages were paid at the provincial or territorial adult minimum wage rate.

4.5 In the event that the hourly wage rate paid by the Employer is less than the hourly wage rate shown in the Application/Agreement, Canada may, in its discretion, reduce the amount of its contribution in respect of those eligible costs.

### 5.0 APPROPRIATION

5.1 Any payment under this Agreement is subject to the appropriation of funds by Parliament for the Fiscal Year in which the payment is to be made.

### 6.0 TERMS OF PAYMENT

6.1 (1) Subject to paragraph (2), Canada's contribution shall be payable upon receipt and verification of a claim made by the Employer in a form prescribed by Canada, such claim to be submitted by the Employer within 30 days following the termination of the Job(s) covered by the Agreement.

(2) Where the Employer is a not-for-profit employer, payment of Canada's contribution may be made as follows:

*Where the total value of the contribution is up to \$100,000*

- a. an initial advance payment not exceeding 75% of the estimated total contribution payable under the Agreement; and
- b. upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

*Where the total value of the contribution is from \$100,001 up to \$500,000*

- a. an initial advance payment not exceeding 50% of the estimated total contribution payable under the Agreement; and
- b. upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

*Where the total value of the contribution is more than \$500,000*

- a. following receipt of a cash flow forecast, monthly advances covering the Employer's estimated monthly financial requirements payable under the Agreement; and
- b. upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

### 7.0 REDUCTION OR TERMINATION OF FUNDING

7.1 Canada may, upon not less than ninety (90) days' notice, reduce its funding under this Agreement or terminate the Agreement if:

- a. the level of funding for the Program named in this Agreement for Fiscal Year in which payment is to be made under the Agreement is reduced as a result of a governmental or departmental spending decision, or
- b. parliament reduces the appropriation of funds for contributions under the Program named in this Agreement.

7.2 Where, Canada gives notice of its intention to reduce its funding pursuant to section 7.1, and the Employer is of the opinion that it will be unable to complete the Project in the manner desired by the Employer, the Employer may terminate the Agreement upon not less than fifteen (15) days written notice to Canada.

## 8.0 OTHER SOURCES OF FUNDING

Sections 8.2 and 8.3 only apply where the contribution is in excess of \$100,000.

*[Option 1 - where the funding from Canada is the only source of financial assistance - Cross out if not applicable]*

8.1 The Employer declares that the contribution provided under this Agreement is the only financial assistance for the Job(s) it has received or expects to receive from any level of government (federal, provincial, territorial or municipal) or from any other source.

*[Option 2 - where there are other sources of financial assistance - Cross out if not applicable]*

8.1 The Employer declares that it has received or is entitled to receive the following financial assistance for the Job(s) from other sources:

- 1. \$ \_\_\_\_\_ from \_\_\_\_\_
- 2. \$ \_\_\_\_\_ from \_\_\_\_\_
- 3. \$ \_\_\_\_\_ from \_\_\_\_\_
- 4. \$ \_\_\_\_\_ from \_\_\_\_\_

8.2 The Employer will inform Canada promptly in writing of any additional financial assistance to be received for the Job(s) other than that referred to in section 8.1.

8.3 Where the Employer receives any additional financial assistance for the Job(s) other than the financial assistance referred to in section 8.1, Canada may, in its discretion, reduce its contribution by such amount as it considers appropriate, up to the amount of the additional assistance received, or if Canada's contribution has already been paid, require repayment of such amount. Upon receipt of notice to repay under this section, the Employer agrees to repay the amount as a debt due to Canada.

## 9.0 MANAGEMENT OF PROJECT

9.1 The Employer shall:

- a. provide the participant(s) with an adequate supervision, learning and work experience;
- b. ensure that the Job(s) are carried out in a safe environment;
- c. provide the participant(s) with all the information concerning health and safety standards and regulations regarding their work environment and, if necessary, inform them about the safety equipment required to accomplish their tasks;
- d. remit Mandatory Employment Related Costs on behalf of the participant(s); and
- e. inform Canada promptly in writing forthwith of any injury suffered by the participant(s) while carrying out the Job(s).

9.2 The management, supervision and control of the Job(s) are the sole and absolute responsibility of the Employer.

9.3 The Employer shall not, without the prior written consent of Canada, alter the nature of the Job(s) that are described in the Application/Agreement.

## 10.0 COLLECTION AND PROTECTION OF PARTICIPANT INFORMATION

10.1 The Employer shall complete form EMP5397 for each participant and forward it to Canada within seven (7) days following each participant's first day of work.

10.2 Prior to collecting or compiling the information in form EMP5397, the Employer shall

- a. inform the Participant that funding for the Project is provided by Canada. Canada needs the information referred in the form EMP5397 to:
  - i. validate the eligibility of each participant;
  - ii. measure the results and assess the success of the Project;
- b. obtain the written consent of each Participant for the collection, uses and disclosure of the information in form EMP5397.

10.3 All Participant information referred to in section 10.1 collected or compiled by the Employer shall be treated as confidential and the Employer shall take all security measures reasonably necessary for the protection of any unauthorized release or disclosure, including those set out in any instructions issued by Canada.

10.4 During the course of this Agreement and for a period of six years thereafter, the Employer shall not release or disclose information referred to in section 10.1 about a Participant to any other person or body for any purpose unless the Participant consents to the release or disclosure or unless the person or body is authorized by law to require the Employer to provide information to the person or body.

10.5 Representatives of Canada shall be entitled to verify the Employer's premises at all reasonable times to ensure compliance with the information security requirements of section 10.3.

10.6 Upon expiry of a period of six years after the Project Period, the Employer shall destroy the information referred to in section 10.1 in accordance with instructions issued by Canada.

## 11.0 ACCESS TO INFORMATION AND PROACTIVE DISCLOSURE

11.1 The Employer acknowledges that Canada is subject to the *Access to Information Act* [R.S.C., 1985, c. A-1], and information obtained by Canada pertaining to this Agreement may be disclosed by Canada to the public upon request under the aforementioned act.

11.2 The Employer acknowledges that the name of the Employer, the amount of Canada's funding and the general nature of the project may be made publicly available by Canada in accordance with the Government of Canada's commitment to proactively disclose the awarding of grants and contributions.

## 12.0 EMPLOYER DECLARATIONS

12.1 The Employer declares, represents and warrants that:

- a. no participant will displace or replace existing employees or volunteers, employees that have been laid-off and are awaiting recall, employees absent due to an industrial dispute, employees on vacation, or employees on maternity or paternity leave;
- b. except where the participant is a person with disabilities or has legitimate barriers to availability, participant(s) will work a minimum of 30 hours per week for a period of six to sixteen weeks. The hours of work will not exceed 40 hours per week;
- c. no other contribution will be received or claimed for the same portion of a Job and for the same period unless such contribution is provided pursuant to an agreement between the Government of Canada and a Provincial/Territorial government, or with the approval of Canada;
- d. the Organization "Employer" and any person lobbying on its behalf is in compliance with the *Lobbying Act*, [R.S.C., 1985, c. 44 (4th Supp.)] and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding;
- e. that it has provided Canada with a true and accurate list of all amounts owing to the federal government which are past due and in default or arrears as of the time of the Employer's application for funding. The Employer recognizes that any such amounts owing to the federal government may be deducted from, or set-off against, amounts payable to it under this Agreement.
- f. the Job(s) will not provide personal services to Employer;
- g. the Job(s) would not be created without the financial assistance provided under this Agreement; and
- h. an employer/employee relationship will be established with the participants.

## 13.0 RELATIONSHIP BETWEEN THE PARTIES AND NON-LIABILITY OF CANADA

13.1 The management and supervision of the Project are the sole and absolute responsibility of the Employer. The Employer is not in any way authorized to make a promise, agreement or contract on behalf of Canada. This Agreement is a funding agreement only, not a contract for services or a contract of service or employment. Canada's responsibility is limited to providing financial assistance to the Employer towards the Eligible Expenditures. The parties hereto declare that nothing in this Agreement shall be construed as creating a partnership, an employer-employee, or agency relationship between them. The Employer shall not represent itself as an agent, employee or partner of Canada.

13.2 Nothing in this Agreement creates any undertaking, commitment or obligation by Canada respecting additional or future funding of the Project beyond the Project Period, or that exceeds the maximum contribution specified in the document "Calculation of Approved Canada Summer Jobs Contribution Amount". Canada shall not be liable for any loan, capital lease or other long-term obligation which the Employer may enter into in relation to carrying out its responsibilities under this Agreement or for any obligation incurred by the Employer toward another party in relation to the Project.

## 14.0 INDEMNIFICATION

14.1 The Employer shall, both during and following the funding Period, indemnify and save Canada harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wilful or negligent act, omission or delay on the part of the Employer or its employees or agents in connection with anything purported to be or required to

be provided by or done by the Employer pursuant to this Agreement or done otherwise in connection with the implementation of the Project. It is understood that Canada cannot claim compensation under this section in case of accident, loss or damage caused by him or his employees.

## 15.0 CONFLICT OF INTEREST

15.1 No current or former public servant or public office holder to whom the *Conflict of Interest Act* [S.C. 2006, c. 9, s. 2], the *Conflict of Interest and Post-Employment Code for Public Office Holders* or the *Values and Ethics Code for the Public Service* applies shall derive a direct benefit from the Agreement unless the provision or receipt of such benefit is in compliance with the said legislation or codes.

15.2 No member of the Senate or the House of Commons shall be admitted to any share or part of the Agreement or to any benefit arising from it that is not otherwise available to the general public.

## 16.0 NEPOTISM

16.1 No cost incurred by the Employer in relation to a participant who is a member of the Immediate Family of the Employer or, if the Employer, who is a member of the Immediate Family of an officer or a director of the Employer, is eligible for reimbursement under the Agreement unless Canada is satisfied, and agrees in writing before the commencement of the Job, that the hiring of the participant was not the result of favouritism by reason of membership in the Immediate Family of the Employer, officer or director, as the case may be.

16.2 For purposes of section 16.1, "Immediate Family" means father, mother, step-father, step-mother, foster parent, brother, sister, spouse or common-law partner, child (including child of common-law partner), step-child, ward, father-in-law, mother-in-law, or any relative permanently residing with the Employer, officer or director, as the case may be.

16.3 For the purpose of section 16.2, "Common-law partner" means a person who is cohabiting with the Employer, officer or director, as the case may be, in a conjugal relationship, having so cohabited with the Employer, officer or director, for a period of at least one year.

## 17.0 FINANCIAL RECORDS AND AUDIT REQUIREMENTS

17.1 The Employer shall keep proper books of account and records, in accordance with generally accepted business and accounting practices, of the financial management of this Agreement. The books of account and records shall include all invoices, receipts and vouchers relating to the expenditures incurred and revenues made in relation to this Agreement, including funding for the Job(s) received from other sources.

17.2 During the course of this Agreement and for a period of six years thereafter, the Employer shall make the books of accounts and records available at all reasonable times for inspection and audit by representatives of Canada to ensure compliance with the terms and conditions of this Agreement and verify costs claimed by the Employer under this Agreement. The Employer shall permit representatives of Canada to take copies and extracts from such books and records and shall furnish them with such additional information as they may require with reference to them.

## 18.0 INQUIRY BY THE AUDITOR GENERAL OF CANADA

18.1 If, during the Funding Period or within a period of six years thereafter, the Auditor General of Canada, in relation to an inquiry conducted under subsection 7.1(1) of the *Auditor General Act* [R.S.C., 1985, c. A-17], requests that the Employer provide him or her with any records, documents or other information pertaining to the utilization of the funding provided under this Agreement, the Employer shall provide the records, documents or other information within such period of time as may be reasonably requested in writing by the Auditor General of Canada.

## 19.0 EVALUATION

19.1 The Employer agrees to cooperate with Canada in the conduct of any evaluation of the Project and/or the Program named in this Agreement that Canada may carry out during the Funding Period or within a period of three years thereafter. Without limiting the generality of the foregoing, if requested by Canada to do so for the purpose of conducting an evaluation, the Employer agrees to:

- a. participate in any survey, interview, case study or other data collection exercise initiated by Canada; and
- b. subject to section 19.2 provide Canada with contact information of the Project partner organizations, if any, who participated in the Project, and of the members of the board of directors of the Employer.

19.2 The Employer shall provide Canada with the contact information of a person (name, address, phone number and e-mail address) referred to in section 19.1 only if the person has given their written consent to the release of the information to Canada. The Employer agrees to make all reasonable efforts to secure such consent during the Funding Period. When providing a person's contact information to Canada, the Employer shall provide Canada with an accompanying written statement certifying that the person has given their consent to the sharing of their contact information with Canada.

## 20.0 DISPOSITION OF ASSETS

20.1 The Employer shall preserve any assets acquired with the contribution and use them for the purposes of carrying out the Job(s) outlined in the Application/Agreement, unless Canada authorizes their disposition.

1/27/2017

Canada Summer Jobs Application

20.2 At the end of the Funding Period, or upon termination of this Agreement, if earlier, and if directed to do so by Canada, any assets referred to in section 20.1 costing \$1,000 (before taxes) or more that have been preserved by the Employer shall be:

- a. sold at fair market value and that the funds realized from such sale be applied to the eligible costs under this Agreement to offset Canada's contribution;
- b. turned over to another person or organization designated or approved by Canada; or
- c. disposed of in such other manner as may be determined by Canada.

## 21.0 TERMINATION OF AGREEMENT

### *Termination for Default*

21.1 (1) The following constitute Events of Default:

- a. the Employer becomes bankrupt, has a receiving order made against it, makes an assignment for the benefit of creditors, takes the benefit of a statute relating to bankrupt or insolvent debtors or an order is made or resolution passed for the winding up of the Employer;
- b. the Employer ceases to operate;
- c. the Employer is in breach of the performance of, or compliance with, any provision of this Agreement;
- d. the Employer, in support of its application for Canada's contribution or in connection with this Agreement, has made materially false or misleading representations, statements or declarations, or provided materially false or misleading information to Canada; or
- e. the Employer has changed the tasks and responsibilities of the participant(s), as described on the Application/Agreement, without Canada's prior approval.

(2) If:

- a. an Event of Default specified in paragraph (1)(a) or (b) occurs; or
- b. an Event of Default specified in paragraphs (1)(c), (d) or (e) occurs and has not been remedied within fifteen (15) days of receipt by the Employer of written notice of default, or a plan satisfactory to Canada to remedy such Event of Default has not been put into place within such time period, Canada may, in addition to any remedies otherwise available, immediately terminate the Agreement by written notice. Upon providing such notice of termination, Canada shall have no obligation to make any further contribution to the Employer.

(3) In the event Canada gives the Employer written notice of default pursuant to paragraph (2)(b), Canada may suspend any further payment under this Agreement until the end of the period given to the Employer to remedy the Event of Default.

(4) The fact that Canada refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon Canada shall not prevent Canada in any way from later exercising any other right or remedy under this Agreement or other applicable law.

### *Termination for Convenience*

21.2 Canada may also terminate this Agreement at any time without cause upon not less than fifteen (15) days written notice of intention to terminate

### *Obligations Relating to Termination and Minimizing Cancellation Costs*

21.3 In the event of a termination notice being given by Canada

- a. the Employer shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto; and
- b. all eligible costs incurred by the Employer up to the date of termination will be paid by Canada, including the Employer's costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement; provided always that payment and reimbursement under this paragraph shall only be made to the extent that it is established to the satisfaction of Canada that the costs mentioned herein were actually incurred by the Employer and the same are reasonable and properly attributable to the termination of the Agreement.

21.4 The Employer shall negotiate all contracts related to the Project, including employment contracts with staff, on terms that will enable the Employer to cancel same upon conditions and terms that will minimize to the extent possible their cancellation costs in the event of a termination of this Agreement. The Employer shall cooperate with Canada and do everything reasonably within its power at all times to minimize and reduce the amount of Canada's obligations under section 21 in the event of a termination of this Agreement.

## 22.0 INTEREST EARNED ON ADVANCES OF THE CONTRIBUTION

22.1 Any interest earned on advances of Canada's contribution shall be accounted for by the Employer. Such interest shall be deemed to be part payment of the contribution and shall be used or applied to offset Canada's contribution in respect of the eligible costs under this Agreement.

## 23.0 REPAYMENT REQUIREMENTS

23.1 Upon expiry or termination of this Agreement, if earlier, the Employer shall immediately repay to Canada any amount by which the contribution paid to the Employer, together with any interest earned thereon, exceeds the amount to which the Employer is entitled under the Agreement. Without limiting the generality of the foregoing, amounts to which the Employer is not entitled include

- a. the amount of any unspent advance payments of the contribution in the hands of the Employer;
- b. amounts paid in error or in excess of the amount of costs actually incurred; and
- c. amounts paid in respect of costs which are determined by Canada to be ineligible.

Such amounts are debts due to Canada.

23.2 Interest shall be charged on overdue debts in accordance with the *Interest and Administrative Charges Regulations* made pursuant to Canada's *Financial Administration Act*.

## 24.0 REPORTS AND MONITORING OF PROJECT

24.1 The Employer shall provide Canada with such reports concerning the progress of the participants and particulars of the participants as may be requested by Canada. The progress reports shall be in such form and contain such information as may be specified by Canada.

24.2 The Employer shall, upon request, permit representatives of Canada to have access to the site or sites where the Job(s) are carried out to monitor such Job(s).

## 25.0 ACCESS TO INFORMATION

25.1 Subject to the *Access to Information Act* [R.S.C. 1985, c. A-1], all information pertaining to this Agreement is public information and may be disclosed to third parties upon request under the Act.

## 26.0 INSURANCE

26.1 The Employer shall ensure that it has Workers' Compensation coverage or similar insurance, in accordance with provincial/territorial regulations, in place for the participants for the duration of their Job(s) pursuant to this Agreement.

## 27.0 INFORMING CANADIANS OF THE GOVERNMENT OF CANADA'S FUNDING

27.1 The Recipient shall allow Canada sixty (60) days from the date of signature of the Agreement to announce the Project. The parties will collaborate for the first public announcement of the project, including all communication, event or ceremony used to promote the project. The time, place and agenda for such communication activities must be appropriate for Canada.

27.2 To enable Canada's participation in any subsequent communications activities about the project; the recipient will inform Canada no later than twenty (20) calendar days preceding such communication activities.

27.3 The Recipient shall ensure that in all communication activities, publications, advertising (including on social media or websites) include the recognition of Canada's - financial assistance to the project - in a form satisfactory to Canada.

## 28.0 COMPLIANCE WITH LAWS

28.1 The Employer shall carry out the Project in compliance with all applicable laws, by-laws and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project.

## 29.0 AMENDMENT

29.1 This Agreement may be amended by mutual consent of the parties. To be valid, any amendment to this Agreement shall be in writing and signed by both parties.

## 30.0 NON-ASSIGNMENT OF AGREEMENT

30.1 The Employer shall not assign this Agreement or any part thereof without the prior written consent of Canada.

## 31.0 WARRANTY OF AUTHORITY

31.1 The Employer warrants that its representative(s) identified in this Application/Agreement has (have) the authority to enter into an agreement on its behalf and agrees to provide Canada with such evidence of that authorization as Canada may reasonably require.

Do you declare that you have read and understood the Applicant Guide and the Canada Summer Jobs Articles of Agreement and do you declare that the job would not be created without the financial assistance provided under a potential agreement? (Mandatory)

**Yes**

Province or territory in which the proposed activities will take place. (Mandatory)

**Ontario**

## Privacy Notice Statement

The information you provide is collected under the authority of the Department of Employment and Social Development Act. Completion is voluntary, however, refusal to provide information will result in your application not being considered for funding. The information will be used to determine your eligibility for Canada Summer Jobs, its administration and for subsequent evaluation and accountability purposes. The information you provide may also be used for policy analysis and/or research purposes. In order to conduct these activities, various sources of information under the custody and control of the Department may be linked.

The information you provide may also be shared with your respective Member of Parliament to ensure local priorities are considered and the list of projects is validated. Information will be disclosed in accordance with the Privacy Act and Department of Employment and Social Development Act.

Personal information is administered in accordance with the Privacy Act and other applicable laws. You have the right to the protection of, and access to, your personal information. It will be retained in Personal Information Bank ESDC PPU 293. Instructions in obtaining this information are outlined in the government publication available online, entitled Info Source.

Please note you can withdraw your application after submitting it.

If, after reading this Statement, you prefer to submit your application using the paper application, the Application/Agreement form is available via the Canada Summer Jobs website.

Once you have started the online application, you will be able to cancel it at any time. If you cancel it, none of the information you have entered will be retained. By selecting "Yes, I agree", you are confirming that you have read and understood this Privacy Notice Statement and are now ready to provide information in accordance with it.

Do you, on behalf of the organization, agree with this Privacy Notice Statement? (Mandatory)

**Yes, I agree**

Canada Revenue Agency Business Number (Mandatory)

First Nine Digits: **106792120**

Type of Account: **RR**

Specific Account: **0001**

Legal Name of Employer (Mandatory)

**BCM International (Canada) Inc.**

Operating (Common) Name of Employer (Mandatory)

**Mill Stream Bible Camp & Retreat Centre**

Telephone Number of Employer (Mandatory)

Area Code: **705** Exchange: **799** Number: **6521** Extension:

Employer Type (Mandatory)

**Not-for-Profit**



Not-For-Profit Sector (Mandatory)

**Community, charitable or voluntary organization**

Name of Employer Contact Person (Mandatory)

**Larry Chupa**

Telephone Number of Employer Contact Person (Mandatory)

Area Code: **705** Exchange: **799** Number: **6521** Extension:

Email Address of Employer Contact Person (Mandatory)

**office@millstream.camp**

What year was the organization established? (Optional)

**1941**

Organization's Mandate (Mandatory)

**Summer Children & Youth Camps**

Number of Full-Time Employees Working in Canada (Mandatory)

**23**

Preferred Language of Communication - Spoken (Mandatory)

**English**

Preferred Language of Communication - Written (Mandatory)

**English**

Mailing Address of Employer (Mandatory)

Address 1: **880 Old Mill Road**

Address 2:

City: **Omeme**

Province: **Ontario**

Postal Code: **K0L2W0**

Will the address of the location of the proposed activities be different from the mailing address? (Mandatory)

**No**

The activities of your organization focus on the provision of services in the community: (Mandatory)

**to persons with disabilities**

**to persons who are homeless or street-involved**

**to children or youth**

**related to environmental protection**

**related to public health or safety**

Are the proposed activities directed at members of an Official Language Minority Community? (Mandatory)

**No**

Number of Jobs Requested (Mandatory)

**6**

Job Title (Mandatory)

**Assistant Program Coordinator**

Hourly Wage Rate (Mandatory)

**13.00**

Number of Weeks Requested (Mandatory)

**16**

Number of Hours per Week Requested (Mandatory)

**40.00**

Job Title (Mandatory)

**Female Section Leader**

Hourly Wage Rate (Mandatory)

**13.00**

Number of Weeks Requested (Mandatory)

**12**

Number of Hours per Week Requested (Mandatory)

**40.00**

Job Title (Mandatory)

**Male Section Leader**

Hourly Wage Rate (Mandatory)

**13.00**

Number of Weeks Requested (Mandatory)

**12**

Number of Hours per Week Requested (Mandatory)

**40.00**

Job Title (Mandatory)

**Activity Coordinator**

Hourly Wage Rate (Mandatory)

**12.50**

1/27/2017

Canada Summer Jobs Application

Number of Weeks Requested (Mandatory)

**10**

Number of Hours per Week Requested (Mandatory)

**40.00**

Job Title (Mandatory)

**Maintenance Leadhand**

Hourly Wage Rate (Mandatory)

**12.00**

Number of Weeks Requested (Mandatory)

**8**

Number of Hours per Week Requested (Mandatory)

**40.00**

Job Title (Mandatory)

**Cabin Leader**

Hourly Wage Rate (Mandatory)

**12.00**

Number of Weeks Requested (Mandatory)

**8**

Number of Hours per Week Requested (Mandatory)

**40.00**

Number of Students Requested (Mandatory)

**1**

Anticipated Start Date (Mandatory)

**2017 - 05 - 01**

Hourly Wage Requested from ESDC (Mandatory)

**11.40***Assistant Program*

Tasks and Responsibilities (Mandatory)

**Assisting in providing a balanced program of activities that promotes physical, spiritual, mental and social growth within a safe, challenging and enjoyable atmosphere. Must plan and assist in executing a balanced staff training program that will include all camp staff, Must supervise the camp skills program. Assist in providing direction for all program staff. Handle discipline situations for campers as directed by the Camp Director. Assist in developing leadership skills among staff within the weekly program. Help train and upgrade program staff.**

Supervision and Mentoring Plans (Mandatory)

**Supervision and Mentoring Plans (Mandatory)**

**The student is directly mentored and supervised by the Camp Director. The Director is involved with the training and assessment at all stages. The student will have daily contact with the Director and receive daily on-going feedback followed by weekly evaluations focusing on successes and expanded leadership goals for the following week.**

**Health and Safety Practices in the Workplace (Mandatory)**

**The student will receive Worker Health & Safety Awareness training which includes the Ontario Health & Safety Act, OADA and WHMIS training. The student is required to complete fire extinguisher and emergency management training which is completed on-site. The student is required to complete assignments on-line through Expert On-Line Training as assigned by the Director to continue their advancement for care and safety as a youth professional leader.**

**Desired Level of Education of the Student (Mandatory)**

**Post-Secondary**

**Will this job be a career-related work experience? (Mandatory)**

**Yes**

**Field of Studies (Mandatory)**

**Education, Psychology, Sociology - directly related to course study working with children and teens.**

**Will your organization make special efforts to hire a priority student? (Mandatory)**

**No**

**Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)**

**No**

**The tasks and responsibilities of this job support the provision of services in the community: (Mandatory)**

**to persons with disabilities  
to persons who are homeless or street-involved  
to children or youth  
related to environmental protection  
related to public health or safety**

**Does this job support a local priority? (Mandatory)**

**No**

**Number of Students Requested (Mandatory)**

**1**

**Anticipated Start Date (Mandatory)**

**2017 - 06 - 05**

**Hourly Wage Requested from ESDC (Mandatory)**

**11.40**

### Tasks and Responsibilities (Mandatory)

**In consultation with the Camp Director and Program Coordinator they will advise and direct Female Cabin Leaders in counselling responsibilities. This individual will assist in directing and supporting camp programs and be responsible to organize people and activities. They will support positive cabin living experiences by providing immediate response to Cabin Leaders requiring assistance or counsel campers when situations arise. They will monitor staff and camper programs to ensure maximum safety is attained and assist in camp activities when needed.**

### Supervision and Mentoring Plans (Mandatory)

**The student is directly mentored and supervised by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. The student will have daily contact with the Program Coordinator and receive daily on-going verbal feedback. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Camp Director. All training, supervision and tasks are completed on-site.**

### Health and Safety Practices in the Workplace (Mandatory)

**The student will receive Worker Health and Safety Awareness training which includes Occupational Health and Safety Act, OADA and WHMIS training. The student is required to complete fire extinguisher and emergency management training which is completed on-site. The student is required to complete assignments on-line through Expert Online Training as assigned by the Director to continue their advancement for care and safety as a youth leader professional.**

### Desired Level of Education of the Student (Mandatory)

**Post-Secondary**

### Will this job be a career-related work experience? (Mandatory)

**Yes**

### Field of Studies (Mandatory)

**Nursing - interaction with children, teens and parents while developing leadership and team skills. Education - directly related to course study working with children and teens.**

### Will your organization make special efforts to hire a priority student? (Mandatory)

**No**

### Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)

**No**

### The tasks and responsibilities of this job support the provision of services in the community: (Mandatory)

**to persons with disabilities  
to persons who are homeless or street-involved  
to children or youth  
related to environmental protection  
related to public health or safety**

### Does this job support a local priority? (Mandatory)

**No**

### Number of Students Requested (Mandatory)

**1**

Anticipated Start Date (Mandatory)

**2017 - 06 - 05**

Hourly Wage Requested from ESDC (Mandatory)

**11.40**

Tasks and Responsibilities (Mandatory)

*MALE SECTION*

**In consultation with the Camp Director and Program Coordinator they will advise and direct Male Cabin Leaders in counselling responsibilities. This individual will assist in directing and supporting camp programs and be responsible to organize people and activities. They will support positive cabin living experiences by providing immediate response to Cabin Leaders requiring assistance or counsel campers when situations arise. They will monitor staff and camper programs to ensure maximum safety is attained and assist in camp activities when needed.**

Supervision and Mentoring Plans (Mandatory)

**The student is directly mentored and supervised by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. The student will have daily contact with the Program Coordinator and receive daily on-going verbal feedback. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Camp Director. All training, supervision and tasks are completed on-site.**

Health and Safety Practices in the Workplace (Mandatory)

**The student will receive Worker Health and Safety Awareness training which includes Occupational Health and Safety Act, OADA and WHMIS training. The student is required to complete fire extinguisher and emergency management training which is completed on-site. The student is required to complete assignments on-line through Expert Online Training as assigned by the Director to continue their advancement for care and safety as a youth leader professional.**

Desired Level of Education of the Student (Mandatory)

**Post-Secondary**

Will this job be a career-related work experience? (Mandatory)

**Yes**

Field of Studies (Mandatory)

**Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment. Education - directly related to course study working with children and teens.**

Will your organization make special efforts to hire a priority student? (Mandatory)

**No**

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)

**No**

The tasks and responsibilities of this job support the provision of services in the community: (Mandatory)

**to persons with disabilities**

**to persons who are homeless or street-involved**

**to children or youth**

**related to environmental protection**  
**related to public health or safety**

Does this job support a local priority? (Mandatory)

No

Number of Students Requested (Mandatory)

1

Anticipated Start Date (Mandatory)

2017 - 06 - 19

Hourly Wage Requested from ESDC (Mandatory)

11.40

Tasks and Responsibilities (Mandatory)

ACTIVITY

COORDINATOR

In consultation with the Assistant Program Coordinator this individual will assist in the execution of a balanced program of activities that promotes physical, spiritual, mental and social growth within a safe, challenging and enjoyable environment. They will assist in the planning and development of the camp program and will supervise the camp skills program. They will execute the weekly camp program and the daily camp schedule. They are to ensure all the camp activities function correctly with maximum safety. They will provide direction and supervision for the activity leaders.

Supervision and Mentoring Plans (Mandatory)

The student is directly mentored and supervised by the Camp Director. The Director is involved with the training and assessment at all stages. The student will have daily contact with the Director and receive daily on-going verbal feedback followed by weekly evaluations focusing on successes and expanded leadership goals for the following week. All training, supervision and tasks are completed on-site.

Health and Safety Practices in the Workplace (Mandatory)

The student will receive Worker Health & Safety Awareness training which includes the Ontario Health & Safety Act, OADA and WHMIS training. The student is required to complete fire extinguisher and emergency management training which is completed on-site. The student is required to complete assignments on-line through Expert On-Line Training as assigned by the Director to continue their advancement for care and safety as a youth professional leader.

Desired Level of Education of the Student (Mandatory)

Post-Secondary

Will this job be a career-related work experience? (Mandatory)

Yes

Field of Studies (Mandatory)

**Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment. Nursing - interaction with children, teens and parents while developing leadership and team skills. Education - directly related to course study working with children and teens.**

Will your organization make special efforts to hire a priority student? (Mandatory)

No

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)

No

The tasks and responsibilities of this job support the provision of services in the community: (Mandatory)

to persons with disabilities  
to persons who are homeless or street-involved  
to children or youth  
related to environmental protection  
related to public health or safety

Does this job support a local priority? (Mandatory)

No

Number of Students Requested (Mandatory)

1

Anticipated Start Date (Mandatory)

2017 - 07 - 09

Hourly Wage Requested from ESDC (Mandatory)

11.40

MAINTENANCE

Tasks and Responsibilities (Mandatory)

In consultation with the Camp Director this individual will maintain general upkeep of grounds, buildings and equipment. They will contribute to staff training by orienting and training summer staff and volunteers. They will also correct hazardous conditions and complete repairs to equipment and buildings as may be needed or directed and to maintain equipment in operational condition. They will be required to co-ordinate and enforce operational and personnel policies and procedures.

Supervision and Mentoring Plans (Mandatory)

The student is directly mentored and supervised by the Camp Director. The Director is involved with the training and assessment at all stages. The student will have daily contact with the Director and receive daily on-going verbal feedback followed by weekly evaluations focusing on successes and expanded leadership goals for the following week. All training, supervision and tasks are completed on-site.

Health and Safety Practices in the Workplace (Mandatory)

The student will receive Worker Health and Safety Awareness training which includes Occupational Health and Safety Act, OADA and WHMIS training. The student is required to complete fire extinguisher and emergency management training which is completed on-site. The student is required to complete assignments on-line through Expert Online Training as assigned by the Director to continue their advancement for care and safety as a youth leader professional.

Desired Level of Education of the Student (Mandatory)

Secondary

Will your organization make special efforts to hire a priority student? (Mandatory)

Yes

Your organization will make special efforts to hire a priority student from which group? (Mandatory)



**Aboriginal student**

Recruitment Plan (Optional)

**I have already identified a priority student.**

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)

**No**

The tasks and responsibilities of this job support the provision of services in the community: (Mandatory)

**to persons with disabilities****to persons who are homeless or street-involved****to children or youth****related to environmental protection****related to public health or safety**

Does this job support a local priority? (Mandatory)

**No**

Number of Students Requested (Mandatory)

**1**

Anticipated Start Date (Mandatory)

**2017 - 07 - 09**

Hourly Wage Requested from ESDC (Mandatory)

**11.40***Cabin Leader*

Tasks and Responsibilities (Mandatory)

**The cabin leader will live with a group of assigned campers and help each one to profit mentally, socially, physically and spiritually from the camping experience. They will acquaint each camper with the facilities and rules of the camp and be a life-style example to the campers. They must complete program activities as assigned or needed and ensure all program activities function with maximum safety. They must also plan activities that help all campers in the cabin group experience success and promote clear communication and unity among the campers and staff to avoid unnecessary problems. They are required to mentor junior staff members into understanding the need to develop team skills in cooperation with the camp leadership, and the organization and administration of the camp policies, procedures and programs. They will also handle discipline situations for campers (in consultation with the Section Leader).**

Supervision and Mentoring Plans (Mandatory)

**The student is directly mentored and supervised by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. The student will have daily contact with the Program Coordinator and receive daily on-going verbal feedback. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Camp Director. All training, supervision and tasks are completed on-site.**

Health and Safety Practices in the Workplace (Mandatory)

**The student will receive Worker Health and Safety Awareness training which includes Occupational Health and Safety Act, OADA and WHMIS training. The student is required to complete fire extinguisher and emergency management training which is completed on-site. The student is required to complete assignments on-line**

**through Expert Online Training as assigned by the Director to continue their advancement for care and safety as a youth leader professional.**

Desired Level of Education of the Student (Mandatory)

**Secondary**

Will your organization make special efforts to hire a priority student? (Mandatory)

**Yes**

Your organization will make special efforts to hire a priority student from which group? (Mandatory)

**Aboriginal student**

Recruitment Plan (Optional)

**i have identified a priority student.**

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)

**No**

The tasks and responsibilities of this job support the provision of services in the community: (Mandatory)

**to persons with disabilities**

**to persons who are homeless or street-involved**

**to children or youth**

**related to environmental protection**

**related to public health or safety**

Does this job support a local priority? (Mandatory)

**No**

The calculations for this application are based on the values you provided for each job.

A contribution of \$30096 has been requested from ESDC for this application.

Does your organization owe any amounts to the Government of Canada? (Mandatory)

**No**

Will you require an advance payment to pay the student should your application be approved? (Mandatory)

**Yes**

By submitting your application, you declare that you have read and understood the Applicant Guide and the Canada Summer Jobs Articles of Agreement and declare that the job would not be created without the financial assistance provided under a potential agreement. (Mandatory)

**Yes**

Name of the Organization's Representative (Mandatory)

**Larry Chupa**

Position Title of the Organization's Representative (Mandatory)

**Director/Administrator**

**Marty Moore**

---

**Subject:** Canada Summer Jobs Application / Agreement

**From:** SV-SF-CSOS [mailto:no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca]

**Sent:** Friday, April 28, 2017 10:03 AM

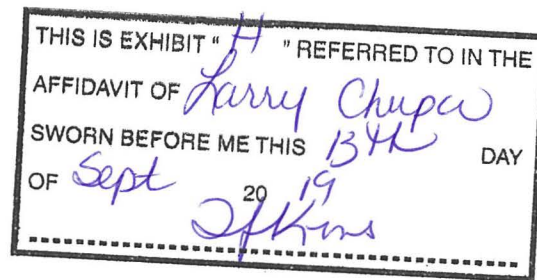
**To:** Larry Chupa

**Subject:** Canada Summer Jobs Application / Agreement

\*\*\*This is a system generated e-mail. Please do not reply\*\*\*

2017/04/28

Larry Chupa  
BCM International (Canada) Inc.  
880 OLD MILL ROAD  
OMEMEE ON K0L 2W0



**Project Number:** # 014778302

**Subject:** Canada Summer Jobs Application/Agreement

Sir or Madam:

We are pleased to inform you that we have approved your Canada Summer Jobs application for funding.

Please note that the amount we have approved for funding may differ from the amount you requested in your application. Attached you will find additional details on the approved job(s), duration of work and funding by consulting the enclosed signed "Calculation of Approved Canada Summer Jobs Contribution" document. If, for any reason, the conditions under which you proposed to hire the student(s) have changed, please advise me immediately.

Below are details about the documents that will be required as part of your agreement:

1. The signed "**Calculation of Approved Canada Summer Jobs Contribution**" document indicates the maximum amount of contribution funds available for this agreement. Only costs you incur for the period indicated are eligible for reimbursement. You are responsible for any costs you incur outside the agreement's start and end dates.
2. The **Employer Employee Declaration** form is used to validate the eligibility of the student you have hired, it must be completed and signed by both, you and the student on the first day of work. You are required to submit this document within seven days of the student beginning employment. It must be mailed in a sealed envelope and addressed to me at the address below. This form should never be submitted to us by email or fax as it contains personal information. **No advance or payment will be provided until Service Canada has received the Employer Employee Declaration form.**
3. The "**Are You In Danger?**" brochure provides a very important message concerning health and safety, and discuss it with them as part of their initial orientation. This discussion will be in addition to your workplace-specific health and safety orientation and training. Be sure to give all students a copy of this brochure.

4. The Career Tool Factsheet is an easy-to-use, web-based search tool that provides detailed information about the benefits of working in various occupations and helps students determine the education and training they need to pursue to get quality jobs. Be sure to give all students a copy of the Career Tool Factsheet.
5. The Grants and Contributions Direct Deposit Request form is used to request that payments be made via direct deposit. If you wish to have your payments made via direct deposit, you can send the completed form to Service Canada as soon as possible. This form should never be submitted to us by email or fax as it contains your financial information.
6. Once the project has ended, you will need to complete the Payment Claim and Activity Report form. This form is used to request payments and report on Canada Summer Jobs activities. You are required to return the completed and signed form to Service Canada no later than 30 days after the student completes his or her employment. This form should never be submitted to us by email or fax as it contains personal information. **If this document is not received within 30 days after the last student completes his or her employment, we may not reimburse you. We may also consider any advances we have issued as overpayments.**

If you indicated in your application that you intend to employ priority students, you are expected to apply due diligence and make all reasonable efforts to recruit these priority students. If you are having difficulties recruiting priority students, please contact me to obtain additional suggestions.

You will be expected to employ the students in the jobs described in the agreement, paying them, at a minimum, the amount you specified in your application and for at least the number of hours and weeks indicated in the agreement. Failure to meet the conditions of the agreement may lead to its termination. I would encourage you to review the articles of agreement included with the application you originally completed, since they are legally binding.

If you are interested in advertising your job vacancies, you may visit [www.jobbank.gc.ca](http://www.jobbank.gc.ca). Job Bank offers free job postings to employers, including job listings for students.

In addition, to make it easier to manage your contribution agreement, or to submit any potential funding requests, we strongly recommend the use of the Grants and Contributions Online Services (GCOS). Since it may take several business days to finalize a GCOS account, we encourage you to initiate the creation of your GCOS account as soon as possible.

GCOS is an online system that provides a secure environment to submit your documents such as:

- Application for funding
- Employer Employee Declaration
- Payment Claim and Activity Report
- Direct Deposit Request

If you have not yet registered for a GCOS account, you may visit [www.canada.ca/en/employment-social-development/services/funding/gcos](http://www.canada.ca/en/employment-social-development/services/funding/gcos) to start the process today.

If you have any questions, please contact me at (289) 247-1784.

Sincerely,

Ananiadis, Louisa  
Service Canada  
430 COURTNEY PARK DRIVE EAST

Mississauga ON L5T 2S5

[louisa.ananiadis@servicecanada.gc.ca](mailto:louisa.ananiadis@servicecanada.gc.ca)

# Calculation of Approved Canada Summer Jobs Contribution Amount / Calcul de la contribution approuvée d'Emplois d'été Canada

NOTE: Each approved job can only be filled by one student. / Chaque emploi approuvé ne peut être comblé que par un(e) étudiant(e).

Project Number / Numéro du projet : 14778302  
 Business Number / Numéro d'entreprise : 106792120RR0001  
 Common Name / Nom usuel : Mill Stream Bible Camp & Retreat Centre  
 Legal Name / Nom légal : BCM International (Canada) Inc.

Job title / Titre du poste	No. of jobs / Nb de emplois	Start Date / Date de début	No. of weeks per job / Nb de semaines par emploi	Hrs. per week per job / Heures par semaine par emploi	Total hours / Total des heures	Hourly rate paid to student / Taux horaire payé à l'étudiant	ESDC hourly contribution rate / Contribution horaire d'EDSC	MERCs * / CSE*	Overhead costs / Frais généraux	Approved ESDC contribution / Contribution approuvée par EDSC:
Assistant Program Coordinator	1	2017/05/01	7	30	210	\$ 13.00	\$ 11.40	0	\$ 0.00	\$ 2,394.00
Activity Coordinator	1	2017/06/05	7	30	210	\$ 12.50	\$ 11.40	0	\$ 0.00	\$ 2,394.00
Female Section Leader	1	2017/06/05	7	30	210	\$ 13.00	\$ 11.40	0	\$ 0.00	\$ 2,394.00
Male Section Leader	1	2017/06/05	7	30	210	\$ 13.00	\$ 11.40	0	\$ 0.00	\$ 2,394.00
Cabin Leader	1	2017/07/04	7	30	210	\$ 12.00	\$ 11.40	0	\$ 0.00	\$ 2,394.00
Maintenance Leadhand	1	2017/07/04	7	30	210	\$ 12.00	\$ 11.40	0	\$ 0.00	\$ 2,394.00

# AR60

\* MERCs = Mandatory Employment Related Costs / \* CSE = Charges sociales liées à l'emploi

Period during which the job is taking place / Période durant laquelle l'emploi aura lieu: 2017/MAY/01 - 2017/AUG/26

32. Approved ESDC contribution / Contribution approuvée par EDSC \$ 14,364.00	33. Signature on behalf of ESDC / Signataire pour ESDC :  Edoo, Annalisa	34. Position Title / Titre du poste :  Service Manager	35. Date :  2017/04/27
---	---	--	------------------------------

36. Amendment no. / No. de la modification : 0	37. Signature on behalf of the organization* (may be required) / Signataire pour l'organisme (pourrait être requis)  _____ _____ _____ _____ _____	38. Position Title / Titre du poste  _____ _____ _____ _____ _____	39. Date  _____ _____ _____ _____ _____
---	---	--	---

\*I certify that I am authorized to sign on behalf of the employer / J'atteste que je suis autorisé(e) à signer au nom de l'employeur.

ESDC EMP5396(2015-06-01)E



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# Summer jobs program rejections spike over abortion rights requirement, but applications also rise

*Many groups re-applied asking for religious accommodation but the government has said it is not backing down on the requirement*



Patty Hajdu, Minister of Employment, Workforce Development and Labour, speaks to reporters at a Liberal cabinet retreat in Calgary, Alta., Monday, Jan. 23, 2017. *Jeff McIntosh / THE CANADIAN PRESS*



BRIAN PLATT

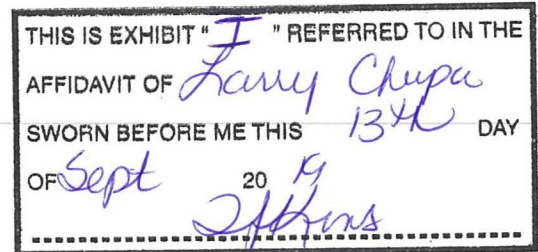
March 19, 2018  
6:58 PM EDT

Filed under  
Canadian Politics

Comment

OTTAWA — The controversy over a new attestation on abortion rights for this year's Canada Summer Jobs program has resulted in a sharp increase in rejected forms, but comes alongside a steady increase in total applications.

The end result is that after the rejections, the government has only a slight decrease in the number of eligible applications compared to last year.



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program, which disburses up to \$223 million in grants to help pay for summer students for small businesses, not-for-profit employers and the public sector.

In 2017, the government received 41,961 applications for Canada Summer Jobs. Of those, 199 were later withdrawn by the employer and 126 files were rejected for problems with the application, leaving 41,716 eligible applications.

This year, with the new attestation, the government received 42,647 applications. Fifty-five were withdrawn, but 1,561 were rejected — suggesting that more than 1,400 applications were rejected for protesting the attestation.

After the rejections, that leaves 41,031 eligible applications in 2018, representing a 1.7 per cent decrease from the number of eligible applications in 2017.

The increase in total applications is not overly surprising, given the effort by the Liberal government to expand the program. In 2016 it started doubling the amount of money going into Canada Summer Jobs, with the aim of funding around 70,000 placements each year.

These numbers do not include the groups who refused to even send in an application this year. The Roman Catholic Diocese of London, Ont., for example, said it had planned to apply for \$35,000 in grants but would take a stand against the attestation by not applying.

Groups who dissented on the attestation were told they could resubmit within ten days with the full, unmodified attestation. Many re-applied with a cover letter asking for religious accommodation, and have not yet heard a final answer. However, the government has said it is not backing down on the attestation requirement.

Some of the rejected groups had been receiving summer jobs grants for well over a decade, and are now having to draw up contingency plans to fund their summer programming such as day camps.

MPs are now getting the list of eligible applications for their riding, ranked by how well the applicants line up with the government's stated priorities for grants. MPs can reorder the lists for their riding, but rejected applications aren't included on the list.

On Monday night, the House of Commons voted on a Conservative motion saying groups that engage in non-political, non-activist work should be able to access the Summer Jobs program, regardless of whether they sign the attestation. The motion was defeated after nearly every NDP and Liberal MP voted against it, but Liberal MP Scott Simms and NDP MP David Christopherson each voted in favour of the motion, as did Green Party leader Elizabeth May.

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new attestation requires groups to say their "core mandate" respects a variety of rights, including "the values underlying the Charter of Rights and Freedoms" and specifically mentions reproductive rights.

Prime Minister Justin Trudeau has said his government won't fund groups focused on campaigning against abortion and LGBTQ rights, and the attestation was not meant to exclude faith-based groups who focus their activities elsewhere. The government issued a clarification on Jan. 23 that "core mandate" does not refer to values or beliefs, and provided a list of examples of what types of organizations are still eligible under the attestation.

Many religious groups — particularly Catholic and evangelical organizations, but also Muslim, Jewish, Sikh and other denominations — said they still could not in good conscience sign the attestation. In a joint news conference on Jan. 25, nearly 90 religious leaders called for the attestation to be removed. Shortly after, a group of 80 non-religious organizations signed a letter supporting the attestation.

A constitutional challenge to the attestation is also working its way through Federal Court, with a hearing set for June 19. The case was launched in January by a Toronto anti-abortion group. Religious organizations have not joined the case, but have said they are weighing their legal options.

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Norman was in his kitchen in April 2017 when his wife Bev, astonished, called out to him. 'I think the prime minister was just talking about you'



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Richard Warnica: You will come to realize that Keanu Reeves defies detail. He simply exists.



### Conrad Black: The President of the United States called. I was being pardoned, at last

When my assistant said there was a call from the White House, I picked up, said 'Hello' and started to ask if this was a prank

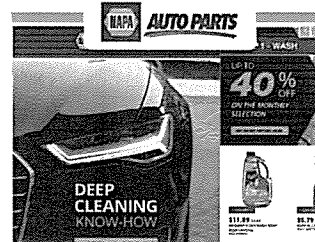
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Project Number

## 2018 CANADA SUMMER JOBS APPLICATION / AGREEMENT

- You must carefully read the Applicant Guide and the attached Canada Summer Jobs Articles of Agreement as you will be required to attest that you have read and understood these documents by signing this form.
- All fields are mandatory and must be completed by the applicant.

PART A - EMPLOYER INFORMATION																											
1. Canada Revenue Agency Business Number <b>106792120 RR 0001</b>		2. Legal Name <b>RCM INTERNATIONAL (CANADA) INC.</b>																									
3. Operating (Common) Name (if different from legal name) <b>MILL STREAM BIBLE CAMP &amp; RETREAT CENTRE</b>		4. Telephone Number <b>705 799 6521</b>																									
5. Employer Type																											
<table border="0"> <tr> <th>Private Sector</th> <th>Not-For-Profit Sector</th> <th>Public Sector</th> </tr> <tr> <td>Bank</td> <td>Indigenous not-for-profit organization</td> <td>Municipal government or agency</td> </tr> <tr> <td>Business, incorporated or unincorporated body</td> <td>Association of workers or employers</td> <td>Public health</td> </tr> <tr> <td>Indian Band corporation</td> <td>Community, charitable or voluntary organization</td> <td>Provincial government or agency</td> </tr> <tr> <td>Private Band Council</td> <td>National non-governmental organization</td> <td>Public community college or vocational school</td> </tr> <tr> <td>Private university or college</td> <td>Union</td> <td>Public degree-granting college</td> </tr> <tr> <td></td> <td></td> <td>Public degree-granting university</td> </tr> <tr> <td></td> <td></td> <td>Territorial government</td> </tr> </table>				Private Sector	Not-For-Profit Sector	Public Sector	Bank	Indigenous not-for-profit organization	Municipal government or agency	Business, incorporated or unincorporated body	Association of workers or employers	Public health	Indian Band corporation	Community, charitable or voluntary organization	Provincial government or agency	Private Band Council	National non-governmental organization	Public community college or vocational school	Private university or college	Union	Public degree-granting college			Public degree-granting university			Territorial government
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		Public degree-granting university																									
		Territorial government																									
6.a) Name of Employer Contact Person <b>LARRY CHUPA</b>		6.b) Telephone Number of Employer Contact Person <b>705 799 6521</b>																									
7. Email Address of Employer Contact Person <b>OFFICE@MILLSTREAM.CAMP</b>		8. Preferred Language of Communication: Spoken: <input checked="" type="radio"/> English    French    Written: <input checked="" type="radio"/> English    French																									
9. Year the Organization was Established <b>1941</b>	10. Organization's Mandate <b>SUMMER CHILDREN &amp; YOUTH CAMPS</b>																										
11. Number of Full-Time Employees Working in Canada <b>23</b>	12. Mailing Address of Employer <b>880 OLD MILL RD OMAREH ON</b>		Postal Code <b>K0L 3W0</b>																								
13. Address of the Location of the Proposed Activities (if different from Box 12) <b>SAME</b>			Postal Code																								
If the proposed activities will take place in multiple locations, will they be held within the same constituency?    Yes    No																											
If YES, provide all addresses.																											
14. The activities of your organization focus on the provision of services in the community:																											
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<input checked="" type="radio"/> to children or youth	OR    not applicable																										
15. Are the proposed activities directed at members of an Official Language Minority Community? Yes <input checked="" type="radio"/> No																											
16. Have you applied or will you apply for other sources of funding for the job requested? Yes <input checked="" type="radio"/> No    If YES, and if the Canada Summer Jobs contribution requested is in excess of \$100,000, you must provide a breakdown of the total amount requested in the attached Canada Summer Jobs Articles of Agreement.																											
17. Does your organization owe any amount to the Government of Canada? Yes <input checked="" type="radio"/> No    If YES, complete the fields below for each amount owing:																											
Amount Owed (\$)	Nature of the Amount Owed (taxes, penalties, overpayments, etc.)	Department or Agency to Which Amount is Owed	18. Is a payment plan in place?																								
A.			Yes    No																								
B.			Yes    No																								
C.			Yes    No																								
D.			Yes    No																								

THIS IS EXHIBIT "J" REFERRED TO IN THE  
AFFIDAVIT OF **Larry Chupa**  
SWORN BEFORE ME THIS **13th** DAY

OF **Sept** 20 **19**  
**J. J. J.**

<b>PART B - JOB DETAILS</b> Describe, in order of priority, the jobs requested.															
19. JOB TITLE 1: <u>ASSISTANT PROGRAM COORDINATOR</u>	Hourly Wage Rate: <u>14.00</u>														
<b>Tasks and Responsibilities</b> ASSISTANT IN PROVIDING A BALANCED PROGRAM OF ACTIVITIES THAT PROMOTES PHYSICAL, SPIRITUAL, MENTAL & SOCIAL GROWTH WITHIN A SAFE ENVIRONMENT. MUST PLAN & ASSIST IN ESTABLISHING A SAFE TRAINING PROGRAM. ASSIST IN PROVIDING DIRECTION FOR ALL PROGRAM STAFF. HANDLE CAMP DISCIPLINE AS DIRECTED.															
<b>Supervision and Mentoring Plans</b> THE STUDENT IS DIRECTLY MENTORED & SUPERVISED BY THE CAMP DIRECTOR. THE STUDENT WILL HAVE DAILY CONTACT WITH THE DIRECTOR AND RECEIVES ONGOING FEEDBACK WITH WEEKLY EVALUATIONS FOCUSING ON SUCCESS & GOALS.															
<b>Health and Safety Practices in the Workplace</b> THE STUDENT WILL RECEIVE WORKER HEALTH & SAFETY AWARENESS TRAINING WHICH INCLUDES THE CANADIAN HEALTH & SAFETY ACT, OADA, AND WHMIS. THE STUDENT IS REQUIRED TO COMPLETE FIRE ESTIMATION & EMERGENCY TRAINING.															
<b>Desired Level of Education of the Student:</b> Secondary OR Post-Secondary (community college, cegep, technical institute and university) Will this job be a career-related work experience? <u>Yes</u> No Indicate one or more fields of academic studies and demonstrate how the field relates to the job. Indicate if your intention is to hire a woman in a job in the fields of science, technology, engineering and mathematics (STEM) or information and communications technology (ICT). <u>EDUCATION, PSYCHOLOGY, SOCIOLOGY - DIRECTLY RELATED TO COURSE STUDY WORKING WITH CHILDREN &amp; TEENS.</u>															
Will your organization make special efforts to hire a priority student? Yes <u>No</u> If YES, indicate which priority group. Student with disabilities Indigenous student Student who is member of a visible minority Student who is a new immigrant/refugee Indicate your recruitment plan to hire a priority student or if you have already identified a priority student.															
<b>The tasks and responsibilities of this job support the provision of services in the community:</b> <table border="0"> <tr> <td><u>to persons with disabilities</u></td> <td>to seniors</td> </tr> <tr> <td>to newcomers to Canada (including refugees)</td> <td>to the LGBTQ2 community</td> </tr> <tr> <td>to Indigenous peoples</td> <td><u>related to environmental protection</u></td> </tr> <tr> <td>to members of a visible minority</td> <td>related to crime prevention</td> </tr> <tr> <td><u>to persons who are homeless or street-involved</u></td> <td><u>related to public health or safety</u></td> </tr> <tr> <td>to other groups with social or employment barriers including literacy and numeracy</td> <td>related to cultural development or historical preservation</td> </tr> <tr> <td><u>to children or youth</u></td> <td>OR not applicable</td> </tr> </table>		<u>to persons with disabilities</u>	to seniors	to newcomers to Canada (including refugees)	to the LGBTQ2 community	to Indigenous peoples	<u>related to environmental protection</u>	to members of a visible minority	related to crime prevention	<u>to persons who are homeless or street-involved</u>	<u>related to public health or safety</u>	to other groups with social or employment barriers including literacy and numeracy	related to cultural development or historical preservation	<u>to children or youth</u>	OR not applicable
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Does this job support a local priority? Yes <u>No</u> If YES, indicate which local priority															

<b>PART B - JOB DETAILS</b> Describe, in order of priority, the jobs requested.															
20. JOB TITLE 2: <u>ACTIVITY COORDINATOR</u>	Hourly Wage Rate: <u>14.00</u>														
Tasks and Responsibilities <u>IN CONSULTATION WITH THE ASSISTANT PROGRAM COORDINATOR THIS INDIVIDUAL WILL ASSIST IN THE EXECUTION OF A BALANCED PROGRAM OF ACTIVITIES. THEY WILL ASSIST IN THE PLANNING &amp; DEVELOPMENT OF THE PROGRAM &amp; WILL SUPERVISE THE CAMP SKILLS PROGRAM.</u>															
Supervision and Mentoring Plans <u>THE STUDENT IS DIRECTLY MENTORED &amp; SUPERVISED BY THE CAMP DIRECTOR. THE STUDENT WILL HAVE DAILY CONTACT WITH THE DIRECTOR &amp; RECEIVE ONGOING FEEDBACK FOCUSING ON SUCCESS &amp; GOALS. ALL TRAINING SUPERVISION &amp; TASKS ARE COMPLETED ON-SITE.</u>															
Health and Safety Practices in the Workplace <u>THE STUDENT WILL RECEIVE WORKER HEALTH &amp; SAFETY AWARENESS TRAINING WHICH INCLUDES THE ONTARIO HEALTH &amp; SAFETY ACT, OADA &amp; WHMIS. THE STUDENT IS REQUIRED TO COMPLETE FIRE EXTINGUISHING &amp; EMERGENCY MANAGEMENT TRAINING ON-SITE.</u>															
Desired Level of Education of the Student: Secondary OR <u>Post-Secondary (community college, cegep, technical institute and university)</u> Will this job be a career-related work experience? <u>Yes</u> No Indicate one or more fields of academic studies and demonstrate how the field relates to the job. Indicate if your intention is to hire a woman in a job in the fields of science, technology, engineering and mathematics (STEM) or information and communications technology (ICT). <u>EDUCATION - DIRECTLY RELATED TO COURSE STUDY WORKING WITH CHILDREN &amp; TEENS PSW OR DSW - INTERACTION WITH CHILDREN, TEENS &amp; PARENTS</u>															
Will your organization make special efforts to hire a priority student? <u>Yes</u> No If YES, indicate which priority group. <u>Student with disabilities</u> <u>Indigenous student</u> Student who is member of a visible minority Student who is a new immigrant/refugee Indicate your recruitment plan to hire a priority student or if you have already identified a priority student. <u>I HAVE ALREADY IDENTIFIED A PRIORITY STUDENT.</u>															
The tasks and responsibilities of this job support the provision of services in the community: <table border="0"> <tr> <td><u>to persons with disabilities</u></td> <td>to seniors</td> </tr> <tr> <td>to newcomers to Canada (including refugees)</td> <td>to the LGBTQ2 community</td> </tr> <tr> <td>to indigenous peoples</td> <td><u>related to environmental protection</u></td> </tr> <tr> <td>to members of a visible minority</td> <td>related to crime prevention</td> </tr> <tr> <td><u>to persons who are homeless or street-involved</u></td> <td><u>related to public health or safety</u></td> </tr> <tr> <td>to other groups with social or employment barriers including literacy and numeracy</td> <td>related to cultural development or historical preservation</td> </tr> <tr> <td><u>to children or youth</u></td> <td>OR not applicable</td> </tr> </table>		<u>to persons with disabilities</u>	to seniors	to newcomers to Canada (including refugees)	to the LGBTQ2 community	to indigenous peoples	<u>related to environmental protection</u>	to members of a visible minority	related to crime prevention	<u>to persons who are homeless or street-involved</u>	<u>related to public health or safety</u>	to other groups with social or employment barriers including literacy and numeracy	related to cultural development or historical preservation	<u>to children or youth</u>	OR not applicable
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Does this job support a local priority? Yes <u>No</u> If YES, indicate which local priority															

<b>PART B - JOB DETAILS</b> Describe, in order of priority, the jobs requested.															
21. JOB TITLE 3: <u>CABIN LEADER</u>	Hourly Wage Rate: <u>14.00</u>														
<b>Tasks and Responsibilities</b> THE CABIN LEADER WILL LIVE WITH A GROUP OF ASSIGNED CAMPERS TO HELP LEARN ONE PROJECT FROM THE CAMPING EXPERIENCE. THEY WILL BE A LIKE-STYLE EXAMPLE TO THE CAMPERS. THEY MUST COMPLETE PROGRAM ACTIVITIES ENSURING PROGRAMS FUNCTION WITH MAXIMUM SAFETY. THEY ARE TO PROMOTE CLEAR COMMUNICATIONS & UNITY.															
<b>Supervision and Mentoring Plans</b> THE STUDENT IS DIRECTLY MONITORED & SUPERVISED BY THE PROGRAM COORDINATOR WITH THE CAMP DIRECTOR INVOLVED WITH TRAINING & ASSESSMENT AT ALL STAGES. THE STUDENT WILL HAVE DAILY CONTACT WITH THE PROGRAM COORDINATOR FOR ON-GOING VERBAL FEEDBACK. ALL TRAINING, SUPERVISION & TASKS ARE COMPLETED ON-SITE.															
<b>Health and Safety Practices in the Workplace</b> THE STUDENT WILL RECEIVE ADULT HEALTH & SAFETY AWARENESS TRAINING WHICH INCLUDES THE OCCUPATIONAL HEALTH & SAFETY ACT, OADA & WHMIS. THE STUDENT IS REQUIRED TO COMPLETE FIRE EXTINGUISHER & EMERGENCY MANAGEMENT TRAINING ON-SITE. THE STUDENT IS REQUIRED TO COMPLETE ONLINE TRAINING AS ASSIGNED BY THE DIRECTOR.															
<b>Desired Level of Education of the Student:</b> <input checked="" type="radio"/> Secondary OR <input type="radio"/> Post-Secondary (community college, cegep, technical institute and university)															
Will this job be a career-related work experience?    Yes    No  Indicate one or more fields of academic studies and demonstrate how the field relates to the job. Indicate if your intention is to hire a woman in a job in the fields of science, technology, engineering and mathematics (STEM) or information and communications technology (ICT).															
Will your organization make special efforts to hire a priority student? <input checked="" type="radio"/> Yes    No If YES, indicate which priority group. <input checked="" type="radio"/> Student with disabilities <input checked="" type="radio"/> Indigenous student <input type="radio"/> Student who is member of a visible minority <input type="radio"/> Student who is a new immigrant/refugee  Indicate your recruitment plan to hire a priority student or if you have already identified a priority student.															
The tasks and responsibilities of this job support the provision of services in the community: <table border="0"> <tr> <td><input checked="" type="radio"/> to persons with disabilities</td> <td>to seniors</td> </tr> <tr> <td>to newcomers to Canada (including refugees)</td> <td>to the LGBTQ2 community</td> </tr> <tr> <td>to Indigenous peoples</td> <td><input checked="" type="radio"/> related to environmental protection</td> </tr> <tr> <td>to members of a visible minority</td> <td>related to crime prevention</td> </tr> <tr> <td><input checked="" type="radio"/> to persons who are homeless or street-involved</td> <td><input checked="" type="radio"/> related to public health or safety</td> </tr> <tr> <td>to other groups with social or employment barriers including literacy and numeracy</td> <td>related to cultural development or historical preservation</td> </tr> <tr> <td><input checked="" type="radio"/> to children or youth</td> <td>OR    not applicable</td> </tr> </table>		<input checked="" type="radio"/> to persons with disabilities	to seniors	to newcomers to Canada (including refugees)	to the LGBTQ2 community	to Indigenous peoples	<input checked="" type="radio"/> related to environmental protection	to members of a visible minority	related to crime prevention	<input checked="" type="radio"/> to persons who are homeless or street-involved	<input checked="" type="radio"/> related to public health or safety	to other groups with social or employment barriers including literacy and numeracy	related to cultural development or historical preservation	<input checked="" type="radio"/> to children or youth	OR    not applicable
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Does this job support a local priority?    Yes <input checked="" type="radio"/> No  If YES, indicate which local priority															

<b>PART B - JOB DETAILS</b> Describe, in order of priority, the jobs requested.															
20. JOB TITLE #4: <u>SUMMER FOOD SERVICE MANAGER</u>	Hourly Wage Rate: <u>14.00</u>														
<b>Tasks and Responsibilities</b> CREATE VARIOUS CAMP MEALS & SNACKS. CARE FOR CAMPEES WITH FOOD RESTRICTIONS. GIVE DIRECTION TO SUMMER KITCHEN STAFF & DINING AREA. OVERSEE FOOD SAFETY PROCEDURES. MAINTAIN A CLEAN & SANITIZED KITCHEN AREA. MANAGE INVENTORY.															
<b>Supervision and Mentoring Plans</b> THE STUDENT IS DIRECTLY MENTORED & SUPERVISED BY THE FOOD SERVICES COORDINATOR. THE FOOD SERVICES COORDINATOR IS INVOLVED IN ALL ASPECTS OF TRAINING & ASSESSMENT WITH DAILY ON-GOING FEEDBACK.															
<b>Health and Safety Practices in the Workplace</b> THE STUDENT WILL RECEIVE WORKER HEALTH & SAFETY AWARENESS TRAINING WHICH INCLUDES THE ONTARIO HEALTH & SAFETY ACT OADA & WHMIS TRAINING. THE STUDENT IS REQUIRED TO COMPLETE FIRE EXTINGUISHING & EMERGENCY MANAGEMENT TRAINING WHICH IS COMPLETED ON-SITE.															
<b>Desired Level of Education of the Student:</b> Secondary OR <u>Post-Secondary</u> (community college, cegep, technical institute and university) Will this job be a career-related work experience? <u>Yes</u> No Indicate one or more fields of academic studies and demonstrate how the field relates to the job. Indicate if your intention is to hire a woman in a job in the fields of science, technology, engineering and mathematics (STEM) or information and communications technology (ICT). <u>FOOD SERVICES COORDINATOR</u> <u>FOOD SERVICE COORDINATOR</u> <u>DIETARY AIDE</u> <u>FOOD INDUSTRY QUALITY CONTROL</u>															
Will your organization make special efforts to hire a priority student? Yes <u>No</u> If YES, indicate which priority group. Student with disabilities Indigenous student Student who is member of a visible minority Student who is a new immigrant/refugee Indicate your recruitment plan to hire a priority student or if you have already identified a priority student.															
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to other groups with social or employment barriers including literacy and numeracy	related to cultural development or historical preservation														
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Does this job support a local priority? Yes <u>No</u> If YES, indicate which local priority															



<b>PART B - JOB DETAILS</b> Describe, in order of priority, the jobs requested.															
21. JOB TITLE <b>ST ADMINISTRATIVE ASSISTANT</b>	Hourly Wage Rate: <b>14.00</b>														
<b>Tasks and Responsibilities</b> COMPLETE ADMINISTRATIVE TASKS INCLUDING- TYPIING, DATA ENTRY, FAXING, COPYING, PRINTING, ETC. CONVEY ALL NECESSARY INFORMATION TO STAFF, COMPLET & PARENTS. MAINTAIN OFFICE & THEIR SUPPLIES. OVERSEE USE OF ALL OFFICE EQUIPMENT. COMPLETE ALL DUTIES REQUIRED FOR REGISTRATIONS.															
<b>Supervision and Mentoring Plans</b> THE ADMINISTRATIVE ASSISTANT IS DIRECTLY RESPONSIBLE TO THE CAMP DIRECTOR. THE STUDENT WILL HAVE DAILY CONTACT WITH THE DIRECTOR & RECEIVE ONGOING FEEDBACK WITH WEEKLY EVALUATIONS FOCUSING ON SUCCESSSES & GOALS.															
<b>Health and Safety Practices in the Workplace</b> THE STUDENT WILL RECEIVE WORKER HEALTH & SAFETY AWARENESS TRAINING WHICH INCLUDES THE OCCUPATIONAL HEALTH & SAFETY ACT, DADA & WHMIS. THE STUDENT IS REQUIRED TO COMPLETE FIRE EXTINGUISHER & EMERGENCY MANAGEMENT TRAINING ON-SITE.															
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Will your organization make special efforts to hire a priority student? Yes <u>No</u> If YES, indicate which priority group. Student with disabilities Indigenous student Student who is member of a visible minority Student who is a new immigrant/refugee Indicate your recruitment plan to hire a priority student or if you have already identified a priority student.															
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## CALCULATION OF EMPLOYER'S TOTAL COST INCLUDING CONTRIBUTION REQUESTED

22.	(a) Job Title	(b) Number of Students Requested	(c) Anticipated Start Date (YYYY/MM/DD)	(d) Number of Weeks Requested	(e) Number of Hours per Week Requested	Wages		Not-for-profit employers only	(f) Total contribution requested from ESDC ((bxdxeg)+h)	(g) Total employer contribution (Wage and MERCs if applicable)
						(f) Hourly Wage to be Paid to the Student	(g) ESDC* Hourly Wage Requested from ESDC*			
①	ASSISTANT PROGRAM COORDINATOR	1	2018/05/07	16	40	14.00	14.00		8,960	
②	ACTIVITY COORDINATOR	1	2018/05/07	16	40	14.00	14.00		8,960	
③	CABIN LEADER	6	2018/07/08	6	40	14.00	14.00		20,160	
	TOTAL		N/A	N/A	N/A	N/A	N/A		NEXT PAGE	

\*ESDC = Employment and Social Development Canada

\*\*MERCs = Mandatory Employment Related Costs

If you are a not-for-profit employer, will you require an advance payment to pay the student should your application be approved?

Yes

No

Once completed and submitted, this Canada Summer Jobs application, if approved by Service Canada, will form the agreement between Canada and the organization. The organization will then be subject to the attached Canada Summer Jobs Articles of Agreement. The organization agrees under this agreement to provide the job at the hourly wage rate, for the number of hours per week and the number of weeks described in the Calculation of Approved Canada Summer Jobs Contribution Amount document.

Canada Summer Jobs provides wage subsidies to employers to create employment for secondary and post-secondary students. Again this year, Canada Summer Jobs welcomes applications from small businesses, not-for-profit employers, public sector and faith-based organizations that provide quality summer jobs for students.

## Attestation

- I have read and understood the Canada Summer Jobs Articles of Agreement and referred to the Applicant Guide as needed;
- The job would not be created without the financial assistance provided under a potential contribution agreement;
- Both the job\* and my organization's core mandate\* respect individual human rights in Canada, including the values underlying the *Canadian Charter of Rights and Freedoms* as well as other rights. These include reproductive rights and the right to be free from discrimination on the basis of sex, religion, race, national or ethnic origin, colour, mental or physical disability or sexual orientation, or gender identity or expression;
- I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and the organization.

I attest

\*Please refer to the Applicant Guide for further information regarding eligible activities and organization's mandate.

23. Name of the Organization's Representative (refer to Section 31 of the attached Canada Summer Jobs Articles of Agreement prior to signature)	26. Name of the Organization's Representative (where the organization requires two signatures to enter into a legally binding agreement)
Name (Print)	Name (Print)
Signature	Signature
24. Position Title	27. Position Title
25. Date (YYYY/MM/DD)	28. Date (YYYY/MM/DD)

(CONTINUED) ON NEXT PAGE.

## CALCULATION OF EMPLOYER'S TOTAL COST INCLUDING CONTRIBUTION REQUESTED

22. Job Title	(a) Number of Students Requested	(b) Anticipated Start Date (YYYY/MM/DD)	(c) Number of Weeks Requested	(d) Number of Hours per Week Requested	Wages		Not-for-profit employers only (h) MERCs** requested (if applicable) (\$)	(i) Total contribution requested from ESDC [(b)x(d)x(g)+h)	(j) Total employer contribution (Wage and MERCs if applicable)
					(f) Hourly Wage to be Paid to the Student	(g) ESDC* Hourly Wage Requested from ESDC*			
④ Summer Food Service Manager	1	28/05/07	16	40	14.00	14.00		8,960	
⑤ Administrative Assistant	1	28/05/07	16	40	14.00	14.00		8,960	
TOTAL		N/A	N/A	N/A	N/A	N/A		56,000	

\*ESDC = Employment and Social Development Canada

\*\*MERCs = Mandatory Employment Related Costs

If you are a not-for-profit employer, will you require an advance payment to pay the student should your application be approved? ☒ Yes ☐ No

Once completed and submitted, this Canada Summer Jobs application, if approved by Service Canada, will form the agreement between Canada and the organization. The organization will then be subject to the attached Canada Summer Jobs Articles of Agreement. The organization agrees under this agreement to provide the job at the hourly wage rate, for the number of hours per week and the number of weeks described in the Calculation of Approved Canada Summer Jobs Contribution Amount document.

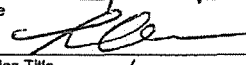
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- I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and the organization.

Attest - SEE BELOW \* AMENDED

\*Please refer to the Applicant Guide for further information regarding eligible activities and organization's mandate.

23. Name of the Organization's Representative (refer to Section 31 of the attached Canada Summer Jobs Articles of Agreement prior to signature)	26. Name of the Organization's Representative (where the organization requires two signatures to enter into a legally binding agreement)
Name (Print) LARRY CAMP	Name (Print)
Signature 	Signature
24. Position Title DIRECTOR / ADMINISTRATOR	27. Position Title
25. Date (YYYY/MM/DD) 2018/01/26	28. Date (YYYY/MM/DD)

ON THE BASIS OF CONSCIENCE, WE ARE UNABLE TO EXPRESS THE WORDS THAT THE MINISTER HAS REQUIRED IN THE APPLICANT'S GUIDE. WE ARE, HOWEVER, ABLE TO ATTEST THAT "WE SUPPORT ALL CANADIAN LAW, INCLUDING HUMAN RIGHTS LAW." WE BELIEVE THE MINISTER DOES NOT HAVE THE JURISDICTION UNDER LAW TO COMPEL US TO MAKE A STATEMENT THAT CONFLICTS WITH OUR CONSCIENCE RIGHTS UNDER THE CHARTER. NOR DOES THE MINISTER HAVE THE RIGHT TO COMPEL SPEECH AS A CONDITION OF RECEIVING A FINANCIAL BENEFIT FROM THE GOVERNMENT OF CANADA. WE RESPECTFULLY DECLINE TO MAKE A STATEMENT THAT IS INCONSISTENT WITH OUR FUNDAMENTAL PERSONAL BELIEFS ABOUT THE VALUE OF LIFE AND THE RIGHT TO LIFE UNDER SECTION 7 OF THE CHARTER. PLEASE CONFIRM THAT YOU WILL ACCEPT OUR APPLICATION WITH THE ABOVE NOTED STATEMENT IN SUBSTITUTION FOR THE STATEMENT SET FORTH IN THE -5- APPLICATION PROCESS IN THE APPLICANT'S GUIDE.

CANADA SUMMER JOBS

ARTICLES OF AGREEMENT

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Employment and Social Development  
(hereinafter referred to as "Canada")

AND

The Employer identified as the "Legal Name of Employer" on the attached document titled "Canada Summer Jobs - Application/Agreement"  
(hereinafter referred to as the "Employer")

Hereinafter collectively referred to as "the Parties"

WHEREAS Canada has established the Canada Summer Jobs, a component of the Youth Employment Strategy, under which financial assistance may be provided to Employers to encourage these Employers to hire students to help them in acquiring employment and/or career related skills;

WHEREAS the Employer proposes to hire participant(s) for the Job(s) listed in the "Canada Summer Jobs Application";

AND WHEREAS Canada has agreed to make a contribution towards the costs of the Job(s) under Canada Summer Jobs;

Now, therefore, Canada and the Employer agree as follows:

**1.0 AGREEMENT**

1.1 The following documents and any amendments relating thereto form the Agreement between Canada and the Employer:

- (a) the document hereto entitled "Canada Summer Jobs - Application/Agreement";
- (b) the document hereto entitled "Calculation of Approved Canada Summer Jobs Contribution Amount".

**2.0 INTERPRETATION**

2.1 In this Agreement,

"Funding Period" means the period during which the Job is taking place as indicated in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document;

"Job" means a job referred to in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document;

"Project" means the hiring and Job activities as described in the Application/Agreement;

"Mandatory Employment Related Costs" means payments that the Employer is required by law to make in respect of participants including, but not restricted to, those required for employment insurance, Quebec Parental Insurance Plan, Canada Pension Plan, Quebec Pension Plan, vacation pay, workers' compensation, health insurance in Quebec and Ontario (if applicable), Newfoundland and Labrador Health and Post-Secondary Education Tax in Newfoundland and Labrador, and the Manitoba Health and Education Levy in Manitoba;

"Overhead Costs" means such costs, other than wages and Mandatory Employment Related Costs, incurred by the Employer, which are in compliance with the conditions governing eligible costs set out in this Agreement;

"Participant" means an individual who is hired by the Employer for a Job during the period set out in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document and who:

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) was registered as a full-time student during the preceding academic year;
- (c) intends to return to school on a full-time basis during the next academic year;
- (d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- (e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and
- (f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

\*Foreign students are not eligible.

Words imparting the singular include the plural and vice versa.

**3.0 EFFECTIVE DATE AND DURATION**

3.1 This Agreement shall come into effect on the signature date specified in the document "Calculation of Approved Canada Summer Jobs Contribution Amount" and, subject to section 3.2, shall expire when Canada issues the final payment unless the Agreement is terminated on a prior date in accordance with the terms of this Agreement.

3.2 All obligations of the Employer shall expressly or by their nature survive termination or expiry of this Agreement and shall continue in full force subsequent to and notwithstanding such termination or expiry until and unless they are satisfied or by their nature expire.

**4.0 CANADA'S CONTRIBUTION**

4.1 Subject to the terms and conditions of this Agreement, Canada will make a contribution to the Employer towards the costs incurred by the Employer as a result of the provision of the Job(s) to the participant(s) of an amount not exceeding the amount indicated in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document.

4.2 Costs are eligible costs only if they are, in the opinion of Canada, reasonable and directly related to the provisions of the Job(s). Only those costs incurred during the Funding Period are eligible costs. No costs incurred prior to or following the Funding Period are eligible costs.

4.3 When hiring a participant with a disability, the Employer agrees that Canada's contribution towards special equipment facilities and support necessary for the participation shall not exceed the actual costs.

4.4 The amount of Canada's contribution in respect of Mandatory Employment Related Costs incurred in respect of each participant shall not exceed the amount that would be payable if the participant's wages were paid at the provincial or territorial adult minimum wage rate.

4.5 In the event that the hourly wage rate paid by the Employer is less than the hourly wage rate shown in the Application/Agreement, Canada may, in its discretion, reduce the amount of its contribution in respect of those eligible costs.

**5.0 APPROPRIATION**

5.1 Any payment under this Agreement is subject to the appropriation of funds by Parliament for the Fiscal Year in which the payment is to be made.

**6.0 TERMS OF PAYMENT**

- 6.1 (1) Subject to paragraph (2), Canada's contribution shall be payable upon receipt and verification of a claim made by the Employer in a form prescribed by Canada, such claim to be submitted by the Employer within 30 days following the termination of the Job(s) covered by the Agreement.
- (2) Where the Employer is a not-for-profit employer, payment of Canada's contribution may be made as follows:
- Where the total value of the contribution is up to \$100,000*
- (a) an initial advance payment not exceeding 75% of the estimated total contribution payable under the Agreement; and
  - (b) upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.
- Where the total value of the contribution is from \$100,001 up to \$500,000*
- (a) an initial advance payment not exceeding 50% of the estimated total contribution payable under the Agreement; and
  - (b) upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.
- Where the total value of the contribution is more than \$500,000*
- (a) following receipt of a cash flow forecast, monthly advances covering the Employer's estimated monthly financial requirements payable under the Agreement; and
  - (b) upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

**7.0 REDUCTION OR TERMINATION OF FUNDING**

- 7.1 Canada may, upon not less than fifteen (15) days' notice, reduce its funding under this Agreement or terminate the Agreement if:
- (a) The level of funding for the Program named in this Agreement for Fiscal Year in which payment is to be made under the Agreement is reduced as a result of a governmental or departmental spending decision, or
  - (b) Parliament reduces the appropriation of funds for contributions under the Program named in this Agreement.
- 7.2 Where, Canada gives notice of its intention to reduce its funding pursuant to section 7.1, and the Employer is of the opinion that it will be unable to complete the Project in the manner desired by the Employer, the Employer may terminate the Agreement upon not less than fifteen (15) days written notice to Canada.

**8.0 OTHER SOURCES OF FUNDING**

Sections 8.2 and 8.3 only apply where the contribution is in excess of \$100,000.

*[Option 1 - where the funding from Canada is the only source of financial assistance - Cross out if not applicable]*

- 8.1 The Employer declares that the contribution provided under this Agreement is the only financial assistance for the Job(s) it has received or expects to receive from any level of government (federal, provincial, territorial or municipal) or from any other source.

*[Option 2 - where there are other sources of financial assistance - Cross out if not applicable]*

- 8.1 The Employer declares that it has received or is entitled to receive the following financial assistance for the Job(s) from other sources:

1. \$ \_\_\_\_\_ from \_\_\_\_\_
2. \$ \_\_\_\_\_ from \_\_\_\_\_
3. \$ \_\_\_\_\_ from \_\_\_\_\_
4. \$ \_\_\_\_\_ from \_\_\_\_\_

- 8.2 The Employer will inform Canada promptly in writing of any additional financial assistance to be received for the Job(s) other than that referred to in section 8.1

- 8.3 Where the Employer receives any additional financial assistance for the Job(s) other than the financial assistance referred to in section 8.1, Canada may, in its discretion, reduce its contribution by such amount as it considers appropriate, up to the amount of the additional assistance received, or if Canada's contribution has already been paid, require repayment of such amount. Upon receipt of notice to repay under this section, the Employer agrees to repay the amount as a debt due to Canada.

**9.0 MANAGEMENT OF PROJECT**

- 9.1 The Employer shall:

- (a) provide the participant(s) with an adequate supervision, learning and work experience;
- (b) ensure that the Job(s) are carried out in a safe environment;
- (c) provide the participant(s) with all the information concerning health and safety standards and regulations regarding their work environment and, if necessary inform them about the safety equipment required to accomplish their tasks;
- (d) remit Mandatory Employment Related Costs on behalf of the participant(s); and
- (e) Inform Canada promptly in writing forthwith of any injury suffered by the participant(s) while carrying out the Job(s).

- 9.2 The management, supervision and control of the Job(s) are the sole and absolute responsibility of the Employer.

- 9.3 The Employer shall not, without the prior written consent of Canada, alter the nature of the Job(s) that are described in the Application/Agreement.

**10.0 COLLECTION AND PROTECTION OF PARTICIPANT INFORMATION**

- 10.1 The Employer shall complete form EMP5397 for each participant and forward it to Canada within seven (7) days following each participant's first day of work.
- 10.2 Prior to collecting or compiling the information in form EMP5397, the Employer shall:
- (a) inform the Participant that funding for the Project is provided by Canada. Canada needs the information referred in the form EMP5397 to:
    - (i) validate the eligibility of each participant;
    - (ii) measure the results and assess the success of the Project;
  - (b) obtain the written consent of each Participant for the collection, uses and disclosure of the information in form EMP5397.
- 10.3 All Participant information referred to in section 10.1 collected or compiled by the Employer shall be treated as confidential and the Employer shall take all security measures reasonably necessary for the protection of any unauthorized release or disclosure, including those set out in any instructions issued by Canada.
- 10.4 During the course of this Agreement and for a period of six years thereafter, the Employer shall not release or disclose information referred to in section 10.1 about a Participant to any other person or body for any purpose unless the Participant consents to the release or disclosure or unless the person or body is authorized by law to require the Employer to provide information to the person or body.
- 10.5 Representatives of Canada shall be entitled to verify the Employer's premises at all reasonable times to ensure compliance with the information security requirements of section 10.3.
- 10.6 Upon expiry of a period of six years after the Project Period, the Employer shall destroy the information referred to in section 10.1 in accordance with instructions issued by Canada.

**11.0 ACCESS TO INFORMATION AND PROACTIVE DISCLOSURE**

- 11.1 The Employer acknowledges that Canada is subject to the *Access to Information Act* [R.S.C., 1985, c. A-1], and information obtained by Canada pertaining to this Agreement may be disclosed by Canada to the public upon request under the aforementioned act.
- 11.2 The Employer acknowledges that the name of the Employer, the amount of Canada's funding and the general nature of the project may be made publicly available by Canada in accordance with the Government of Canada's commitment to proactively disclose the awarding of grants and contributions.

**12.0 EMPLOYER DECLARATIONS**

- 12.1 The Employer declares, represents, attests and warrants that:
- (a) no participant will displace or replace existing employees or volunteers, employees that have been laid-off and are awaiting recall, employees absent due to an industrial dispute, employees on vacation, or employees on maternity or paternity leave;
  - (b) except where the participant is a person with disabilities or has legitimate barriers to availability, participant(s) will work a minimum of 30 hours per week for a period of six to sixteen weeks. The hours of work will not exceed 40 hours per week;
  - (c) no other contribution will be received or claimed for the same portion of a Job and for the same period unless such contribution is provided pursuant to an agreement between the Government of Canada and a Provincial/Territorial government, or with the approval of Canada;
  - (d) the Organization "Employer" and any person lobbying on its behalf is in compliance with the *Lobbying Act*, [R.S.C., 1985, c. 44 (4th Supp.)] and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding;
  - (e) that it has provided Canada with a true and accurate list of all amounts owing to the federal government which are past due and in default or arrears as of the time of the Employer's application for funding. The Employer recognizes that any such amounts owing to the federal government may be deducted from, or set-off against, amounts payable to it under this Agreement.
  - (f) the Job(s) will not provide personal services to Employer;
  - (g) the Job(s) would not be created without the financial assistance provided under this Agreement; and
  - (h) an employer/employee relationship will be established with the participants.
  - (i) both the job and the organization's core mandate respect individual human rights in Canada, including the values underlying the *Canadian Charter of Rights and Freedoms* as well as other rights. These include reproductive rights and the right to be free from discrimination on the basis of sex, religion, race, national or ethnic origin, colour, mental or physical disability or sexual orientation, or gender identity or expression.

**13.0 RELATIONSHIP BETWEEN THE PARTIES AND NON-LIABILITY OF CANADA**

- 13.1 The management and supervision of the Project are the sole and absolute responsibility of the Employer. The Employer is not in any way authorized to make a promise, agreement or contract on behalf of Canada. This Agreement is a funding agreement only, not a contract for services or a contract of service or employment. Canada's responsibility is limited to providing financial assistance to the Employer towards the Eligible Expenditures. The parties hereto declare that nothing in this Agreement shall be construed as creating a partnership, an employer-employee, or agency relationship between them. The Employer shall not represent itself as an agent, employee or partner of Canada.
- 13.2 Nothing in this Agreement creates any undertaking, commitment or obligation by Canada respecting additional or future funding of the Project beyond the Project Period, or that exceeds the maximum contribution specified in the document "Calculation of Approved Canada Summer Jobs Contribution Amount". Canada shall not be liable for any loan, capital lease or other long-term obligation which the Employer may enter into in relation to carrying out its responsibilities under this Agreement or for any obligation incurred by the Employer toward another party in relation to the Project.

**14.0 INDEMNIFICATION**

- 14.1 The Employer shall, both during and following the funding Period, indemnify and save Canada harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any willful or negligent act, omission or delay on the part of the Employer or its employees or agents in connection with anything purported to be or required to be provided by or done by the Employer pursuant to this Agreement or done otherwise in connection with the implementation of the Project. It is understood that Canada cannot claim compensation under this section in case of accident, loss or damage caused by him or his employees.

**15.0 CONFLICT OF INTEREST**

- 15.1 No current or former public servant or public office holder to whom the *Conflict of Interest Act* [S.C. 2006, c. 9, s. 2], the *Conflict of Interest and Post-Employment Code for Public Office Holders* or the *Values and Ethics Code for the Public Service* applies shall derive a direct benefit from the Agreement unless the provision or receipt of such benefit is in compliance with the said legislation or codes.
- 15.2 No member of the Senate or the House of Commons shall be admitted to any share or part of the Agreement or to any benefit arising from it that is not otherwise available to the general public.

**16.0 NEPOTISM**

- 16.1 No cost incurred by the Employer in relation to a participant who is a member of the Immediate Family of the Employer or, if the Employer, who is a member of the Immediate Family of an officer or a director of the Employer, is eligible for reimbursement under the Agreement unless Canada is satisfied, and agrees in writing before the commencement of the Job, that the hiring of the participant was not the result of favouritism by reason of membership in the Immediate Family of the Employer, officer or director, as the case may be.
- 16.2 For purposes of section 16.1, "Immediate Family" means father, mother, step-father, step-mother, foster parent, brother, sister, spouse or common-law partner, child (including child of common-law partner), step-child, ward, father-in-law, mother-in-law, or any relative permanently residing with the Employer, officer or director, as the case may be.
- 16.3 For the purpose of section 16.2, "Common-law partner" means a person who is cohabiting with the Employer, officer or director, as the case may be, in a conjugal relationship, having so cohabited with the Employer, officer or director, for a period of at least one year.

**17.0 FINANCIAL RECORDS AND AUDIT REQUIREMENTS**

- 17.1 The Employer shall keep proper books of account and records, in accordance with generally accepted business and accounting practices, of the financial management of this Agreement. The books of account and records shall include all invoices, receipts and vouchers relating to the expenditures incurred and revenues made in relation to this Agreement, including funding for the Job(s) received from other sources.
- 17.2 During the course of this Agreement and for a period of six years thereafter, the Employer shall make the books of accounts and records available at all reasonable times for inspection and audit by representatives of Canada to ensure compliance with the terms and conditions of this Agreement and verify costs claimed by the Employer under this Agreement. The Employer shall permit representatives of Canada to take copies and extracts from such books and records and shall furnish them with such additional information as they may require with reference to them.

**18.0 INQUIRY BY THE AUDITOR GENERAL OF CANADA**

- 18.1 If, during the Funding Period or within a period of six years thereafter, the Auditor General of Canada, in relation to an inquiry conducted under subsection 7.1(1) of the *Auditor General Act* [R.S.C., 1985, c. A-17], requests that the Employer provide him or her with any records, documents or other information pertaining to the utilization of the funding provided under this Agreement, the Employer shall provide the records, documents or other information within such period of time as may be reasonably requested in writing by the Auditor General of Canada.

**19.0 EVALUATION**

- 19.1 The Employer agrees to cooperate with Canada in the conduct of any evaluation of the Project and/or the Program named in this Agreement that Canada may carry out during the Funding Period or within a period of three years thereafter. Without limiting the generality of the foregoing, if requested by Canada to do so for the purpose of conducting an evaluation, the Employer agrees to:
- (a) participate in any survey, interview, case study or other data collection exercise initiated by Canada; and
  - (b) subject to section 19.2 provide Canada with contact information of the Project partner organizations, if any, who participated in the Project, and of the members of the board of directors of the Employer.
- 19.2 The Employer shall provide Canada with the contact information of a person (name, address, phone number and e-mail address) referred to in section 19.1 only if the person has given their written consent to the release of the information to Canada. The Employer agrees to make all reasonable efforts to secure such consent during the Funding Period. When providing a person's contact information to Canada, the Employer shall provide Canada with an accompanying written statement certifying that the person has given their consent to the sharing of their contact information with Canada.

**20.0 DISPOSITION OF ASSETS**

- 20.1 The Employer shall preserve any assets acquired with the contribution and use them for the purposes of carrying out the Job(s) outlined in the Application/Agreement, unless Canada authorizes their disposition.
- 20.2 At the end of the Funding Period, or upon termination of this Agreement, if earlier, and if directed to do so by Canada, any assets referred to in section 20.1 costing \$1,000 (before taxes) or more that have been preserved by the Employer shall be:
- (a) sold at a fair market value and that the funds realized from such sale be applied to the eligible costs under this Agreement to offset Canada's contribution;
  - (b) turned over to another person or organization designated or approved by Canada; or
  - (c) disposed of in such other manner as may be determined by Canada.

**21.0 TERMINATION OF AGREEMENT*****Termination for Default***

- 21.1 (1) The following constitute Events of Default:
- (a) the Employer becomes bankrupt, has a receiving order made against it, makes an assignment for the benefit of creditors, takes the benefit of a statute relating to bankrupt or insolvent debtors or an order is made or resolution passed for the winding up of the Employer;
  - (b) the Employer ceases to operate;
  - (c) the Employer is in breach of the performance of, or compliance with, any provision of this Agreement;
  - (d) the Employer, in support of its application for Canada's contribution or in connection with this Agreement, has made materially false or misleading representations, statements or declarations, or provided materially false or misleading information to Canada;
  - (e) the Employer has changed the tasks and responsibilities of the participant(s), as described on the Application/Agreement, without Canada's prior approval; or
  - (f) the Employer is in breach of the attestation.

(2) if:

- (a) an Event of Default specified in paragraphs (1)(a), (b) or (f) occurs, or
- (b) an Event of Default specified in paragraph (1)(c), (d) or (e) occurs and has not been remedied within fifteen (15) days of receipt by the Employer of written notice of default or a plan satisfactory to Canada to remedy such Event of Default has not been put into place within such time period, Canada may, in addition to any remedies otherwise available, immediately terminate the Agreement by written notice. Upon providing such notice of termination, Canada shall have no obligation to make any further contribution to the Employer.
- (3) In the event Canada gives the Employer written notice of default pursuant to paragraph (2)(b), Canada may suspend any further payment under this Agreement until the end of the period given to the Employer to remedy the Event of Default.
- (4) The fact that Canada refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon Canada shall not prevent Canada in any way from later exercising any other right or remedy under this Agreement or other applicable law.

#### *Termination for Convenience*

21.2 Canada may also terminate this Agreement at any time without cause upon not less than fifteen (15) days written notice of intention to terminate.

#### *Obligations Relating to Termination and Minimizing Cancellation Costs*

21.3 In the event of a termination notice being given by Canada

- (a) the Employer shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto; and
- (b) all eligible costs incurred by the Employer up to the date of termination will be paid by Canada, including the Employer's costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement; provided always that payment and reimbursement under this paragraph shall only be made to the extent that it is established to the satisfaction of Canada that the costs mentioned herein were actually incurred by the Employer and the same are reasonable and properly attributable to the termination of the Agreement.

21.4 The Employer shall negotiate all contracts related to the Project, including employment contracts with staff, on terms that will enable the Employer to cancel same upon conditions and terms that will minimize to the extent possible their cancellation costs in the event of a termination of this Agreement. The Employer shall cooperate with Canada and do everything reasonably within its power at all times to minimize and reduce the amount of Canada's obligations under section 21 in the event of a termination of this Agreement.

#### **22.0 INTEREST EARNED ON ADVANCES OF THE CONTRIBUTION**

22.1 Any interest earned on advances of Canada's contribution shall be accounted for by the Employer. Such interest shall be deemed to be part payment of the contribution and shall be used or applied to offset Canada's contribution in respect of the eligible costs under this Agreement.

#### **23.0 REPAYMENTS REQUIREMENTS**

23.1 Upon expiry or termination of this Agreement, if earlier, the Employer shall immediately repay to Canada any amount by which the contribution paid to the Employer, together with any interest earned thereon, exceeds the amount to which the Employer is entitled under the Agreement. Without limiting the generality of the foregoing, amounts to which the Employer is not entitled include

- (a) the amount of any unspent advance payments of the contribution in the hands of the Employer;
- (b) amounts paid in error or in excess of the amount of costs actually incurred; and
- (c) amounts paid in respect of costs which are determined by Canada to be ineligible.

Such amounts are debts due to Canada.

23.2 Interest shall be charged on overdue debts in accordance with the *Interest and Administrative Charges Regulations* made pursuant to Canada's *Financial Administration Act*.

#### **24.0 REPORTS AND MONITORING OF PROJECT**

24.1 The Employer shall provide Canada with such reports concerning the progress of the participants and particulars of the participants as may be requested by Canada. The progress reports shall be in such form and contain such information as may be specified by Canada.

24.2 The Employer shall, upon request, permit representatives of Canada to have access to the site or sites where the Job(s) are carried out to monitor such Job(s).

#### **25.0 ACCESS TO INFORMATION**

25.1 Subject to the *Access to Information Act* [R.S.C. 1985, c. A-1], all information pertaining to this Agreement is public information and may be disclosed to third parties upon request under the Act.

#### **26.0 INSURANCE**

26.1 The Employer shall ensure that it has Workers' Compensation coverage or similar insurance, in accordance with provincial/territorial regulations, in place for the participants for the duration of their Job(s) pursuant to this Agreement.

#### **27.0 INFORMING CANADIANS OF THE GOVERNMENT OF CANADA'S FUNDING**

27.1 The Recipient shall allow Canada sixty (60) days from the date of signature of the Agreement to announce the Project. The parties will collaborate for the first public announcement of the project, including all communication, event or ceremony used to promote the project. The time, place and agenda for such communication activities must be appropriate for Canada.

27.2 To enable Canada's participation in any subsequent communications activities about the project, the recipient will inform Canada no later than twenty (20) calendar days preceding such communication activities.

27.3 The Recipient shall ensure that in all communication activities, publications, advertising (including on social media or websites) include the recognition of Canada's - financial assistance to the project - in a form satisfactory to Canada.



**28.0 COMPLIANCE WITH LAWS**

28.1 The Employer shall carry out the Project in compliance with all applicable laws, by-laws and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project.

**29.0 AMENDMENT**

29.1 This Agreement may be amended by mutual consent of the parties. To be valid, any amendment to this Agreement shall be in writing and signed by both parties.

**30.0 NON-ASSIGNMENT OF AGREEMENT**

30.1 The Employer shall not assign this Agreement or any part thereof without the prior written consent of Canada.

**31.0 WARRANTY OF AUTHORITY**

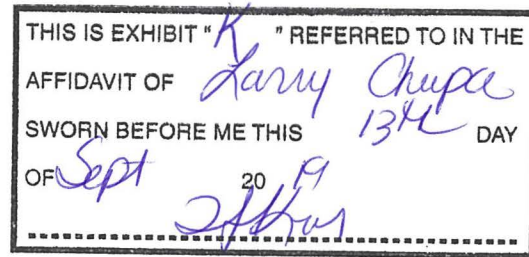
31.1 The Employer warrants that its representative(s) identified in this Application/Agreement has (have) the authority to enter into an agreement on its behalf and agrees to provide Canada with such evidence of that authorization as Canada may reasonably require.

**From:** SV-SF-CSOS [<mailto:no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>]  
**Sent:** Friday, June 01, 2018 9:06 AM  
**To:** Larry Chupa  
**Subject:** Canada Summer Jobs application - Project Number: 1563685

\*\*\*This is a system generated e-mail. Please do not reply\*\*\*

2018/06/01

Larry Chupa  
BCM International (Canada) Inc.  
880 OLD MILL ROAD  
OMEMEE ON K0L 2W0



**Project Number:** # 1563685

**Subject:** Canada Summer Jobs application

Thank you for applying for funding under Canada Summer Jobs. Unfortunately, your application has been deemed ineligible for the following reason(s):

- Your application is incomplete and therefore ineligible for assessment (see 'Other and/or additional information' below for details).
- Other and/or additional information: Other and/or additional information: The attestation has been altered or modified and annotation or additional information provided is not consistent with the attestation.

As a result, we will not assess your application, and we will not recommend it for funding. Decisions on Canada Summer Jobs applications are final. However, if you have any questions about the process or the decision made in respect of your application, please contact me at (866) 945-7342.

We appreciate your interest in Canada Summer Jobs.

Sincerely,

Sum, Jeffery  
Service Canada  
430 COURTNEY PARK DRIVE EAST  
Mississauga ON L5T 2S5



Employment and  
Social Development Canada

Emploi et  
Développement social Canada

Project Number

### CANADA SUMMER JOBS APPLICATION / AGREEMENT

- You must carefully read the Applicant Guide and the attached Canada Summer Jobs Articles of Agreement as you will be required to declare that you have read and understood these documents by signing this form.
- All fields are mandatory and must be completed by a representative of the Organization that is applying for funding.

#### Privacy Notice Statement

The information you provide is collected under the authority of the *Department of Employment and Social Development Act*. Refusal to provide information will result in your application not being considered for funding. The information will be used to determine your eligibility for Canada Summer Jobs, its administration and for subsequent evaluation and accountability purposes, and to support the administration or enforcement of other programs in Employment and Social Development Canada, including Service Canada and the Labour Program. The information you provide may also be used for policy analysis and/or research purposes. In order to conduct these activities, various sources of information under the custody and control of the Department may be linked.

Should your application be deemed eligible, the information you provide will be shared with your respective Member of Parliament to ensure local priorities are considered. It will also be used to notify employers whose Canada Summer Jobs funding applications have been approved. The Department and your Member of Parliament may use the information to help promote the program. In accordance with the *Privacy Act* and *Department of Employment and Social Development Act*, information on funded applicants will be disclosed.

In the event that the application contains personal information, the personal information will be administered in accordance with the *Privacy Act* and other applicable laws. You have the right to the protection of, and access to, your personal information. It will be retained in Personal Information bank ESDC PPU 706. Instructions in obtaining this information are outlined in the government publication available online, entitled Info Source. Info Source may also be accessed on-line at any Service Canada Centre.

The application is also subject to the *Access to Information Act* ("ATIA"). The ATIA provides every person with a right of access to information under the control of the Department, subject to a limited set of exemptions.

PART A - EMPLOYER INFORMATION			
Please enter Organizational Information.			
1. Canada Revenue Agency Business Number		2. Legal Name of your Organization	
3. Operating (Common) Name (if different from legal name) (This will be posted publicly)		4. Telephone Number (This will be posted publicly)	
5. Organization Email Address (This will be posted publicly)			
6.a) Name of Employer Representative and Title		6.b) Telephone Number of Employer Representative	
7. Email Address of Employer Representative		8. Preferred Language of Communication: Spoken: <input type="checkbox"/> English <input type="checkbox"/> French      Written: <input type="checkbox"/> English <input type="checkbox"/> French	
9. Year the Organization was Established	10. Describe your organization's activities		
11. Number of Full-Time Employees Working in Canadian locations of your Organization	12. Mailing Address of Organization		Postal Code
13. Address of the Location of the Proposed Job Activities (if different from Box 12). Please explain why.			Postal Code
14. If the proposed activities will take place in multiple locations, will they be held within the same constituency? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide all addresses including postal codes. If NO, please submit a separate application form for each constituency.			
15. Have you applied or will you apply for other sources of funding for the job requested? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, and if the Canada Summer Jobs contribution requested is in excess of \$100,000, you must abide by the terms stipulated in Sections 6.1 to 8.3 of the attached Canada Summer Jobs Articles of Agreement. If yes, and if the Canada Summer Jobs contribution requested is less than \$100,000, go to question 16.			
16. Does your organization owe any amount to the Government of Canada? (taxes, penalties, overpayments, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No      If YES, complete the fields below for each amount owing:			
Amount Owed (\$)	Nature of the Amount Owed (taxes, penalties, overpayments, etc.)	Department or Agency to Which Amount is Owed (If known)	17. Is a payment plan in place?
A.		<div style="border: 2px solid black; padding: 5px;"> <p>THIS IS EXHIBIT "C" REFERRED TO IN THE AFFIDAVIT OF <i>Larry Chupa</i> SWORN BEFORE ME THIS <i>13<sup>th</sup></i> DAY OF <i>Sept</i> 20 <i>19</i> <i>[Signature]</i></p> </div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
B.			<input type="checkbox"/> Yes <input type="checkbox"/> No
C.			<input type="checkbox"/> Yes <input type="checkbox"/> No
D.			<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>PART B - (1) JOB DETAILS</b> (Please see the list of eligible and ineligible job activities in the Applicant Guide before completing this section of the application)													
18. JOB TITLE 1 (This will be posted publicly):	Hourly Wage Rate:												
Tasks and Responsibilities (Please refer to Section 15 of the Articles of Agreement for a list of ineligible activities)													
Language required for job: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other: _____	National Occupation Classification: Please refer to the Applicant Guide for details on how to identify the National Occupation Classification for the proposed job.												
Please describe the nature of your supervision plan. (Mandatory) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> On-site Supervision</span> <span><input type="checkbox"/> Remotely</span> <span><input type="checkbox"/> Other</span> </div> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>													
Please describe the nature of your mentoring plan. (Mandatory) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> One-on-one mentoring</span> <span><input type="checkbox"/> Team mentoring</span> <span><input type="checkbox"/> Job shadowing</span> <span><input type="checkbox"/> Job coaching</span> <span><input type="checkbox"/> Other</span> </div> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>													
What skills will the participant develop during this placement? Please describe how. (Mandatory) <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%; vertical-align: top;"> <input type="checkbox"/> Client service       </td> <td style="width: 30%; border: 1px solid black; height: 20px;"></td> <td style="width: 30%; vertical-align: top;"> <input type="checkbox"/> Digital skills       </td> <td style="width: 30%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Teamwork       </td> <td style="border: 1px solid black; height: 20px;"></td> <td style="vertical-align: top;"> <input type="checkbox"/> Leadership       </td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Communication       </td> <td style="border: 1px solid black; height: 20px;"></td> <td style="vertical-align: top;"> <input type="checkbox"/> Other       </td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>		<input type="checkbox"/> Client service		<input type="checkbox"/> Digital skills		<input type="checkbox"/> Teamwork		<input type="checkbox"/> Leadership		<input type="checkbox"/> Communication		<input type="checkbox"/> Other	
<input type="checkbox"/> Client service		<input type="checkbox"/> Digital skills											
<input type="checkbox"/> Teamwork		<input type="checkbox"/> Leadership											
<input type="checkbox"/> Communication		<input type="checkbox"/> Other											
Describe your Health and Safety Practices in the work environment. (Mandatory) Please describe how these practices relate to the work environment and the proposed job activities. <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%; vertical-align: top;"> <input type="checkbox"/> Providing Information of the Workplace Hazardous Materials Information System       </td> <td style="width: 30%; border: 1px solid black; height: 20px;"></td> <td style="width: 30%; vertical-align: top;"> <input type="checkbox"/> Demonstrating work environment safety       </td> <td style="width: 30%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Listing work environment hazards       </td> <td style="border: 1px solid black; height: 20px;"></td> <td style="vertical-align: top;"> <input type="checkbox"/> Providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines)       </td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Providing necessary certifications       </td> <td style="border: 1px solid black; height: 20px;"></td> <td style="vertical-align: top;"> <input type="checkbox"/> Other       </td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>		<input type="checkbox"/> Providing Information of the Workplace Hazardous Materials Information System		<input type="checkbox"/> Demonstrating work environment safety		<input type="checkbox"/> Listing work environment hazards		<input type="checkbox"/> Providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines)		<input type="checkbox"/> Providing necessary certifications		<input type="checkbox"/> Other	
<input type="checkbox"/> Providing Information of the Workplace Hazardous Materials Information System		<input type="checkbox"/> Demonstrating work environment safety											
<input type="checkbox"/> Listing work environment hazards		<input type="checkbox"/> Providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines)											
<input type="checkbox"/> Providing necessary certifications		<input type="checkbox"/> Other											
Will this job provide a career-related work experience? <input type="checkbox"/> Yes <input type="checkbox"/> No													
Indicate one or more fields of academic studies and describe how the field relates to the job. <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>													
Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? If YES, please describe <div style="display: flex; align-items: center; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No         </div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>													

National Priorities		
Does this job support a national priority? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES, indicate which national priority and describe how: (Please refer to the Applicant Guide for more details on each National Priority)		
<input type="checkbox"/> Organizations which provide services to youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market.		<input type="checkbox"/> Recent immigrant youth and recent refugee youth <input type="checkbox"/> Youth who have not previously been employed and for whom this would be their first job experience <input type="checkbox"/> Indigenous <input type="checkbox"/> Youth with Disabilities <input type="checkbox"/> Youth who have not completed high school <input type="checkbox"/> Visible minorities <input type="checkbox"/> LGBTQ2 youth <input type="checkbox"/> Women in STEM
<input type="checkbox"/> Organizations which express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market.		<input type="checkbox"/> Recent immigrant youth and recent refugee youth <input type="checkbox"/> Youth who have not previously been employed and for whom this would be their first job experience <input type="checkbox"/> Indigenous <input type="checkbox"/> Youth with Disabilities <input type="checkbox"/> Youth who have not completed high school <input type="checkbox"/> Visible minorities <input type="checkbox"/> LGBTQ2 youth <input type="checkbox"/> Women in STEM
<input type="checkbox"/> Opportunities for youth to gain work experience related to the skilled trades		
<input type="checkbox"/> Opportunities for youth in rural areas and remote communities		
<input type="checkbox"/> Opportunities for youth in Official Language Minority Communities		
<input type="checkbox"/> Small businesses, in recognition of their contribution to the creation of jobs		
<input type="checkbox"/> Organizations which deliver supports or services to seniors		
Local Priorities		
Does this job support your Member of Parliament's local priorities? <input type="checkbox"/> Yes <input type="checkbox"/> No		
(Please refer to the Applicant Guide for Local Priorities information)		
If YES, indicate which local priority or priorities and describe how:		
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

**PART B – (2) PARTICIPANT DETAILS**

Preferred Level of Education of the Participant:

- ☐ Secondary
- ☐ Post-secondary
- ☐ No preference (including non-students, recent graduates, etc.)

**PART C – EMPLOYER TYPE**

(Please see the list of eligible and ineligible employers in the Applicant Guide before completing this section of the application)

**19. Organization Type**

<b>Private Sector</b> <input type="checkbox"/> Financial Institution <input type="checkbox"/> Business, incorporated or unincorporated body <input type="checkbox"/> Indian Band corporation <input type="checkbox"/> Private Band Council <input type="checkbox"/> Private university or college	<b>Not-For-Profit Sector</b> <input type="checkbox"/> Indigenous not-for-profit organization <input type="checkbox"/> Association of workers or employers, as well as professional and industrial organizations <input type="checkbox"/> Community, charitable or voluntary organization <input type="checkbox"/> Non-governmental organization	<input type="checkbox"/> Not-for-profit Band Council <input type="checkbox"/> Union <input type="checkbox"/> Sector council	<b>Public Sector</b> <input type="checkbox"/> Public community college or vocational school <input type="checkbox"/> Public health <input type="checkbox"/> Public degree-granting college <input type="checkbox"/> Public degree-granting university <input type="checkbox"/> Municipal government or agency <input type="checkbox"/> School boards and elementary and secondary institutions
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Ineligible employers include Members of the House of Commons and the Senate, Federal Government Departments and Agencies, Provincial and Territorial Departments and Agencies, and organizations that engage in partisan political activities.

**20. The activities of your organization focus on the provision of services in the community:**

<input type="checkbox"/> to persons with disabilities	<input type="checkbox"/> to seniors
<input type="checkbox"/> to newcomers to Canada (including refugees)	<input type="checkbox"/> to the LGBTQ2 community
<input type="checkbox"/> to indigenous peoples	<input type="checkbox"/> related to environmental protection
<input type="checkbox"/> to members of a visible minority	<input type="checkbox"/> related to crime prevention
<input type="checkbox"/> to persons who are homeless or street-involved	<input type="checkbox"/> related to public health or safety
<input type="checkbox"/> to other groups with social or employment barriers including literacy and numeracy	<input type="checkbox"/> related to cultural development or historical preservation
<input type="checkbox"/> to children or youth	<input type="checkbox"/> other
<input type="checkbox"/> to official languages minority communities	

**PART D – FUNDING REQUESTED****CALCULATION OF EMPLOYER'S TOTAL COST INCLUDING CONTRIBUTION REQUESTED**

21. (a)	(b)	(c)	(d)	(e)	Wages		Not-for-profit Organizations only	(i)	(j)
Job Title	Number of Participants requested	Anticipated Start Date (YYYY/MM/DD)	Number of Weeks Requested	Number of Hours per Week Requested	(f) Hourly Wage to be Paid to the participant	(g) Hourly Wage Requested	(h) MERCs* requested (if applicable)	Total** contribution requested	Total employer contribution (Wage and MERCs if applicable)
<b>TOTAL</b>		<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>			

\*MERCs = Mandatory Employment Related Costs

\*\*Calculation: [(bxdxeg)&gt;h]

If you are a not-for-profit employer will you require an advance payment to pay the youth should your application be approved?

☐ Yes ☐ No

Do you want to be informed about future Canada Summer Jobs Calls for Proposals processes?

☐ Yes ☐ No

Can Service Canada contact you regarding other Calls for Proposals from the Department?

☐ Yes ☐ No

Once completed and submitted, this Canada Summer Jobs application, if approved by Service Canada, will form the agreement between Canada and the organization. The organization will then be subject to the attached Canada Summer Jobs Articles of Agreement and agrees to return the Payment Claim form (EMP 5398) no longer than 30 days after the job is complete. The organization agrees under this agreement to provide the job at the hourly wage rate, for the number of hours per week and the number of weeks described in the Calculation of Approved Canada Summer Jobs Contribution Amount document.

Canada Summer Jobs provides wage subsidies to employers to create employment for youth between the ages of 15 and 30 years. Again this year, Canada Summer Jobs welcomes applications from small businesses, not-for-profit employers, public sector and faith-based organizations that provide quality summer jobs for youths.

**Attestation**

On behalf of my organization I attest that:

- I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
- I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
- The job would not be created without the financial assistance provided under a potential contribution agreement;
- Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

☐ I attest



22. Name of the Organization's Representative (refer to Section 34 of the attached Canada Summer Jobs Articles of Agreement prior to signature)	25. Name of the Organization's Representative (where the organization requires two signatures to enter into a legally binding agreement)
Name (Print)	Name (Print)
Signature	Signature
23. Position Title	26. Position Title
24. Date (YYYY/MM/DD)	27. Date (YYYY/MM/DD)

## CANADA SUMMER JOBS

## ARTICLES OF AGREEMENT

## BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Employment and Social Development (hereinafter referred to as "Canada")

AND

The Employer identified as the "Legal Name of the Organization" on the attached document titled "Canada Summer Jobs - Application/Agreement" (hereinafter referred to as the "Employer")

Hereinafter collectively referred to as "the Parties"

WHEREAS Canada has established the Canada Summer Jobs program, a component of the Youth Employment Strategy, under which financial assistance may be provided to Employers to encourage these Employers to hire youth to help them in acquiring employment and/or career related skills;

WHEREAS the Employer proposes to hire Participant(s) for the Job(s) listed in the "Canada Summer Jobs Application";

AND WHEREAS Canada has agreed to make a contribution towards the costs of the Job(s) under Canada Summer Jobs;

Now, therefore, Canada and the Employer agree as follows:

#### 1.0 AGREEMENT

1.1 The following documents and any amendments relating thereto form the Agreement between Canada and the Employer:

- (a) the document hereto entitled "Canada Summer Jobs - Application/Agreement";
- (b) the document hereto entitled "Calculation of Approved Canada Summer Jobs Contribution Amount".

#### 2.0 INTERPRETATION

2.1 In this Agreement,

"Funding Period" means the period during which the Job is taking place as indicated in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document;

"Job" means the job activities and related information described in Part B – Job Details in the Application/Agreement;

"Mandatory Employment Related Costs" means payments that the Employer is required by law to make in respect of Participants including, but not restricted to, those required for Employment Insurance premiums, Canada or Quebec Pension Plan contributions, vacation pay, Workers' Compensation Premiums or equivalent liability insurance (if applicable), Health Services Fund, Quebec Parental Insurance premiums, Commission des normes, de l'équité, de la santé et de la sécurité du travail in Quebec, Health and Post-Secondary Education Tax in Newfoundland and Labrador, Health and Post-secondary Education Levy in Manitoba, and Employer Health Tax where applicable;

"Overhead Costs" means such costs, other than wages and Mandatory Employment Related Costs, incurred by the Employer, which are in compliance with the conditions governing eligible costs set out in this Agreement;

"Participant" means an individual who is hired by the Employer for a Job during the period set out in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document and who:

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and
- (c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

\*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

"Project" means the hiring, administration of, and job activities, and organization's activities as described in the Application/Agreement;

Words imparting the singular include the plural and vice versa.

#### 3.0 EFFECTIVE DATE AND DURATION

3.1 This Agreement shall come into effect on the signature date specified in the document "Calculation of Approved Canada Summer Jobs Contribution Amount" and, subject to section 3.2, shall expire when Canada issues the final payment unless the Agreement is terminated on a prior date in accordance with the terms of this Agreement.

3.2 All obligations of the Employer shall expressly or by their nature survive termination or expiry of this Agreement and shall continue in full force subsequent to and notwithstanding such termination or expiry until and unless they are satisfied or by their nature expire.

#### 4.0 CANADA'S CONTRIBUTION

4.1 Subject to the terms and conditions of this Agreement, Canada will make a contribution to the Employer towards the costs incurred by the Employer as a result of the provision of the Job(s) to the Participant(s) of an amount not exceeding the amount indicated in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document.

4.2 Costs are eligible costs only if they are, in the opinion of Canada, reasonable and directly related to the provisions of the Job(s). Only those costs incurred during the Funding Period are eligible costs. No costs incurred prior to or following the Funding Period are eligible costs.

4.3 When hiring a Participant with a disability, the Employer agrees that Canada's contribution towards special equipment facilities and support necessary for the participation shall not exceed the actual costs.

4.4 The amount of Canada's contribution in respect of Mandatory Employment Related Costs incurred in respect of each Participant shall not exceed the amount that would be payable if the Participant's wages were paid at the provincial or territorial adult minimum wage rate.

4.5 In the event that the hourly wage rate paid by the Employer is less than the hourly wage rate shown in the Application/Agreement, Canada may, in its discretion, reduce the amount of its contribution in respect of those eligible costs.

#### 5.0 APPROPRIATION

5.1 Any payment under this Agreement is subject to the appropriation of funds by Parliament for the fiscal year in which the payment is to be made.



**TERMS OF PAYMENT**

6.0 (1) Upon validation of the Employer's business number, and subject to paragraph (2), Canada's contribution shall be payable upon receipt and verification of a claim made by the Employer in a form prescribed by Canada, such claim to be submitted by the Employer within 30 days following the termination of the Job(s) covered by the Agreement.

(2) Where the Employer is a not-for-profit employer, payment of Canada's contribution may be made as follows:

*Where the total value of the contribution is up to \$100,000*

- (a) an initial advance payment not exceeding 75% of the estimated total contribution payable under the Agreement; and
- (b) upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

*Where the total value of the contribution is from \$100,001 up to \$500,000*

- (a) following the receipt of a cash flow forecast, an initial advance payment not exceeding 50% of the estimated total contribution payable under the Agreement; and
- (b) upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

*Where the total value of the contribution is more than \$500,000*

- (a) following receipt of a cash flow forecast, monthly advances covering the Employer's estimated monthly financial requirements payable under the Agreement; and
- (b) upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

**7.0 REDUCTION OF CONTRIBUTION**

7.1 Canada may, upon not less than fifteen (15) days' notice, reduce its contribution under this Agreement if:

- (a) The level of funding for the Program named in this Agreement for fiscal year in which payment is to be made under the Agreement is reduced as a result of a governmental or departmental spending decision, or
- (b) Parliament reduces the appropriation of funds for contributions under the Program named in this Agreement.

7.2 Where Canada gives notice of its intention to reduce its contribution pursuant to section 7.1, and the Employer is of the opinion that it will be unable to complete the Project in the manner desired by the Employer, the Employer may terminate the Agreement upon not less than fifteen (15) days written notice to Canada.

**8.0 OTHER SOURCES OF FUNDING**

Sections 8.2 and 8.3 only apply where the contribution is in excess of \$100,000.

*[Option 1 - where the funding from Canada is the only source of financial assistance -if applicable]*

8.1. The Employer declares that the contribution provided under this Agreement is the only financial assistance for the Job(s) it has received or expects to receive from any level of government (federal, provincial, territorial or municipal) or from any other source.

*[Option 2 - where there are other sources of financial assistance - if applicable]*

8.1 The Employer declares that it has received or is entitled to receive the following financial assistance for the Job(s) from other sources:

1. \$ \_\_\_\_\_ from \_\_\_\_\_
2. \$ \_\_\_\_\_ from \_\_\_\_\_
3. \$ \_\_\_\_\_ from \_\_\_\_\_
4. \$ \_\_\_\_\_ from \_\_\_\_\_

8.2 The Employer will inform Canada promptly in writing of any additional financial assistance to be received for the Job(s) other than that referred to in section 8.1.

8.3 Where the Employer receives any additional financial assistance for the Job(s) other than the financial assistance referred to in section 8.1, Canada may, in its discretion, reduce its contribution by such amount as it considers appropriate, up to the amount of the additional assistance received, or if Canada's contribution has already been paid, require repayment of such amount. Upon receipt of notice to repay under this section, the Employer agrees to repay the amount as a debt due to Canada.

**9.0 MANAGEMENT OF PROJECT**

9.1 The Employer shall:

- (a) be solely and absolutely responsible for the hiring, management, supervision and control of the Job(s);
- (b) provide the Participant(s) with an adequate supervision, mentoring, skills acquisition, learning and work experience;
- (c) ensure that the Job(s) are carried out in a safe, inclusive and healthy environment;
- (d) provide the Participant(s) with all the information concerning health and safety standards and regulations regarding their work environment and, if necessary provide training, information and safety equipment required to accomplish their tasks;
- (e) inform Canada promptly in writing forthwith of any injury suffered by the Participant(s) while carrying out the Job(s); and
- (f) remit Mandatory Employment Related Costs on behalf of the Participant(s).

9.2 The Employer shall not, without the prior written consent of Canada, alter the nature of the Job(s) that are described in the Application/Agreement. Funding shall only be used for the Project as approved and not for any activities outlined in section 15.1.

**10.0 COLLECTION AND PROTECTION OF PARTICIPANT INFORMATION**

10.1 The Employer shall complete form EMP5397 for each Participant and forward it to Canada within seven (7) days following each Participant's first day of work.

10.2 Prior to collecting or compiling the information in form EMP5397, the Employer shall:

- (a) inform the Participant that funding for the Project is provided by Canada. Canada needs the information referred in the form EMP5397 to:
  - (i) validate the eligibility of each Participant;
  - (ii) measure the results and assess the success of the Project;

- (b) obtain the written consent of each Participant for the collection, uses and disclosure of the information in form EMP5397.

10.3 Participants will also be asked to complete a survey to report on their experience with the Canada Summer Jobs program.

10.4 All Participant information referred to in section 10.1 collected or compiled by the Employer shall be treated as confidential and the Employer shall take all security measures reasonably necessary for the protection of any unauthorized release or disclosure, including those set out in any instructions issued by Canada.

10.5 During the course of this Agreement and for a period of six years thereafter, the Employer shall not release or disclose information referred to in section 10.1 about a Participant to any other person or body for any purpose unless the Participant consents to the release or disclosure or unless the person or body is authorized by law to require the Employer to provide information to the person or body.

10.6 Upon expiry of a period of six years after the Project Period, the Employer shall destroy the information referred to in section 10.1 in accordance with Instructions issued by Canada.

10.7 Representatives of Canada shall be entitled to verify the Employer's premises at all reasonable times to ensure compliance with the information security requirements of section 10.3.

#### 11.0 ACCESS TO INFORMATION AND PROACTIVE DISCLOSURE

11.1 The Employer acknowledges that Canada is subject to the *Access to Information Act* [R.S.C., 1985, c. A-1], and information obtained by Canada pertaining to this Agreement may be disclosed by Canada to the public upon request under the aforementioned act.

11.2 The Employer acknowledges that the name of the Employer, the amount of Canada's contribution and the general nature of the project may be made publicly available by Canada in accordance with the Government of Canada's commitment to proactively disclose the awarding of grants and contributions.

11.3 In accordance with the *Privacy Act* and *Department of Employment and Social Development Act*, information on funded applicants will be disclosed.

#### 12.0 EMPLOYER ATTESTATION

12.1 The Employer attests that:

- I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
- I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
- The job would not be created without the financial assistance provided under a potential contribution agreement;
- Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

#### 13.0 EMPLOYER DECLARATION

13.1 The employer declares, represents and warrants that:

- (a) no Participant will displace or replace existing employees or volunteers, employees that have been laid-off and are awaiting recall, employees absent due to an industrial dispute, employees on vacation, or employees on maternity or parental leave;
- (b) except where the Participant is a person with disabilities or has legitimate barriers to availability, Participant(s) will work a minimum of 30 hours per week for a period of six to sixteen weeks. The hours of work will not exceed 40 hours per week;
- (c) no other contribution will be received or claimed for the same portion of a Job and for the same period unless such contribution is provided pursuant to an agreement between the Government of Canada and a Provincial/Territorial government, or with the approval of Canada;
- (d) the Organization "Employer" and any person lobbying on its behalf is in compliance with the *Lobbying Act*, [R.S.C., 1985, c. 44 (4th Supp.)] and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding;
- (e) that it has provided Canada with a true and accurate list of all amounts owing to the federal government which are past due and in default or arrears as of the time of the Employer's application for funding. The Employer recognizes that any such amounts owing to the federal government may be deducted from, or set-off against, amounts payable to it under this Agreement.
- (f) an employer/employee relationship will be established with the Participants.
- (g) the Declaration made in the application continues to be true and accurate and will remain true and accurate throughout the duration of this Agreement.

#### 14.0 INELIGIBLE EMPLOYERS

14.1 The employer represents, declares and warrants that the project will not be delivered by:

- Members of the House of Commons and the Senate
- Federal Government Departments and Agencies
- Provincial and Territorial Departments and Agencies
- Organizations that engage in partisan political activities

#### 15.0 INELIGIBLE PROJECTS AND JOB ACTIVITIES

15.1 The employer represents, declares and warrants that the project will not consist of:

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth Participant; or
- Projects or job activities that:
  - restrict access to programs or, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - advocate intolerance, discrimination and/or prejudice; or
  - actively work to undermine or restrict a woman's access to sexual and reproductive health services.

#### 16.0 RELATIONSHIP BETWEEN THE PARTIES AND NON-LIABILITY OF CANADA

16.1 The hiring, management, supervision and control of the Project are the sole and absolute responsibility of the Employer. The Employer is not in any way authorized to make a promise, agreement or contract on behalf of Canada. This Agreement is a funding agreement only, not a contract for services or a contract of service or employment. Canada's responsibility is limited to providing financial assistance to the Employer towards the Eligible Expenditures. The parties hereto declare that nothing in this Agreement shall be construed as creating a partnership, an employer-employee, or agency relationship between them. The Employer shall not represent itself as an agent, employee or partner of Canada.

16.2 Nothing in this Agreement creates any undertaking, commitment or obligation by Canada respecting additional or future funding of the Project beyond the Project Period, or that exceeds the maximum contribution specified in the document "Calculation of Approved Canada Summer Jobs Contribution Amount". Canada shall not be liable for any loan, capital lease or other long-term obligation which the Employer may enter into in relation to carrying out its responsibilities under this Agreement or for any obligation incurred by the Employer toward another party in relation to the Project.

**17.0 INDEMNIFICATION**

17.1 The Employer shall, both during and following the funding Period, indemnify and save Canada harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wilful or negligent act, omission or delay on the part of the Employer or its employees or agents in connection with anything purported to be or required to be provided by or done by the Employer pursuant to this Agreement or done otherwise in connection with the implementation of the Project. It is understood that Canada cannot claim compensation under this section in case of accident, loss or damage caused by him or his employees.

**18.0 CONFLICT OF INTEREST**

18.1 No current or former public servant or public office holder to whom the *Conflict of Interest Act* [S.C. 2006, c. 9, s. 2], the *Conflict of Interest and Post-Employment Code for Public Office Holders* or the *Values and Ethics Code for the Public Service* applies shall derive a direct benefit from the Agreement unless the provision or receipt of such benefit is in compliance with the said legislation or codes.

18.2 No member of the Senate or the House of Commons or member of their immediate family shall be admitted to any share or part of the Agreement or to any benefit arising from it that is not otherwise available to the general public.

**19.0 NEPOTISM**

19.1 No cost incurred by the Employer in relation to a Participant who is a member of the Immediate Family of the Employer or who is a member of the Immediate Family of an officer or director of the Employer, is eligible for reimbursement under the Agreement. If Canada is satisfied, and agrees in writing before the commencement of the Job, that the hiring of the Participant was not the result of favouritism by reason of membership in the Immediate Family of the Employer, officer or director, as the case may be, the costs may be eligible for reimbursement.

19.2 For purposes of section 18.2 and 19.1, "Immediate Family" means father, mother, step-father, step-mother, foster parent, brother, sister, spouse or common-law partner, child (including child of common-law partner), step-child, ward, father-in-law, mother-in-law, or any one permanently residing with the Employer, officer or director, as the case may be.

19.3 For the purpose of section 19.2, "Common-law partner" means a person who is cohabiting with the Employer, officer or director, as the case may be, in a conjugal relationship, having so cohabited with the Employer, officer or director, for a period of at least one year.

**20.0 FINANCIAL RECORDS AND AUDIT REQUIREMENTS**

20.1 The Employer shall keep proper books of account and records, in accordance with generally accepted business and accounting practices, of the financial management of this Agreement. The books of account and records shall include all invoices, receipts and vouchers relating to the expenditures incurred and revenues made in relation to this Agreement, including funding for the Job(s) received from other sources.

20.2 During the course of this Agreement and for a period of six years thereafter, the Employer shall make the books of accounts and records available at all reasonable times for inspection and audit by representatives of Canada to ensure compliance with the terms and conditions of this Agreement and verify costs claimed by the Employer under this Agreement. The Employer shall permit representatives of Canada to take copies and extracts from such books and records and shall furnish them with such additional information as they may require with reference to them.

20.3 In the event that financial irregularities are discovered, Canada may verify information with the Canada Revenue Agency.

**21.0 INQUIRY BY THE AUDITOR GENERAL OF CANADA**

21.1 If, during the Funding Period or within a period of six years thereafter, the Auditor General of Canada, in relation to an inquiry conducted under subsection 7.1(1) of the *Auditor General Act* [R.S.C., 1985, c. A-17], requests that the Employer provide him or her with any records, documents or other information pertaining to the utilization of the funding provided under this Agreement, the Employer shall provide the records, documents or other information within such period of time as may be reasonably requested in writing by the Auditor General of Canada.

**22.0 EVALUATION**

22.1 The Employer agrees to cooperate with Canada in the conduct of any evaluation of the Project and/or the Program named in this Agreement that Canada may carry out during the Funding Period or within a period of three years thereafter. Without limiting the generality of the foregoing, if requested by Canada to do so for the purpose of conducting an evaluation, the Employer agrees to:

- (a) participate in any survey, interview, case study or other data collection exercise initiated by Canada; and
- (b) subject to section 22.2 provide Canada with contact information of the Project partner organizations, if any, who participated in the Project, and of the members of the board of directors of the Employer.

This includes a mandatory survey that will be administered at the end of the program year. The Employer agrees to complete this questionnaire and submit to Canada as part of the final reporting process.

22.2 The Employer shall provide Canada with the contact information of a person (name, address, phone number and e-mail address) referred to in section 22.1 only if the person has given their written consent to the release of the information to Canada. The Employer agrees to make all reasonable efforts to secure such consent during the Funding Period. When providing a person's contact information to Canada, the Employer shall provide Canada with an accompanying written statement certifying that the person has given their consent to the sharing of their contact information with Canada.

**23.0 DISPOSITION OF ASSETS**

23.1 The Employer shall preserve any assets acquired with the contribution and use them for the purposes of carrying out the Job(s) outlined in the Application/Agreement, unless Canada authorizes their disposition.

23.2 At the end of the Funding Period, or upon termination of this Agreement, if earlier, and if directed to do so by Canada, any assets referred to in section 23.1 costing \$1,000 (before taxes) or more that have been preserved by the Employer shall be:

- (a) sold at a fair market value and that the funds realized from such sale be applied to the eligible costs under this Agreement to offset Canada's contribution;
- (b) turned over to another person or organization designated or approved by Canada; or
- (c) disposed of in such other manner as may be determined by Canada.

**24.0 TERMINATION OF AGREEMENT****Termination for Default**

24.1 (1) The following constitute Events of Default:

- (a) the Employer becomes bankrupt;
- (b) the Employer has a receiving order made against it, makes an assignment for the benefit of creditors, takes the benefit of a statute relating to bankrupt or insolvent debtors or an order is made or resolution passed for the winding up of the Employer;
- (c) the Employer ceases to operate;

- (d) the Employer is in breach of, or non-compliant with, any provision of this Agreement;
- (e) the Employer, in support of its application for Canada's contribution or in connection with this Agreement, has made materially false or misleading representations, statements or declarations, or provided materially false or misleading information to Canada;
- (f) the Employer has changed the tasks and responsibilities of the Participant(s), as described on the Application/Agreement, without Canada's prior approval; or
- (g) the Employer is in breach of the provisions of Sections 12, 13, 14, or 15.

(2) If:

- (a) an Event of Default specified in paragraphs (1)(b) (c) or (g) occurs, or
- (b) an Event of Default specified in paragraph (1)(d), (e) or (f) occurs and has not been remedied within fifteen (15) days of receipt by the Employer of written notice of default or a plan satisfactory to Canada to remedy such Event of Default has not been put into place within such time period,

Canada may, in addition to any remedies otherwise available, immediately terminate the Agreement by written notice. Upon providing such notice of termination, Canada shall have no obligation to make any further contribution to the Employer.

- (3) In the event Canada gives the Employer written notice of default pursuant to paragraph (2)(b), Canada may suspend or revoke any further payment under this Agreement until the end of the period given to the Employer to remedy the Event of Default.
- (4) If an event of Default specified in paragraph 1(d) occurs, the Employer shall have seven (7) days following receipt by the Employer of written notice of default to make written representations to Canada, which will be considered by Canada in its decision as to whether to terminate this Agreement. Further to consideration of the Employer's written representations, or if no written representations are delivered by the Employer within the required deadlines, Canada will make a final determination as to whether to terminate the Agreement and will notify the Employer in writing of said decision. If Canada decides to terminate the Agreement pursuant to paragraph 4, written notice of termination will be provided to the Employer.
- (5) Further to the process set out in paragraph 4, in the event that Canada provides written notice of termination to the Employer, Canada shall no longer have an obligation to make any further financial contributions to the Employer or if no financial contributions have been made to date, Canada will have no obligation to make such a financial contribution to the Employer.
- (6) If this Agreement is terminated for an Event of Default specified in paragraph 1(d), this Event of Default may be taken into consideration by Canada in the assessment of any subsequent applications for funding by the Employer under the Canada Summer Jobs program, or any replacement or successor programs, for the next two years, and any such applications may be rejected by Canada on the basis of this Event of Default.
- (7) If this Agreement is terminated for an Event of Default under this section, the Employer will repay Canada, promptly and by no later than thirty (30) calendar days from the date of Canada's notice of termination, the full amount of the contribution received by the Employer under this Agreement, together with interest calculated in accordance with the federal *Interest and Administrative Charges Regulations*. Any such amount is a debt due to Her Majesty in right of Canada and is recoverable as such.
- (8) The fact that Canada refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon Canada shall not prevent Canada in any way from later exercising any other right or remedy under this Agreement or other applicable law.

#### **Termination for Convenience**

24.2 Canada may also terminate this Agreement at any time without cause upon not less than fifteen (15) days written notice of intention to terminate.

#### **Obligations Relating to Termination and Minimizing Cancellation Costs**

24.3 In the event of a termination notice under section 24.2 being given by Canada

- (a) the Employer shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto; and
- (b) all eligible costs incurred by the Employer up to the date of termination will be paid by Canada, including the Employer's costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement; provided always that payment and reimbursement under this paragraph shall only be made to the extent that it is established to the satisfaction of Canada that the costs mentioned herein were actually incurred by the Employer and the same are reasonable and properly attributable to the termination of the Agreement.

24.4 The Employer shall negotiate all contracts related to the Project, including employment contracts with staff, on terms that will enable the Employer to cancel same upon conditions and terms that will minimize to the extent possible their cancellation costs in the event of a termination of this Agreement. The Employer shall cooperate with Canada and do everything reasonably within its power at all times to minimize and reduce the amount of Canada's obligations under section 24 in the event of a termination of this Agreement.

#### **25.0 INTEREST EARNED ON ADVANCES OF THE CONTRIBUTION**

25.1 Any interest earned on advances of Canada's contribution shall be accounted for by the Employer. Such interest shall be deemed to be part payment of the contribution and shall be used or applied to offset Canada's contribution in respect of the eligible costs under this Agreement.

#### **26.0 REPAYMENTS REQUIREMENTS**

26.1 Upon expiry or termination of this Agreement, if earlier, the Employer shall immediately repay to Canada any amount by which the contribution paid to the Employer, together with any interest earned thereon, exceeds the amount to which the Employer is entitled under the Agreement. Without limiting the generality of the foregoing, amounts to which the Employer is not entitled include

- (a) the amount of any unspent advance payments of the contribution in the hands of the Employer;
- (b) amounts paid in error or in excess of the amount of costs actually incurred; and
- (c) amounts paid in respect of costs which are determined by Canada to be ineligible.

Such amounts are debts due to Canada.

26.2 Interest shall be charged on overdue debts in accordance with the *Interest and Administrative Charges Regulations* made pursuant to Canada's *Financial Administration Act*.

#### **27.0 REPORTS AND MONITORING OF PROJECT**

27.1 The Employer shall provide Canada with such reports concerning the progress of the Participants and/or particulars as may be requested by Canada. The progress reports shall be in such form and contain such information as may be specified by Canada.

27.2 The Employer shall, upon request, permit representatives of Canada to have access to the site or sites where the Job(s) are carried out to monitor such Job(s).

**28.0 ACCESS TO INFORMATION**

28.1 Subject to the *Access to Information Act* [R.S.C. 1985, c. A-1], all information pertaining to this Agreement is public information and may be disclosed to third parties upon request under the Act.

**29.0 INSURANCE**

29.1 The Employer shall ensure that it has Workers' Compensation coverage or similar insurance, in accordance with provincial/territorial regulations, in place for the Participants for the duration of their Job(s) pursuant to this Agreement.

**30.0 INFORMING CANADIANS OF THE GOVERNMENT OF CANADA'S FUNDING**

30.1 The Employer shall allow Canada sixty (60) days from the date of signature of the Agreement to announce the Project and to inform Participants (youth). The parties will collaborate for the first public announcement of the project, including all communication, event or ceremony used to promote the project. The time, place and agenda for such communication activities must be appropriate for Canada.

30.2 To enable Canada's participation in any subsequent communications activities about the project, the Employer will inform Canada no later than twenty (20) calendar days preceding such communication activities.

30.3 The Employer shall ensure that in all communication activities, publications, advertising (including on social media or websites) include the recognition of Canada's - financial assistance to the project - in a form satisfactory to Canada.

**31.0 COMPLIANCE WITH LAWS**

31.1 The Employer shall carry out the Project in compliance with all applicable laws, by-laws and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; any accessibility legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project.

**32.0 AMENDMENT**

32.1 This Agreement may be amended by mutual consent of the parties. To be valid, any amendment to this Agreement shall be in writing and signed by both parties.

**33.0 NON-ASSIGNMENT OF AGREEMENT**

33.1 The Employer shall not assign this Agreement or any part thereof without the prior written consent of Canada.

**34.0 WARRANTY OF AUTHORITY**

34.1 The Employer warrants that its representative(s) identified in this Application/Agreement has (have) the authority to enter into an agreement on its behalf and agrees to provide Canada with such evidence of that authorization as Canada may reasonably require.



Service  
Canada

THIS IS EXHIBIT "M" REFERRED TO IN THE	
AFFIDAVIT OF	Larry Chupow
SWORN BEFORE ME THIS	13th DAY
OF	Sept 20 19
2019	

## CANADA SUMMER JOBS 2019

*Providing Youth with Quality Work Experiences*

Applicant Guide

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## 1. Overview

*This Applicant Guide provides information to help you complete your Canada Summer Jobs application.*

*Read the following Guide in its entirety before you start your application for funding, as it contains important details on the information and supporting documentation that Service Canada requires to assess your application.*

### Objectives of the Canada Summer Jobs Program

Canada Summer Jobs is an initiative of the Youth Employment Strategy, which is the Government of Canada's commitment to help young people between the ages of 15 and 30, particularly those facing barriers to employment, get the information and gain the skills, work experience and abilities they need to transition successfully into the labour market.

The program provides wage subsidies to employers from not-for-profit organizations, the public-sector, and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years.

In delivering on these objectives, the Government of Canada aims to ensure that youth job opportunities funded by the program take place in an environment that respects the rights of all Canadians.

These youth summer work experiences represent important pathways facilitating future transitions to the workforce.

### What has Changed for Canada Summer Jobs 2019?

The program objectives have been updated to:

- Provide quality work experiences for youth;
- Respond to national and local priorities to improve access to the labour market for youth who face unique barriers; and,
- Provide opportunities for youth to develop and improve their skills.

New expanded eligibility now includes all youth aged 15-30, and is no longer restricted to students. This change has been made to complement the Government's renewal of the Youth Employment Strategy, announced in Budget 2018.

To improve program delivery, 2019 CSJ-funded employers and youth participants will be asked to complete a survey prior to the end of the work placement. Employers will be required to complete the survey after the end of the work placement. Surveys will be sent to all funded employers once agreements are in place. Also new for 2019, results from previously funded projects will be considered in eligibility and funding decisions.

In 2019, Job Bank will be the primary source for information on the availability of positions funded through the program in order to help youth to find, and employers to fill,



employment opportunities. Job Bank is the Government of Canada's leading source for jobs and labour market information. It offers users free occupational and career information and can help people search for work and make career decisions.

## **Important Notice Regarding Applications**

**The application deadline is January 25, 2019.**

You may submit a fillable application by clicking [here](#).

### **Important technical notes**

- The fillable form will be available for a maximum of 20 hours. If you do not successfully complete it within this timeframe, it will expire and you will have to start over.
- Your application cannot be saved and accessed at a later time.

If you submit using the fillable form, note that you will have the option to print a copy of your application for your records prior to completing your submission. **Please note, however, that you must still click SUBMIT after the PRINT SCREEN in order to complete your application. If you do not click SUBMIT, your application will not be processed.**

Confirmation of receipt will be sent by email. If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly.

## **New Changes to Online Services**

For 2019, you can still register with ESDC's Grants and Contributions Online Services (GCOS). GCOS provides additional functionalities that allow you to apply and track your application status, sign agreements, manage active projects, submit supporting documents, and review past projects submitted through GCOS.

For the step-by-step process to create a GCOS account, click [here](#).

This is a one-time process, but may take a few weeks to complete. Once your account is active you can use it to apply for ESDC's grants and contributions programs.

## **Application Deadlines**

### **Key Dates**

Please note the following key dates:

- Applications are due by January 25, 2019.
- The earliest job start date is April 23, 2019.
- The latest job start date is July 23, 2019.
- The latest job end date is September 1, 2019.
- The latest date to submit a payment claim is 30 days following the completion of the CSJ-funded work placement.

## 2. Quality Job Placements

### What is a quality job placement?

Through the Canada Summer Jobs program, the Government of Canada provides employers wage subsidies to create quality job placements for youth in safe, inclusive and healthy work environments.

Your application should demonstrate the quality of your proposed job placement(s) in a number of ways. For example, your job placement may invest in youth by paying above the minimum wage in your province or territory, or by committing to retain the youth as an employee beyond the period of the Canada Summer Jobs Agreement. Through your supervision and mentoring plans, you should demonstrate both short and long-term support for the success of the youth by observing, evaluating, and providing feedback on performance, by providing guidance related to the professional and career-development goals of the youth, and by providing an opportunity for youth to develop the skills needed for employment. A quality job will occur in a safe, inclusive, and healthy work environment, as demonstrated on your application by the details of the health and safety practices you have implemented.

Funding priority will be given to projects that provide quality job placements and support the following priorities:

- improving access to the labour market for youth who face unique barriers; and,
- supporting the program objectives as well as local and national priorities.

Failure to comply with any conditions of a previously-funded project will be considered in the evaluation of new applications, and could result in a decision of ineligibility of the new application. Employers, projects, and job activities must comply with program eligibility criteria in the information provided on the Application Form and throughout the duration of the potential Canada Summer Jobs Agreement.

Note that assessment is carried out on a constituency-by-constituency basis.

### Member of Parliament Review

Program funds are allocated by federal electoral district. Applications are assessed for eligibility and are then prioritized accordingly to how they respond to the program's objectives. After Service Canada officials have assessed and ranked all eligible applications, Members of Parliament are provided with a list of recommended projects for their constituencies and are offered the opportunity to provide feedback based on their local knowledge.

### Examples of Quality Projects

#### Example #1 (Church Daycare)

A local church plans to hire four recent immigrant youth to work in the church daycare centre over the summer months to care for children.

The church serves the entire community; however, a large proportion of their children are newcomers to Canada.

The youth will be tasked with planning, organizing and delivering a special summer-long project for the children. The youth will lead both a recreational and an educational piece that are not part of the normal day-to-day operation of the church. The recreational aspect will include an introduction to various summer sports and a competition over the course of several weeks.

The youth workers will help the children learn more about their own countries of heritage and the countries of the others.

Outcomes for the youth will be learning how to care for children, how to plan and develop a project and to provide recreational and educational activities for participants. Those youth who had a successful experience, and are thinking of pursuing a career as an Early Childhood Educator, could be retained by the employer at the conclusion of the summer placement.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. See Section 4 Assessment Criteria for more information.

#### **Example #2 (Rural Municipality)**

A rural municipality plans to hire five local youth from the community to deliver summer camps.

Under the supervision of the Recreation Coordinator, the youth will develop a number of age-appropriate camps for the community. The camps will be tailored to meet the needs of the participants and focus on various areas of community interest such as sports, science and nature.

Outcomes for the youth will be to gain meaningful work experience in planning and developing activities, working with others and leading teams. It will also provide an opportunity for the youth to work in their community and not have to seek employment in an urban setting. Providing employment opportunities for youth in their home communities is an important goal for rural and remote areas.

A project like this would receive additional assessment points as it responds to one of the program's national priorities.

For information on determining whether you are located in a rural or remote area, see Section 4 Assessment Criteria.

#### **Example #3 (Official Language Minority Community)**

A francophone organization seeks to hire three francophone youth to provide guide services to tourists in the city's French quarter. The community is predominately English speaking. These services will support a number of francophone non-for-profit museums and historical sites.

The various sites will be able to continue operating and offer guided tours throughout the day to tourists and school field-trips. This will enable the community to maintain its linguistic French vitality. Outcomes for the youth will include the ability to work in their French language and to support their francophone community.

A project like this would receive additional assessment points as it responds to one of the program's national priorities.

For information on determining whether you are an Official Language Minority Community, see Section 4 Assessment Criteria or click on [this link](#).

#### **Example #4 (Small Business)**

A small, private tech company seeks to hire a female youth to help develop new, innovative apps in their research and development section.

The youth will work among a team of professionals in the technology sector. Outcomes for the youth will be to gain experience in a professional office setting and to work as part of a team in developing innovative technology tools. This career-related experience may lead the youth to pursue an education in this field.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. See Section 4 Assessment Criteria for more information.

#### **Example #5 (Seniors)**

A seniors' assisted-living facility will be hiring two youth facing barriers to employment to work with the residents throughout the day in several areas such as arts and crafts, recreation, nutrition and music.

The youth will perform various tasks with the residents, connecting the seniors with a younger generation and developing intergenerational links. The outcomes for the youth will be to gain meaningful work experience to give them insight into the job market and to develop employment skills they can transfer to any job.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. See Section 4 Assessment Criteria for more information.

### 3. Screening for Eligibility

Each year, applications for funding to the program exceed the available funding. Your project will be assessed only if all of the Eligibility Requirements have been met.

Your application will be reviewed in two steps:

1. Screened for eligibility against the 15 mandatory eligibility requirements listed below; and
2. Assessed for quality in relation to the program objectives:
  - Quality work experiences for youth;
  - Opportunity to develop and improve their skills; and,
  - Respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

See Section 4 - Assessment Criteria for details.

#### List of 15 Eligibility Requirements

You must meet the following **15 Eligibility Requirements** for your project to be considered eligible for funding. If the project as outlined in your application does not meet all 15 eligibility requirements, it will not proceed for assessment described in Section 4.

1. **Application was received by the deadline.**
2. **Attestation is checked.**
3. **Application is complete.**
4. **Eligibility of employer.**
5. **Eligibility of project.**
6. **Job duration:** Between 6 and 16 consecutive weeks.
7. **Job hours:** Must be full-time (i.e. 30 to 40 hours per week).
8. **Other Sources of Funding:** You must declare whether you will receive funding from other sources for the job placement.
9. **Salary:** The salary must respect minimum wage requirements (see Section 4 - Assessment Criteria for details).
10. **Money owing to the Government of Canada:** Your organization must declare any money owing to the Government of Canada.
11. **Health and Safety:** You must demonstrate that you have implemented measures to ensure youth awareness of health and safety practices in the work environment. Safety measures must relate to the type of work environment and specific job type and activities. Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth.
12. **Hiring practices and work environment:** You must demonstrate that you have implemented measures to ensure hiring practices and a work environment free of harassment and discrimination, such as raising awareness and prevention activities.
13. **Supervision:** You must describe the supervision plan for the youth and proposed job activities.
14. **Mentoring:** You must describe the mentoring plan for the youth and proposed job activities.

**15. Past Results:** The Department will review all files associated with your organization to verify if there is documented evidence from previous agreements with the Department that would render your application ineligible (e.g., financial irregularities, health and safety concerns, or past project results). The Department may consult with the Canada Revenue Agency (CRA) on past financial irregularities.

Failure to comply with any conditions of a previously funded project will be considered in the evaluation of your new application and could result in a decision of ineligibility of your new application.

## **Eligibility Information**

### **Who can apply?**

#### ***Not-for-Profit Employers***

Entities under the “not-for-profit” category are established for purposes other than financial gain for their members. This category includes:

- Community, charitable or voluntary organizations, including faith-based organizations (e.g. churches, synagogues, temples, mosques);
- Associations of workers or employers as well as professional and industrial organizations;
- Indigenous not-for-profit organizations;
- Non-governmental organizations;
- Unions;
- Sector councils; and,
- Not-for-profit Band Councils.

#### ***Public Sector Employers***

Public sector employers include public health and public educational institutions and municipal governments. This category includes:

- Public community colleges and vocational schools;
- Public health, including public hospitals, nursing homes, senior citizen homes, rehabilitation homes;
- Public degree-granting universities and colleges;
- Municipal governments and agencies, including regional legislative bodies and departments; and,
- School boards and elementary and secondary institutions.

#### ***Private Sector Employers***

Private sector entities are established in order to generate a profit or to provide an economic advantage to their proprietors, members or shareholders. Private sector employers must have 50 or fewer full-time employees across Canada to be eligible for Canada Summer Jobs funding. Full-time employees are those working 30 hours or more per week.

This category includes:

- Bodies, incorporated or unincorporated, including partnerships and sole proprietorships;
- Financial Institutions;
- Business, incorporated or unincorporated bodies, which include:
  - federal Crown corporations operating in a competitive environment and not ordinarily dependent on appropriations for operating purposes as indicated in Schedule III, Part II of the *Financial Administration Act*;
  - provincial and territorial Crown corporations recognized as operating in a competitive environment and not ordinarily dependent on appropriations for operating purposes;
  - private health and educational institutions; and,
  - independent owners of franchises (franchise operators are eligible if there are 50 or fewer full-time employees working full-time in the franchise owner's operations across Canada, regardless of the number of business numbers involved);
- Indian Band corporations;
- Private Band Councils; and,
- Private universities or colleges.

#### **Ineligible Employers**

- Members of the House of Commons and the Senate;
- Federal Government Departments and Agencies;
- Provincial and Territorial Departments and Agencies; and,
- Organizations that engage in partisan political activities.

### **What Projects are Eligible?**

Funded projects must meet program eligibility and comply with the terms and conditions of the Articles of Agreement entered into between the Department and the organization. Organizations that fail to do so will not be reimbursed for the youth's salary. The provision of false and misleading information would affect eligibility and funding may be revoked.

#### **Eligible Projects**

- Provide full-time work experience from April to September in Canada for a minimum of six weeks;
- Provide a work experience in an inclusive non-discriminatory work environment that respects the rights of all Canadians; and,
- Support skills acquisition and development.

#### **Ineligible Projects and Job Activities:**

- Projects consisting of activities that take place outside of Canada;

- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant; or
- Projects or job activities that:
  - restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - advocate intolerance, discrimination and/or prejudice; or
  - actively work to undermine or restrict a woman's access to sexual and reproductive health services.

Please note the following definitions:

- As per section 2.1 of the Canada Summer Jobs Articles of Agreement, "project" means the hiring, administration of, job activities, and organization's activities as described in the Application Agreement.
- To "advocate" means to promote, foster, or actively support intolerance, discrimination, and/or prejudice.
- To "undermine or restrict" means to weaken or limit a woman's ability to access sexual and reproductive health services. The Government of Canada defines sexual and reproductive health services as including comprehensive sexuality education, family planning, prevention and response to sexual and gender-based violence, safe and legal abortion, and post-abortion care.

## What Youth Participants are Eligible?

To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

The program's broader objectives as part of the Youth Employment Strategy are to improve the labour market participation of Canadian youth.

\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

As per section 13.1(a) of the Articles of Agreement, youth hired for a Canada Summer Jobs-funded job cannot displace or replace existing employees or volunteers,



employees that have been laid-off and are awaiting recall, employees absent due to an industrial dispute, employees on vacation, or employees on parental leave.

Program funding cannot be used for self-employment, and the employer must establish an employer-employee relationship with the youth participant.

It is your responsibility to ensure that the youth hired meet the eligibility criteria. If you hire an ineligible youth, a letter of ineligibility of the youth will be sent to you and the costs expended for the youth will not be reimbursed.

If your organization will make special efforts to hire a priority youth, indicate your recruitment plan to hire the priority youth, including the sources or mechanisms for recruitment. Your recruitment plan should also detail the agencies that will be contacted who serve priority youth (e.g. Indigenous Friendship Centres, Service Canada offices and community youth centres). If you have already identified a priority youth, indicate this in your application.

You will be expected to make all reasonable recruitment efforts to hire a priority youth and to document these efforts. Should your application be approved, your recruitment and hiring plans may be monitored to determine whether they reflect what you stated in your application.

If you have questions about youth eligibility, contact Service Canada for more information.

## **What Costs are Eligible?**

### **Wage Contribution**

Not-for-profit employers are eligible to receive funding for up to 100% of the provincial or territorial minimum hourly wage. Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial minimum hourly wage.

To improve the quality of the work placement, you are encouraged to pay more than the minimum wage and offer a paid position that is longer than the duration of the Agreement; however, the percentage reimbursed will apply only up to the applicable provincial or territorial adult minimum hourly wage in effect at the time of employment. For example, if a private sector employer pays a youth \$12.00 per hour in a province where the minimum hourly wage is \$10.50, the contribution provided will be 50% of the minimum wage of \$10.50, i.e. \$5.25.

The following table provides the known minimum hourly wage for each province and territory at the time of publication of this Applicant Guide. It is your responsibility to confirm the minimum wage at the time of employment.

<b>Province / Territory</b>	<b>Minimum Hourly Wage</b>
Alberta	\$15.00 (as of October 1, 2018)
British Columbia	\$12.65 (as of June 1, 2018) and \$13.85 (as of June 1, 2019)

Province / Territory	Minimum Hourly Wage
Manitoba	\$11.35 (as of October 1, 2018)
New Brunswick	\$11.25 (as of April 1, 2018)
Newfoundland and Labrador	\$11.15 (as of April 1, 2018)
Northwest Territories	\$13.46 (as of April 1, 2018)
Nova Scotia	\$11.00 (as of April 1, 2018)
Nunavut	\$13.00 (as of April 1, 2018)
Ontario	\$14.00 (as of January 1, 2018)
Prince Edward Island	\$11.55 (as of April 1, 2018)
Quebec	\$12.00 (as of May 1, 2018)
Saskatchewan	\$11.06 (as of October 1, 2018)
Yukon	\$11.51 (as of April 1, 2018)

### **Mandatory Employment Related Costs (MERCs)**

Employers are required by law to pay:

- Employment Insurance premiums, Canada or Quebec Pension Plan contributions;
- Vacation pay;
- Workers' Compensation premiums or equivalent liability insurance (if applicable);
- Health Services Fund, Quebec parental insurance premiums, and Commission des normes, de l'équité, de la santé et de la sécurité du travail in Quebec;
- Health and Post-Secondary Education Tax in Newfoundland and Labrador;
- Health and Post-Secondary Education Tax Levy in Manitoba; and,
- Employer Health Tax where applicable.

Payroll deductions tables can be found on the [CRA](#) website. Check with the appropriate provincial or territorial authorities to ensure that you have the most updated rate information.

If you are a not-for-profit employer, you are eligible for the reimbursement of MERCs for up to 100% of the minimum hourly wage in the province or territory where the activities will take place. If you are a public or private sector employer, you are not eligible for reimbursement of MERCs.

### **Overhead Costs - Youth with Disabilities**

Service Canada recognizes that persons with disabilities face additional barriers to entering the workforce. To help persons with disabilities obtain employment, and to encourage employers to hire persons with disabilities under this program, you may be eligible for additional funding of up to \$3,000 per youth with disabilities to accommodate the youth within the work environment.

Personal tools and adaptations and professional support services (e.g. visual language interpreters) that the youth requires to accomplish tasks covered under the agreement may be considered eligible. Contact Service Canada for more information.

### **Duration and Hours of Work**

The duration of the job must be between six and sixteen weeks. Normally, these weeks are consecutive.

You are expected to provide employment for the number of weeks approved. If employment is less than the minimum six weeks duration, the employment may be deemed ineligible and costs may not be reimbursed.

Jobs must be full-time from a minimum of 30 to a maximum of 40 hours per week. Any weeks during which you provide fewer than the minimum 30 hours of work may be deemed ineligible.

Depending on the number of applications and available funding, the agreement may be for fewer jobs, weeks and hours per week than requested in the application.

Youth with disabilities or with other barriers to full-time employment may be eligible to work part-time. Please discuss with Service Canada once your application has been approved and the youth has been selected.

## 4. Assessment Criteria

The **Assessment Criteria** are used to evaluate the quality of your application compared to other projects submitted in this competitive process.

Applications will be assessed for quality against the following criteria, using information contained in your application:

1. Provide quality work experiences for youth;
2. Provide youth with opportunity to develop and improve their skills; and,
3. Respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

### **Objective 1: Provide quality work experiences for youth (40 points)**

The quality of the work experience will be assessed against your supervision plan and mentoring plan, what skills you will help the youth to develop, the duration of the placement, the wage offered, and the commitment to providing a safe and respectful work environment. For many youth, this placement is likely one of their first experiences in the labour market. Therefore, priority will be given to applications that demonstrate the following:

1. The job(s) provides a salary above the provincial or territorial minimum wage and/or you intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement. (10 points)
2. The youth will be supervised and mentored. You must provide a detailed supervision plan and a detailed mentoring plan including what opportunities you will provide for early work and career-related experience (see details below). (20 points)
3. The work environment is safe and inclusive, free from harassment and discrimination. You must describe the measures in place in your work environment (see details below). (10 points)

#### Supervision Plan

Your supervision plan should be task-oriented and focused on the specific job activities. The supervisor will observe the youth's work, ensure the completion of tasks, evaluate the quality of the work, provide feedback on performance, and ensure that work environment health and safety measures are enacted, including measures to provide a work environment free of harassment and discrimination.

The supervision plan must specify who will supervise the youth, the nature of the supervision, the frequency of contact, etc. Supervision should be done on-site, but if this is not possible, indicate what mechanisms you will put in place to supervise the youth, as per section 9.1(a) of the Articles of Agreement.

If the youth will be working remotely, at a personal premises (e.g. employer's home), or away from the supervisor's location, or from somewhere else outside of a traditional work environment, you must ensure that there is sufficient training and supervision to support the youth in obtaining a meaningful work experience. You must also ensure that the youth can still benefit from the experience of working with others, building interpersonal skills, learning work environment protocols, etc.

Your supervision plan should detail how this remote support will be provided and how the youth will attain these benefits. This could entail, for example, a minimum of one contact per day from the supervisor (by phone, chat or video-conference), having someone available at all times during the youth's work hours whom they can contact for help or direction, involving the youth in team meetings with others, etc. For remote work, Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth.

### Mentoring Plan

Your mentoring plan should be focused on the long-term career development of the youth. The mentor will provide guidance related to the professional and career development goals of the youth. The mentoring plan must explain how the employer will help the youth develop basic skills such as client service, digital skills, teamwork, leadership and communication or specific skills associated with an occupation. The mentoring plan must describe how the youth will be matched with the mentor as well as how the mentoring goals will be established and achieved. Mentoring may also include other employability skills. For additional information, consult the Conference Board of Canada website.

If your organization intends to hire a youth that would like to explore particular fields as a career, you are encouraged to explain how you will ensure that the work placement will provide the youth with the skills and experience to assist them in their chosen career path (i.e., through career-related training or on-the-job exposure to practical applications of their discipline).

### Safe and Inclusive Work Environment, Free from Harassment and Discrimination

You must demonstrate that the work environment is safe, respectful and free from harassment and discrimination.

Ways to provide a safe and respectful work environment include:

- providing advice, tools and resources to help all employees to prevent and resolve conflicts, to feel safe to bring forward issues and complaints, and to navigate what can be a complex process;
- having leaders at all levels demonstrate a commitment to a work environment that is free from harassment, reinforce a respectful organizational culture, and take action when inappropriate behaviour occurs;
- providing employees and managers with training and support to better understand civil and respectful work environments; and

- ensuring appropriate safety measures are in place for both the work environment and job activities and that all employees receive the necessary training. Safety measures will be evaluated in relation to the work environment and the type of job.

Your organization will be assessed in relation to the work environment and specific job type and activities. Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth. Factors that may be considered include:

- Providing Information on the Workplace Hazardous Materials Information System (WHMIS): WHMIS is Canada's national hazard communication standard. All of the provincial, territorial and federal agencies responsible for occupational safety and health have established WHMIS employer requirements within their respective jurisdictions. Employer requirements ensure that hazardous products used, stored, handled or disposed of in the work environment are properly labelled, that Safety Data Sheets are made available to workers, and that workers receive education and training to ensure the safe storage, handling, use and disposal of controlled products in the work environment;
- Listing Work Environment Hazards: Hazards may include chemical, ergonomic, physical, and psychosocial, all of which can cause harm or adverse effects in the work environment;
- Providing Necessary Certifications: When the proposed job activities require safety certifications, you are responsible for providing the youth with the necessary training and certification; and,
- Demonstrating work environment Safety: As part of training and supervision, you must demonstrate safe work environment practices, including an appropriate understanding of overall work safety procedures, knowledge of the safe use of work environment tools and equipment, and awareness of known and foreseeable work environment hazards.

These health and safety practices may take the form of meetings, on-site training, inspections, and job hazard analyses.

As per section 9.1(c)(d) of the Articles of Agreement, you are responsible for ensuring the job is carried out in a safe environment and for providing the youth with all information concerning health and safety, including for a remote work location (e.g. personal premises or somewhere outside of a traditional work environment).

As per section 15.1 of the Articles of Agreement, the project will not consist of projects or activities that:

- restrict access to programs or, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
- advocate intolerance, discrimination and/or prejudice; or
- actively work to undermine or restrict a woman's access to sexual and reproductive health services.

As per Section 31.1 of the Articles of Agreement, the Employer shall carry out the Project in compliance with all applicable laws, by-laws and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; any accessibility legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project.

## **Objective 2: Provide youth with opportunity to develop and improve their skills (20 points)**

You must demonstrate the skills that will be developed and how the youth will develop them, for example:

- **Client Service:** Client Service refers to the ability to communicate efficiently and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.
- **Teamwork:** Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.
- **Communication:** Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.
- **Digital Skills:** Digital technology refers to the skills needed to understand and use digital systems, tools and applications, and to process digital information. At work, people use digital technology skills to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones and other digital devices.
- **Leadership:** Leadership refers to a number of skills, including communication, honesty, relationship building, and the ability to delegate. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for the completion of tasks that require multiple employees.

## **Objective 3: Respond to national and local priorities to improve access to the labour market for youth who face unique barriers (40 points)**

### **National Priorities (20 points)**

National priorities are established to help the program achieve its objectives of helping young people, particularly those facing barriers to employment, to transition to the labour market.

If you do not provide an explanation of how your project supports the national priorities, you will not be awarded points for this assessment criterion. If your application demonstrates that it meets more than one national priority, you will be awarded additional points.

To obtain points in this category, you are required to indicate and include a clear description of how your project supports one or more of the following priorities:

**1. Organizations that:**

- a. Provide services to youth who self-identify as being part of the groups which are underrepresented or have additional barrier to the labour market; or,**
- b. express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barrier to the labour market.**

Underrepresented youth are any of the following:

- Recent immigrant youth and recent refugee youth (recent is defined as having arrived in Canada in the past 5 years);
- Youth who have not previously been employed and for whom this would be their first job experience;
- Indigenous;
- Youth with disabilities;
- Youth who have not completed high school;
- Visible minorities;
- LGBTQ2 youth; and
- Women in science, technology, engineering and mathematics (STEM).

**2. Opportunities for youth to gain work experience related to the skilled trades**

Additional points will be awarded to employers who express an intention to hire youth who will gain exposure and work experience related to the skilled trades. For the purpose of this priority, skilled trades are defined as Red Seal trades.

Employers must have the intention to hire youth who are not already working as registered apprentices and who will not be working in the capacity as an apprentice during their summer placement.

**3. Opportunities for youth in rural areas (RAs) and remote communities and Official Language Minority Communities (OLMCs)**

- a. Rural and Remote Communities: As per Statistics Canada, a rural area is a community with a population of less than 1,000 and a population density below 400 inhabitants per square mile and a remote area is located in a “no metropolitan influenced zone.” If you are uncertain if your community is rural or remote, please contact Service Canada. Note that Service Canada will verify your classification during assessment.



- b. OLMC: An official-language minority is either a French-speaker or French-speaking population living outside of Quebec, where English is predominant, or an English-speaker or English-speaking population living in Quebec, where French is predominant. A list of communities can be found here: <https://www.canada.ca/en/treasury-board-secretariat/services/values-ethics/official-languages/linguistic-minority-populations-first-official-language-spoken-2011-census-data.html>

**4. Small businesses, in recognition of their contribution to the creation of jobs**

Small business must have fewer than 50 employees to be eligible.

**5. Organizations which deliver supports or services to seniors.**

Recognizing the importance of seniors in Canadian society, this national priority will foster intergenerational links between seniors and youth.

**Local Priorities (20 points)**

Local priorities are established for each constituency by Members of Parliament throughout the country taking into account community services and local events, local labour market information, including sectors experiencing labour shortages, and national priorities.

To obtain points in this category, you are required to indicate and include a clear description of how your project supports the local priorities for your constituency as detailed at the following link: [Local Priorities by province and constituency](#).

If you do not provide an explanation of how your project supports local priorities, you will not be awarded points for this assessment criterion. If your application demonstrates that it meets more than one local priority, you will be awarded additional points.

## 5. Apply

### Application Process

**THE APPLICATION DEADLINE IS JANUARY 25, 2019.**

You may submit a fillable application by clicking [here](#).

#### Important technical notes

- The fillable form will be available for a maximum of 20 hours. If you do not successfully complete it within this timeframe, it will expire and you will have to start over.
- Your application cannot be saved and accessed at a later time.

If you submit using the fillable form, note that you will have the option to print a copy of your application for your records prior to completing your submission. **Please note, however, that you must still click SUBMIT after the PRINT SCREEN in order to complete your application. If you do not click SUBMIT, your application will not be processed.**

Confirmation of receipt will be sent by email. If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly.

#### New changes to online services

For 2019, you can still register with ESDC's Grants and Contributions Online Services (GCOS). Creating a GCOS account takes a few weeks but is a one-time process. Given the application deadline of January 25, 2019, please submit your application by clicking [here](#).

GCOS can be used to apply for various funding opportunities with Employment and Social Development Canada in a secure web environment. GCOS allows you to submit and track your application status, sign agreements, manage active projects, submit supporting documents, and review past projects submitted through GCOS.

You can create your account ahead of time so you are ready to apply for future grants and contributions funding opportunities. You will have convenient 24/7 access to your account including on all mobile devices.

For the step-by-step process to create a GCOS account, click [here](#).

If you have an active GCOS account and need details about completing the application online, click [here](#).

**In person:**

Your application must be received before the close of business of the Service Canada Office **on January 25, 2019**. Consult the Service Canada website for the hours of service of the Service Canada Offices. Please note additional administrative delays might apply.

**By mail:**

Your application must be postmarked on or before **January 25, 2019**. Consult the Canada Summer Jobs website for the address where to send your application. Please note additional administrative delays might apply.

**IMPORTANT: APPLICATIONS RECEIVED BY FAX OR BY EMAIL WILL NOT BE CONSIDERED.**

Please note that **only one copy of your application** should be submitted to Service Canada. Submitting multiple copies of the same application or submitting the same application by using various methods will cause longer processing times for your application.

Once an online application has been successfully submitted, a confirmation number will be immediately generated by the system. This confirmation is considered the acknowledgement of receipt of your application. For employers applying by mail or in person an acknowledgment confirming receipt will be emailed to you within 10 business days. Please retain this confirmation as you will need it for future communication with Service Canada.

**Applications received or postmarked after the deadline date will not be considered.**

**Your Application**

*It is recommended that you consult this section while filling in the Application for Funding, as it provides important details on the information and supporting documentation that we require to assess your application. Provide your answers on the application form and attach only the documents requested.*

**Before You Start**

You must carefully read this Applicant Guide and the Articles of Agreement before completing the application form. You should also read about the assessment process detailed in this Guide in order to better understand how your application will be assessed.

**IMPORTANT:** Complete only one application form if all the jobs requested are within the same constituency. The location of the proposed activities, not your organization's address or location, determines the constituency for which the application will be assessed. Please note that if you submit multiple applications within the same constituency, Service Canada may merge your applications into a single application.

You must submit a separate application form for each constituency, if you are applying for multiple jobs based in more than one constituency. To determine the constituency in which the activities will take place, consult the [Elections Canada](#) website.

To complete your application form, you will need the following information:

- Legal name of your organization;
- Common name of your organization (if different from the legal name);
- CRA business number;
- Email address of the employer representative;
- Mailing address of your organization;
- Number of full-time employees working in Canada; and,
- Date that your organization was created.

**NOTE:** As in previous years, Service Canada will post on the Government of Canada's Canada Summer Jobs website the contact information, including the email address and the contact for the organization, of employers approved for funding. Please keep this in mind when providing contact information on your application.

In addition to posting a list of funded organizations with contact information, beginning in 2019, Service Canada will automatically post all positions funded by Canada Summer Jobs online at Job Bank. Job Bank is the Government of Canada's leading source for jobs and labour market information. It offers users free occupational and career information such as job opportunities, educational requirements, main duties, wage rates and salaries, current employment trends, and outlooks. The site can help people search for work, make career decisions, see what jobs will be in demand, and much more. Employers can also [advertise jobs for free](#).

**NOTE:** The questions in the online application are in a different order, but the same information is required.

## Part A – Employer Information

Please enter organizational information.

### 1. Canada Revenue Agency Business Number

Indicate the 15-character number that the CRA assigned to your organization.

**Note:** In order to complete an online application using GCOS or the online form, you will need a business number. To obtain a business number, consult the [CRA](#) website. If you do not have a business number in time to apply, you may proceed by using the paper application form. However, you will need to obtain a CRA business number before your application can be considered for funding.

### 2. Legal Name

Indicate the legal name of your organization that is associated with your CRA business number. If it is an acronym, indicate the legal name in full.

If your application is approved, the signed agreement returned to you will form a legally binding agreement with the Government of Canada and any payments issued will be made out to the legal name. Please note that payments will be issued using only the first 44 characters of the legal name.

### **3. Operating (Common) Name (if different from legal name)**

Indicate the common name of your organization (it may be different than the legal name). If it is an acronym, indicate the common name in full.

Note that this name will be posted publicly on the Canada Summer Jobs website for youth to contact should they have questions regarding the job placement.

This information will also be posted on Job Bank.

### **4. Telephone Number**

Indicate the telephone number of your organization.

Note that this phone number will be posted publicly on the Canada Summer Jobs website for youth to contact should they have questions regarding the job placement.

This information will also be posted on Job Bank.

### **5. Organization Email Address**

Indicate the email address of your organization.

Note that this email address will be posted publicly on the Canada Summer Jobs website for youth to contact should they have questions regarding the job placement.

This information will also be posted on Job Bank.

### **6. (a) Name of Employer Representative and Title**

The employer representative must be a person with whom Service Canada can communicate regarding your application or any consequent agreement throughout the duration of the summer and regarding questions related to payment claims. This individual must be fully informed on both the application and the proposed activities.

### **6. (b) Telephone Number of Employer Representative**

Indicate the telephone number of your employer representative.

### **7. Email Address of Employer Representative**

The inbox for this email address should be monitored regularly since this email address will be used to send you information regarding Canada Summer Jobs and your application including the outcome of the assessment of your application.

**Note that this email address will receive mandatory reporting documents from Service Canada during and after the agreement.**

#### **8. Preferred Language of Communication**

Indicate the official language in which you wish to communicate and in which you wish to receive correspondence.

#### **9. Year the Organization was Established**

Enter the year, month and day that your organization began operations.

#### **10. Describe your organization's activities**

Provide a summary of your organization's activities.

#### **11. Number of Full-Time Employees Working in Canada**

Indicate the total number of full-time employees working for your organization across the country (not only those working in your branch). Full-time employees are those who work 30 hours or more per week.

If there are only part-time employees working for your organization, enter "0".

#### **12. Mailing Address of Organization**

Indicate your organization's mailing address to which all correspondence will be sent, including any payments.

This information will also be posted on Job Bank.

#### **13. Address of the Location of the Proposed Activities. If different from mailing address, please explain why.**

Indicate the main address where the youth will be working if this address is different from the mailing address. This address cannot be a post office box (PO Box); it must be a civic address. If the mailing address of the organization and the address of the location of the proposed activities are different, please provide an explanation.

**Important:** The employer must offer the job within the constituency for which the application is submitted. This includes cases where the youth will work remotely, at a personal premises (e.g. employer's home), or away from the supervisor's location, or from somewhere else outside of a traditional work environment.

If the location of the proposed activities changes after you submit your application or after you are approved for funding (e.g. once the youth is recruited and the work location can be confirmed), you must inform Service Canada. If the change occurs after you are approved for funding, Service Canada and the employer must both agree to the change, otherwise the job may be considered ineligible for funding.

If the work will be performed remotely, at a personal premises (e.g. employer's home), or away from the supervisor's location, or from somewhere else outside of a traditional work environment, you are responsible for ensuring that the location respects provincial laws and municipal by-laws in regards to work being performed in a non-commercial building or area (e.g. maximum number of employees).

This information will also be posted on Job Bank.

**14. If the proposed activities will take place in multiple locations, will they be held within the same constituency?**

If the proposed activities will take place in multiple locations, you must ensure that these locations are in the same constituency. To determine the constituency, consult the Elections Canada website. Indicate all the other addresses where the youth will be working. These addresses cannot be post office boxes (PO Box); they must be civic addresses.

If the locations of the proposed activities are in multiple constituencies, a separate application must be submitted for each constituency. To determine the constituency in which the activities will take place, consult the Elections Canada website.

**15. Have you applied or will you apply for other sources of funding for the job requested?**

Please refer to Section 13.1(c) of the Canada Summer Jobs Articles of Agreement before checking the applicable box.

If you answered "yes" and if the Canada Summer Jobs funding that is requested is in excess of \$100,000, you must complete Section 8.1 of the Canada Summer Jobs Articles of Agreement and attach it to your paper application.

**16. Does your organization owe any amount to the Government of Canada?**

Please refer to Section 13.1(e) of the Canada Summer Jobs Articles of Agreement before checking the applicable box.

If you answered "yes", you must indicate the amount owing, the nature of the debt and the department or the agency to which the amount is owed.

**17. Is a payment plan in place?**

If your organization does owe any amount to the Government of Canada, indicate if an arrangement was made for repayment (for each amount owing).

**Part B – Job Details**

In this section, you must describe, **in order of priority**, the jobs you are requesting and you must provide separate information for each job title. If you intend to hire more than one youth for the same job title, describe it only once.

If you are applying for more than three different job titles and you are applying using a paper application, you must copy an entire Job Details page for each additional job title and attach it to your application when submitting it. If there is not enough space to appropriately answer a question, you may answer it on a separate sheet and attach it to your application when submitting it.

Each youth hired using Canada Summer Jobs funding must be assigned to one of the jobs approved by Service Canada. The details of the job (e.g. job title, hourly wage and tasks and responsibilities, etc.) must be the same as the job details specified in your application. **If you want to change a job detail, you must contact Service Canada to obtain approval for the changes prior to instituting these changes.**

## **18. Job Information**

A job is considered different when at least one of the following details varies: job title, tasks and responsibilities, hourly wage, number of weeks, number of hours per week or preferred level of education of the youth. Salaried jobs need to be calculated as an hourly wage rate. If your application is approved, it may not be for all the jobs requested.

### **Job Title and Hourly Wage Rate**

Indicate the job title and hourly wage of each job for which you are requesting funding. You must pay at least the adult minimum wage in effect at the time of the employment based on provincial and territorial regulations.

It is your responsibility to confirm the minimum wage at the time of employment. See **Section 3 – Screening for Eligibility** for more details.

This information will be posted on Job Bank.

### **Tasks and Responsibilities**

Indicate the tasks and responsibilities of the youth. If the tasks and responsibilities of the job change after you submit your application or after you are approved for funding, you must inform Service Canada. If the change occurs after you are approved for funding, Service Canada must approve of the change, as per section 24.1(1)(f) of the Articles of Agreement, otherwise the job may be considered ineligible for funding.

The job activities must be eligible. See **Section 3 – Screening for Eligibility** for more details.

### **Language required for job**

Select English, French, or Other. If Other, please indicate the required language.

### **National Occupational Classification (Mandatory)**

The National Occupational Classification is the national reference on occupations in Canada. It comprises more than 30,000 occupational titles organized according to skill levels and skill types.



GCOS and the online application form will automatically provide you with support to determine the correct code for the proposed job activities. Applicants using the paper application form should visit [this link](#) to determine the correct National Occupational Classification for the proposed job activities. To find the correct code, type the proposed job title in the Quick Search box located at the top of the page to generate a list of possible occupations. When reviewing the potential occupations, the accompanying education, main duties and employment requirements should correspond to the job performed.

An FAQ is available at [this link](#). For more information, contact Service Canada.

This information will be posted on Job Bank.

### **Supervision and Mentoring (Mandatory)**

It is mandatory that your application describe your supervision and mentoring plans. Indicate the elements of the supervision plan and mentoring plan by selecting all boxes appropriate to your plans and describe the details of each plan.

For many youth, this job placement is likely one of their first experiences in the labour market. Additional points will be given to organizations that explained how they will nurture the development of their young employees.

See **Section 4 – Assessment Criteria** for more details.

### **What skills will the youth develop during this placement? (Mandatory)**

Indicate all skills that the youth will develop during the placement. You must describe the steps you will take to assist the youth to develop the skills you have selected, demonstrating how the work experience will build both job specific skills (e.g., client service, digital skills) and transferable skills (e.g., teamwork, leadership, communication).

See **Section 4 – Assessment Criteria** for more details.

### **Please describe your Health and Safety Practices in the work environment (Mandatory)**

Indicate how you will ensure that the youth is aware of health and safety practices in the work environment by selecting the appropriate boxes and describing the indicated practices. Your organization's health and safety measures will be evaluated in relation to the work environment and specific job type and activities. Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth.

See **Section 4 - Assessment Criteria** for details.

### **Please describe the measures your organization has in place to ensure hiring practices and a work environment free of harassment and discrimination**

See **Section 4 – Assessment Criteria** for details.

### **Preferred Level of Education of the Youth**

Check the applicable box.

Note that the preferred level of education of the youth is not a factor in assessment. This information is being collected for reporting and monitoring purposes only. The Canada Summer Jobs program is open to all youth ages 15-30 regardless of level of education or student status.

This information will be posted on Job Bank.

**Will this job be a career-related work experience?**

The term “career-related” means the job provides a youth with work experience related to his/her current or future field of studies.

If the job is career-related, indicate one or more fields of academic studies related to the job for which you intend to hire a youth, and demonstrate how the job is related to the current or future field of academic studies.

**Does your organization intend to keep the youth on staff beyond the duration funded under Canada Summer Jobs?**

Indicate Yes or No.

See **Section 4 – Assessment Criteria** for details.

**Does this job support a national priority?**

If you answer yes, indicate one or more national priorities supported by the job and describe how the job supports the priority or priorities. You will not receive assessment points if you do not describe how the job supports the priority.

See **Section 4 – Assessment Criteria** for details.

**Does this job support a local priority?**

If you answer yes, describe which local priorities are supported by the job and describe how the job supports the priority or priorities.

The local priorities that have been established for the constituency in which the proposed activities will take place can be found on the Canada Summer Jobs website.

See **Section 4 – Assessment Criteria** for details.

**Part C – Employer Type**

**19. Organization Type**

Check the box that best describes your organization. In the case of a CRA-registered not-for-profit organization, the employer type is determined by the source of its operating

revenues and to whom it must account for its activities. For example, a not-for-profit with the majority of its revenues from government sources may in fact be deemed “public” for the purpose of applying for Canada Summer Jobs funding (e.g. a municipal library).

## **20. The activities of your organization focus on the provision of services in the community**

Check the applicable boxes. Ensure that you have already provided a description of your organization’s activities and adequately summarized its main activities (see above, **10. Describe your organization’s activities**) in order to substantiate how your organization focuses on the provision of these services.

## **21. Calculation of Employer’s Total Cost Including Contribution Requested**

**Note:** The paper application form only provides space for information on three different job titles. If you are applying for more than three different job titles using a paper application, you must make a copy of the Calculation of Employer’s Total Cost Including Contribution Requested page, complete the copy with information for each additional job title, and submit the copy with your application. Once you have entered all the information for all the job titles, indicate the total of the columns in the “Total” line at the bottom. This issue can be avoided by registering for a GCOS account and submitting your application electronically as it allows for an unlimited number of job titles.

### **21(a). Job Title**

Indicate the job title for each job for which you are requesting funding. The job titles should be listed in the same order as in the Job Details section.

Note that the National Occupational Classification code and description will be posted on Job Bank. See **National Occupational Classification** above for more information.

### **21(b). Number of Participants Requested**

Indicate the number of youth you are requesting for each job title.

### **21(c). Anticipated Start Date**

Indicate the date that you want the youth to begin employment. The earliest start date is April 23, 2019. Please note that the job’s latest end date is September 1, 2019.

**You cannot hire the youth before receiving the approval by Service Canada and the youth cannot start the employment before the start date approved by Service Canada.** If a youth is hired prior to the approval by Service Canada, this indicates that you would have hired the youth without the Canada Summer Jobs contribution. This makes the costs associated with the youth ineligible for reimbursement as per the Attestation and section 12.1 of the Articles of Agreement: “the Job(s) would not be created without the financial assistance provided under this Agreement.”

This information will be posted on Job Bank.

**21(d). Number of Weeks Requested**

Indicate the number of weeks for which you are requesting funding; it must be between six and sixteen weeks. You are encouraged to employ the youth longer than the requested number of weeks.

**21(e). Number of Hours per Week Requested**

Indicate the number of hours per week that the youth will be required to work; it must be between 30 and 40 hours per week.

**21(f). Hourly Wage to be Paid to the Participant**

Indicate the hourly wage including the contribution from Service Canada and other sources to be paid to the youth.

See **Section 3 – Screening for Eligibility** for details.

**Important:** You are responsible to ensure that the youth is paid and for making the necessary pay-related remittances to the CRA, in accordance with labour regulations in the province or territory where the employment is located, and as per section 31 in the Articles of Agreement.

**21(g). Hourly Wage Requested**

Not-for-profit employers are eligible to receive funding for up to 100% of the provincial or territorial adult minimum hourly wage. Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial adult minimum hourly wage. For more information, please refer to “What Costs Are Eligible” in the **Screening for Eligibility** section of this Guide.

**21(h). Mandatory Employment Related Costs (MERCs) Requested (if applicable)**

Not-for-profit employers are eligible for reimbursement of MERCs for up to 100% of the adult minimum hourly wage in the province or territory where the activities will take place. All other employers are not eligible for funding to cover MERCs, in whole or in part.

If you are a private or public sector employer, indicate “0.”

See **Section 3 – Screening for Eligibility** for details.

**21(i). Total Contribution Requested**

Indicate the total contribution requested by using this formula:

$$(b \times d \times e \times g) + h$$

(Number of Participants Requested x Number of Weeks Requested x Numbers of Hours per Week Requested x Hourly Wage Requested) + MERCs Requested.

If you are applying online, this total will be calculated automatically.

## **21 (j). Total Employer Contribution**

Indicate the total amount of the contribution you will pay towards hiring a youth by using this formula:

$$((dx)xf)-i$$

$$((\text{Number of Weeks Requested} \times \text{Number of Hours per Week Requested}) \times \text{Hourly Wage to be Paid to the Youth}) - \text{Total Contribution Requested}$$

If you are applying online, this total will be calculated automatically.

### **If you are a not-for-profit employer, will you require an advance payment to pay the youth?**

If you are a not-for-profit sector employer, check the box. Private and public sector employers are not eligible to receive an advance to pay the youth.

The conditions under which advances may be provided are outlined as per section 6 of the Canada Summer Jobs Articles of Agreement. The maximum advance that may be obtained is 75% of the total value of the agreement.

**Important:** If your application is approved, you must submit the Employer and Employee Declaration form for each youth before Service Canada can issue an advance payment. This form must be completed on the first day of work and must be returned to Service Canada within seven days of the youth beginning employment.

Service Canada will also validate your CRA business number, postal address, and primary contact information prior to issuing a payment.

### **Do you want to be informed about future Canada Summer Jobs Calls for Proposals?**

Indicate Yes or No.

### **Can Service Canada contact you regarding other Calls for Proposals from the Department?**

Indicate Yes or No.

## **Attestation and Signature of Employer**

Should your application be approved, the Application/Agreement form (paper or online) becomes the agreement with the Government of Canada. The organization will then be subject to the Canada Summer Jobs Articles of Agreement. The organization agrees under this agreement to provide the job at the hourly wage, for the number of hours per week and the number of weeks described in the Calculation of Approved Canada Summer Jobs Contribution Amount document. This document will be included in the approval package. The submission of an application does not constitute an agreement.

An official agreement between the organization and the Government of Canada exists only once an **application is approved and an agreement is signed by Service Canada. It is important that you read the Articles of Agreement in its entirety before you sign the application as important changes have been made for the 2019 program year.**

Therefore, it is important that an authorized person signs the application or submits the online application. Please read Section 34 of the Articles of Agreement prior to signature: "The Employer warrants that its representative(s) identified in this Application/Agreement has (have) the authority to enter into an agreement on its behalf and agrees to provide Canada with such evidence of that authorization as Canada may reasonably require."

**When submitting your application, you are asked to check the box "I attest" to confirm that:**

1. I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
3. The job would not be created without the financial assistance provided under a potential contribution agreement; and,
4. Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

To "undermine or restrict" means to weaken or limit the ability to exercise rights legally protected in Canada.

**NOTE:** The Attestation is required for the application (submitted on a paper form or online) to be considered complete and eligible for assessment. If you are submitting your application online, you must check this box in order to proceed, otherwise the system will not allow you to continue. If you are submitting a paper application you must check this box in order for your application to be assessed.

Should an application or a project not be compliant with program eligibility and/or the Articles of Agreement, your project may not be funded.

The provision of false and misleading information will affect eligibility and funding may be revoked.

**Important:** Depending on the number of applications and available funding, the agreement may be for fewer jobs, weeks or hours per week than requested in the application.

If you submit using the online system, note that you will have the option to print a copy of your application for your records prior to completing your submission. **Please note, however, that you must still click SUBMIT after the print screen in order to complete your application. If you do not click SUBMIT, your application will not be processed.**

Please note that a confirmation will be sent by email. If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly. In addition, a signature may be required later.

## 6. Follow Up

### What happens after I submit my application?

All assessed applications within a constituency will be ranked according to their assessment score, and a list of recommended projects will be established. Each Member of Parliament will receive the list of projects recommended for their constituency.

Based on their knowledge of local priorities and circumstances, MPs have the opportunity to review the list of assessed projects for their constituencies and to propose changes to help ensure local priorities are met. In cases where MPs do not participate in the review process, the project lists established by Service Canada based on the program assessment criteria are reviewed for approval.

Service Canada will inform you of the status of your application starting in April 2019. All decisions on ineligible and recommended applications (subject to budget availability) will be confirmed in writing (i.e. by email or by mail). You can also check the status of your application through GCOS if you applied via GCOS.

### Privacy Notice Statement

The information you provide is collected under the authority of the *Department of Employment and Social Development Act*. Refusal to provide information will result in your application not being considered for funding. The information will be used to determine your eligibility for Canada Summer Jobs, its administration and for subsequent evaluation and accountability purposes, and to support the administration or enforcement of other programs in Employment and Social Development Canada, including Service Canada and the Labour Program. The information you provide may also be used for policy analysis and/or research purposes. In order to conduct these activities, various sources of information under the custody and control of the Department may be linked.

Should your application be deemed eligible, the information you provide will be shared with your respective Member of Parliament to ensure local priorities are considered. It will also be used to notify employers whose Canada Summer Jobs funding applications have been approved. The Department and your Member of Parliament may use the information to help promote the program. In accordance with the *Privacy Act* and *Department of Employment and Social Development Act*, information on funded applicants will be disclosed.

In the event that the application contains personal information, the personal information will be administered in accordance with the *Privacy Act* and other applicable laws. You have the right to the protection of, and access to, your personal information. It will be retained in Personal Information bank ESDC PPU 706. Instructions in obtaining this information are outlined in the government publication available online, entitled Info Source. Info Source may also be accessed on-line at any Service Canada Centre.



The application is also subject to the *Access to Information Act* (ATIA). The ATIA provides every person with a right of access to information under the control of the Department, subject to a limited set of exemptions.

## **Application/Agreement**

If your application is approved, the “Calculation of Approved Canada Summer Jobs Contribution Amount” document signed by an appropriate delegated authority for Canada will be returned to you, along with other appropriate forms.

Please note that activities cannot begin before your project is approved and an agreement has been signed by both the recipient and Service Canada. The receipt of an application does not in itself constitute a commitment on the part of Service Canada. You should not assume any commitment on the part of Service Canada until funding has been approved and a formal agreement has been signed by a representative of Service Canada. Service Canada will notify you in writing of the outcome of the review of your application.

In the event that financial irregularities are discovered, Service Canada may verify information with the Canada Revenue Agency.

If you submit your application through the online process, please be informed that a signature may be required at a later date.

Decisions regarding the assessment of applications are final; there is no recourse. However, Service Canada will provide you with the name of a contact person to address any questions you may have regarding your application. Please note that successful employers may be randomly selected for inspections and audits as per section 20.2 of the Articles of Agreement.

## **Contact Us**

For more information, call 1-800-935-5555 (TTY: 1-800-926-9105) or visit a Service Canada Office.



Government  
of Canada

Gouvernement  
du Canada

PROTECTED 'B' (when completed)

## 2019 CANADA SUMMER JOBS APPLICATION / AGREEMENT

Before you complete your application, you must read the [Applicant Guide](#) and the Canada Summer Jobs Articles of Agreement to be able to continue.

### ▼ Canada Summer Jobs Articles of Agreement

#### ARTICLES OF AGREEMENT

#### BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Employment and Social Development (hereinafter referred to as "Canada")

#### AND

The Employer identified as the "Legal Name of the Organization" on the attached document titled "Canada Summer Jobs - Application/Agreement" (hereinafter referred to as the "Employer")

Hereinafter collectively referred to as "the Parties"

WHEREAS Canada has established the Canada Summer Jobs program, a component of the Youth Employment Strategy, under which financial assistance may be provided to Employers to encourage these Employers to hire youth to help them in acquiring employment and/or career related skills;

WHEREAS the Employer proposes to hire Participant(s) for the Job(s) listed in the "Canada Summer Jobs Application";

AND WHEREAS Canada has agreed to make a contribution towards the costs of the Job(s) under Canada Summer Jobs;

Now, therefore, Canada and the Employer agree as follows:

### 1.0 AGREEMENT

1.1 The following documents and any amendments relating thereto form the Agreement between Canada and the

- a. the document hereto entitled "Canada Summer Jobs - Application/Agreement";
- b. the document hereto entitled "Calculation of Approved Canada Summer Jobs Contribution Amount".

### 2.0 INTERPRETATION

2.1 In this Agreement,

"Funding Period" means the period during which the Job is taking place as indicated in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document;

"Job" means the job activities and related information described in Part B - Job Details in the Application/Agreement;

"Mandatory Employment Related Costs" means payments that the Employer is required by law to make in respect of Participants including, but not restricted to, those required for Employment insurance premiums, Canada or Quebec Pension Plan contributions, vacation pay, Workers' Compensation Premiums or equivalent liability insurance (if applicable), Health Services Fund, Quebec Parental Insurance premiums, Commission des normes, de l'équité, de la santé et de la sécurité du travail in Quebec, Health and Post-Secondary Education Tax in Newfoundland and Labrador, Health and Post-secondary Education Levy in Manitoba, and Employer Health Tax where applicable;

"Overhead Costs" means such costs, other than wages and Mandatory Employment Related Costs, incurred by the Employer, which are in compliance with the conditions governing eligible costs set out in this Agreement;

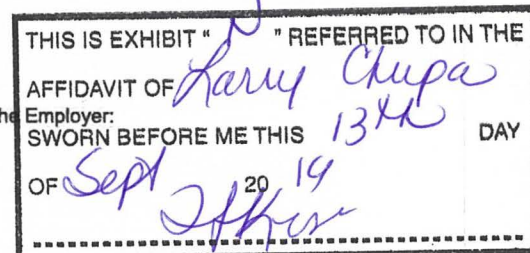
"Participant" means an individual who is hired by the Employer for a Job during the period set out in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document and who:

- a. is between 15 and 30 years of age (inclusive) at the start of employment;
- b. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\* and;
- c. is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

\*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

"Project" means the hiring, administration of, and job activities, and organization's activities as described in the Application/Agreement;

Words imparting the singular include the plural and vice versa.



### 3.0 EFFECTIVE DATE AND DURATION

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3.1 This Agreement shall come into effect on the signature date specified in the document "Calculation of Approved Canada Summer Jobs Contribution Amount" and, subject to section 3.2, shall expire when Canada issues the final payment unless the Agreement is terminated on a prior date in accordance with the terms of this Agreement.

3.2 All obligations of the Employer shall expressly or by their nature survive termination or expiry of this Agreement and shall continue in full force subsequent to and notwithstanding such termination or expiry until and unless they are satisfied or by their nature expire.

### 4.0 CANADA'S CONTRIBUTION

4.1 Subject to the terms and conditions of this Agreement, Canada will make a contribution to the Employer towards the costs incurred by the Employer as a result of the provision of the Job(s) to the Participant(s) of an amount not exceeding the amount indicated in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document.

4.2 Costs are eligible costs only if they are, in the opinion of Canada, reasonable and directly related to the provisions of the Job(s). Only those costs incurred during the Funding Period are eligible costs. No costs incurred prior to or following the Funding Period are eligible costs.

4.3 When hiring a Participant with a disability, the Employer agrees that Canada's contribution towards special equipment facilities and support necessary for the participation shall not exceed the actual costs.

4.4 The amount of Canada's contribution in respect of Mandatory Employment Related Costs incurred in respect of each Participant shall not exceed the amount that would be payable if the Participant's wages were paid at the provincial or territorial adult minimum wage rate.

4.5 In the event that the hourly wage rate paid by the Employer is less than the hourly wage rate shown in the Application/Agreement, Canada may, in its discretion, reduce the amount of its contribution in respect of those eligible costs.

### 5.0 APPROPRIATION

5.1 Any payment under this Agreement is subject to the appropriation of funds by Parliament for the fiscal year in which the payment is to be made.

### 6.0 TERMS OF PAYMENT

6.1 (1) Upon validation of the Employer's business number, and subject to paragraph (2), Canada's contribution shall be payable upon receipt and verification of a claim made by the Employer in a form prescribed by Canada, such claim to be submitted by the Employer within 30 days following the termination of the Job(s) covered by the Agreement.

(2) Where the Employer is a not-for-profit employer, payment of Canada's contribution may be made as follows:

*Where the total value of the contribution is up to \$100,000*

- a. an initial advance payment not exceeding 75% of the estimated total contribution payable under the Agreement; and
- b. upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

*Where the total value of the contribution is from \$100,001 up to \$500,000*

- a. following the receipt of a cash flow forecast, an initial advance payment not exceeding 50% of the estimated total contribution payable under the Agreement; and
- b. upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

*Where the total value of the contribution is more than \$500,000*

- a. following receipt of a cash flow forecast, monthly advances covering the Employer's estimated monthly financial requirements payable under the Agreement; and
- b. upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

### 7.0 REDUCTION OF CONTRIBUTION

7.1 Canada may, upon not less than fifteen (15) days' notice, reduce its contribution under this Agreement if:

- a. The level of funding for the Program named in this Agreement for fiscal year in which payment is to be made under the Agreement is reduced as a result of a governmental or departmental spending decision, or
- b. Parliament reduces the appropriation of funds for contributions under the Program named in this Agreement.

7.2 Where Canada gives notice of its intention to reduce its contribution pursuant to section 7.1, and the Employer is of the opinion that it will be unable to complete the Project in the manner desired by the Employer, the Employer may terminate the Agreement upon not less than fifteen (15) days written notice to Canada.

### 8.0 OTHER SOURCES OF FUNDING

Sections 8.2 and 8.3 only apply where the contribution is in excess of \$100,000.

**[Option 1 - where the funding from Canada is the only source of financial assistance - if applicable]**

8.1 The Employer declares that the contribution provided under this Agreement is the only financial assistance for the Job(s) it has received or expects to receive from any level of government (federal, provincial, territorial or municipal) or from any other source.

**[Option 2 - where there are other sources of financial assistance - if applicable]**

8.1 The Employer declares that it has received or is entitled to receive the following financial assistance for the Job(s) from other sources:

1. \$ \_\_\_\_\_ from \_\_\_\_\_
2. \$ \_\_\_\_\_ from \_\_\_\_\_
3. \$ \_\_\_\_\_ from \_\_\_\_\_
4. \$ \_\_\_\_\_ from \_\_\_\_\_

8.2 The Employer will inform Canada promptly in writing of any additional financial assistance to be received for the Job(s) other than that referred to in section 8.1.

8.3 Where the Employer receives any additional financial assistance for the Job(s) other than the financial assistance referred to in section 8.1, Canada may, in its discretion, reduce its contribution by such amount as it considers appropriate, up to the amount of the additional assistance received, or if Canada's contribution has already been paid, require repayment of such amount. Upon receipt of notice to repay under this section, the Employer agrees to repay the amount as a debt due to Canada.

**9.0 MANAGEMENT OF PROJECT**

9.1 The Employer shall:

- a. be solely and absolutely responsible for the hiring, management, supervision and control of the Job(s);
- b. provide the Participant(s) with an adequate supervision, mentoring, skills acquisition, learning and work experience;
- c. ensure that the Job(s) are carried out in a safe, inclusive and healthy environment;
- d. provide the Participant(s) with all the information concerning health and safety standards and regulations regarding their work environment and, if necessary, provide training, information and safety equipment required to accomplish their tasks;
- e. inform Canada promptly in writing forthwith of any injury suffered by the Participant(s) while carrying out the Job(s); and
- f. remit Mandatory Employment Related Costs on behalf of the Participant(s).

9.2 The Employer shall not, without the prior written consent of Canada, alter the nature of the Job(s) that are described in the Application/Agreement. Funding shall only be used for the Project as approved and not for any activities outlined in section 15.1.

**10.0 COLLECTION AND PROTECTION OF PARTICIPANT INFORMATION**

10.1 The Employer shall complete form EMP5397 for each Participant and forward it to Canada within seven (7) days following each Participant's first day of work.

10.2 Prior to collecting or compiling the information in form EMP5397, the Employer shall:

- a. inform the Participant that funding for the Project is provided by Canada. Canada needs the information referred in the form EMP5397 to:
  - i. validate the eligibility of each Participant;
  - ii. measure the results and assess the success of the Project;
- b. obtain the written consent of each Participant for the collection, uses and disclosure of the information in form EMP5397.

10.3 Participants will also be asked to complete a survey to report on their experience with the Canada Summer Jobs program.

10.4 All Participant information referred to in section 10.1 collected or compiled by the Employer shall be treated as confidential and the Employer shall take all security measures reasonably necessary for the protection of any unauthorized release or disclosure, including those set out in any instructions issued by Canada.

10.5 During the course of this Agreement and for a period of six years thereafter, the Employer shall not release or disclose information referred to in section 10.1 about a Participant to any other person or body for any purpose unless the Participant consents to the release or disclosure or unless the person or body is authorized by law to require the Employer to provide information to the person or body.

10.6 Upon expiry of a period of six years after the Project Period, the Employer shall destroy the information referred to in section 10.1 in accordance with instructions issued by Canada.

10.7 Representatives of Canada shall be entitled to verify the Employer's premises at all reasonable times to ensure compliance with the information security requirements of section 10.3.

**11.0 ACCESS TO INFORMATION AND PROACTIVE DISCLOSURE**

11.1 The Employer acknowledges that Canada is subject to the *Access to Information Act* [R.S.C., 1985, c. A-1], and information obtained by Canada pertaining to this Agreement may be disclosed by Canada to the public upon request under the aforementioned act.

11.2 The Employer acknowledges that the name of the Employer, the amount of Canada's contribution and the general nature of the project may be made publicly available by Canada in accordance with the Government of Canada's commitment to proactively disclose the awarding of grants and contributions.

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### 12.0 EMPLOYER ATTESTATION

12.1 The Employer attests that:

- I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
- I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
- The job would not be created without the financial assistance provided under a potential contribution agreement;
- Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

### 13 EMPLOYER DECLARATION

13.1 The employer declares, represents and warrants that:

- a. no Participant will displace or replace existing employees or volunteers, employees that have been laid-off and are awaiting recall, employees absent due to an industrial dispute, employees on vacation, or employees on maternity or parental leave
- b. except where the Participant is a person with disabilities or has legitimate barriers to availability, Participant(s) will work a minimum of 30 hours per week for a period of six to sixteen weeks. The hours of work will not exceed 40 hours per week;
- c. no other contribution will be received or claimed for the same portion of a Job and for the same period unless such contribution is provided pursuant to an agreement between the Government of Canada and a Provincial/Territorial government, or with the approval of Canada;
- d. the Organization "Employer" and any person lobbying on its behalf is in compliance with the Lobbying Act, [R.S.C., 1985, c. 44 (4th Supp.)] and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding;
- e. that it has provided Canada with a true and accurate list of all amounts owing to the federal government which are past due and in default or arrears as of the time of the Employer's application for funding. The Employer recognizes that any such amounts owing to the federal government may be deducted from, or set-off against, amounts payable to it under this Agreement.
- f. an employer/employee relationship will be established with the Participants.
- g. the Declaration made in the application continues to be true and accurate and will remain true and accurate throughout the duration of this Agreement.

### 14.0 INELIGIBLE EMPLOYERS

14.1 The employer represents, declares and warrants that the project will not be delivered by:

- Members of the House of Commons and the Senate;
- Federal Government Departments and Agencies;
- Provincial and Territorial Departments and Agencies;
- Organizations that engage in partisan political activities;

### 15.0 INELIGIBLE JOB ACTIVITIES

15.1 The employer represents, declares and warrants that the project will not consist of:

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth Participant; or
- Projects or job activities that:
  - restrict access to programs or, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - advocate intolerance, discrimination and/or prejudice; or
  - actively work to undermine or restrict a woman's access to sexual and reproductive health services./li>

### 16.0 RELATIONSHIP BETWEEN THE PARTIES AND NON-LIABILITY OF CANADA

16.1 The hiring, management, supervision and control of the Project are the sole and absolute responsibility of the Employer. The Employer is not in any way authorized to make a promise, agreement or contract on behalf of Canada. This Agreement is a funding agreement only, not a contract for services or a contract of service or employment. Canada's responsibility is limited to providing financial assistance to the Employer towards the Eligible Expenditures. The parties hereto declare that nothing in this Agreement shall be construed as creating a partnership, an employer-employee, or agency relationship between them. The Employer shall not represent itself as an agent, employee or partner of Canada.

16.2 Nothing in this Agreement creates any undertaking, commitment or obligation by Canada respecting additional or future funding of the Project beyond the Project Period, or that exceeds the maximum contribution specified in the document "Calculation of Approved Canada Summer Jobs Contribution Amount". Canada shall not be liable for any loan, capital lease or other long-term obligation which the Employer may enter into in relation to carrying out its responsibilities under this Agreement or for any obligation incurred by the Employer toward another party in relation to the Project.

### 17.0 INDEMNIFICATION

17.1 The Employer shall, both during and following the funding Period, indemnify and save Canada harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wilful or negligent act, omission or delay on the part of the Employer or its employees or agents in connection with anything purported to be or required to be provided by or done by the Employer pursuant to this

Agreement or done otherwise in connection with the implementation of the Project. It is understood that Canada cannot claim compensation under this section in case of accident, loss or damage caused by him or his employees.

## 18.0 CONFLICT OF INTEREST

18.1 No current or former public servant or public office holder to whom the *Conflict of Interest Act* [S.C. 2006, c. 9, s. 2], the *Conflict of Interest and Post-Employment Code for Public Office Holders* or the *Values and Ethics Code for the Public Service* applies shall derive a direct benefit from the Agreement unless the provision or receipt of such benefit is in compliance with the said legislation or codes.

18.2 No member of the Senate or the House of Commons or member of their immediate family shall be admitted to any share or part of the Agreement or to any benefit arising from it that is not otherwise available to the general public.

## 19.0 NEPOTISM

19.1 No cost incurred by the Employer in relation to a Participant who is a member of the Immediate Family of the Employer or, who is a member of the Immediate Family of an officer or director of the Employer, is eligible for reimbursement under the Agreement. If Canada is satisfied, and agrees in writing before the commencement of the Job, that the hiring of the Participant was not the result of favouritism by reason of membership in the Immediate Family of the Employer, officer or director, as the case may be, the costs may be eligible for reimbursement.

19.2 For purposes of section 18.2 and 19.1, "Immediate Family" means father, mother, step-father, step-mother, foster parent, brother, sister, spouse or common-law partner, child (including child of common-law partner), step-child, ward, father-in-law, mother-in-law, or any one permanently residing with the Employer, officer or director, as the case may be.

19.3 For the purpose of section 19.2, "Common-law partner" means a person who is cohabiting with the Employer, officer or director, as the case may be, in a conjugal relationship, having so cohabited with the Employer, officer or director, for a period of at least one year.

## 20.0 FINANCIAL RECORDS AND AUDIT REQUIREMENTS

20.1 The Employer shall keep proper books of account and records, in accordance with generally accepted business and accounting practices, of the financial management of this Agreement. The books of account and records shall include all invoices, receipts and vouchers relating to the expenditures incurred and revenues made in relation to this Agreement, including funding for the Job(s) received from other sources.

20.2 During the course of this Agreement and for a period of six years thereafter, the Employer shall make the books of accounts and records available at all reasonable times for inspection and audit by representatives of Canada to ensure compliance with the terms and conditions of this Agreement and verify costs claimed by the Employer under this Agreement. The Employer shall permit representatives of Canada to take copies and extracts from such books and records and shall furnish them with such additional information as they may require with reference to them.

20.3 In the event that financial irregularities are discovered, Canada may verify information with the Canada Revenue Agency.

## 21.0 INQUIRY BY THE AUDITOR GENERAL OF CANADA

21.1 If, during the Funding Period or within a period of six years thereafter, the Auditor General of Canada, in relation to an inquiry conducted under subsection 7.1(1) of the *Auditor General Act* [R.S.C., 1985, c. A-17], requests that the Employer provide him or her with any records, documents or other information pertaining to the utilization of the funding provided under this Agreement, the Employer shall provide the records, documents or other information within such period of time as may be reasonably requested in writing by the Auditor General of Canada.

## 22.0 EVALUATION

22.1 The Employer agrees to cooperate with Canada in the conduct of any evaluation of the Project and/or the Program named in this Agreement that Canada may carry out during the Funding Period or within a period of three years thereafter. Without limiting the generality of the foregoing, if requested by Canada to do so for the purpose of conducting an evaluation, the Employer agrees to:

- a. participate in any survey, interview, case study or other data collection exercise initiated by Canada; and
- b. subject to section 22.2 provide Canada with contact information of the Project partner organizations, if any, who participated in the Project, and of the members of the board of directors of the Employer.

This includes a mandatory survey that will be administered at the end of the program year. The Employer agrees to complete this questionnaire and submit to Canada as part of the final reporting process.

22.2 The Employer shall provide Canada with the contact information of a person (name, address, phone number and e-mail address) referred to in section 22.1 only if the person has given their written consent to the release of the information to Canada. The Employer agrees to make all reasonable efforts to secure such consent during the Funding Period. When providing a person's contact information to Canada, the Employer shall provide Canada with an accompanying written statement certifying that the person has given their consent to the sharing of their contact information with Canada.

## 23.0 DISPOSITION OF ASSETS

23.1 The Employer shall preserve any assets acquired with the contribution and use them for the purposes of carrying out the Job(s) outlined in the Application/Agreement, unless Canada authorizes their disposition.

23.2 At the end of the Funding Period, or upon termination of this Agreement, if earlier, and if directed to do so by Canada, any assets referred to in section 23.1 costing \$1,000 (before taxes) or more that have been preserved by the Employer shall be:

- a. sold at fair market value and that the funds realized from such sale be applied to the eligible costs under this Agreement to offset Canada's contribution;



- b. turned over to another person or organization designated or approved by Canada; or  
c. disposed of in such other manner as may be determined by Canada.

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## 24.0 TERMINATION OF AGREEMENT

### *Termination for Default*

24.1 (1) The following constitute Events of Default:

- a. the Employer becomes bankrupt;
- b. the Employer has a receiving order made against it, makes an assignment for the benefit of creditors, takes the benefit of a statute relating to bankrupt or insolvent debtors or an order is made or resolution passed for the winding up of the Employer;
- c. the Employer ceases to operate;
- d. the Employer is in breach of or non-compliant with, any provision of this Agreement;
- e. the Employer, in support of its application for Canada's contribution or in connection with this Agreement, has made materially false or misleading representations, statements or declarations, or provided materially false or misleading information to Canada;
- f. the Employer has changed the tasks and responsibilities of the Participant(s), as described on the Application/Agreement, without Canada's prior approval; or
- g. the Employer is in breach of the provisions of Sections 12, 13, 14, or 15.

(2) If:

- a. an Event of Default specified in paragraphs (1)(b), (c) or (g) occurs, or
- b. an Event of Default specified in paragraphs (1)(d), (e) or (f) occurs and has not been remedied within fifteen (15) days of receipt by the Employer of written notice of default, or a plan satisfactory to Canada to remedy such Event of Default has not been put into place within such time period, Canada may, in addition to any remedies otherwise available, immediately terminate the Agreement by written notice. Upon providing such notice of termination, Canada shall have no obligation to make any further contribution to the Employer.

(3) In the event Canada gives the Employer written notice of default pursuant to paragraph (2)(b), Canada may suspend or revoke any further payment under this Agreement until the end of the period given to the Employer to remedy the Event of Default.

(4) If an event of Default specified in paragraph 1(d) occurs, the Employer shall have seven (7) days following receipt by the Employer of written notice of default to make written representations to Canada, which will be considered by Canada in its decision as to whether to terminate this Agreement. Further to consideration of the Employer's written representations, or if no written representations are delivered by the Employer within the required deadlines, Canada will make a final determination as to whether to terminate the Agreement and will notify the Employer in writing of said decision. If Canada decides to terminate the Agreement pursuant to paragraph 4, written notice of termination will be provided to the Employer.

(5) Further to the process set out in paragraph 4, in the event that Canada provides written notice of termination to the Employer, Canada shall no longer have an obligation to make any further financial contributions to the Employer or if no financial contributions have been made to date, Canada will have no obligation to make such a financial contribution to the Employer.

(6) If this Agreement is terminated for an Event of Default specified in paragraph 1(d), this Event of Default may be taken into consideration by Canada in the assessment of any subsequent applications for funding by the Employer under the Canada Summer Jobs program, or any replacement or successor programs, for the next two years, and any such applications may be rejected by Canada on the basis of this Event of Default.

(7) If this Agreement is terminated for an Event of Default under this section, the Employer will repay Canada, promptly and by no later than thirty (30) calendar days from the date of Canada's notice of termination, the full amount of the contribution received by the Employer under this Agreement, together with interest calculated in accordance with the federal Interest and Administrative Charges Regulations. Any such amount is a debt due to Her Majesty in right of Canada and is recoverable as such.

(8) The fact that Canada refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon Canada shall not prevent Canada in any way from later exercising any other right or remedy under this Agreement or other applicable law.

### *Termination for Convenience*

24.2 Canada may also terminate this Agreement at any time without cause upon not less than fifteen (15) days written notice of intention to terminate.

### *Obligations Relating to Termination and Minimizing Cancellation Costs*

24.3 In the event of a termination notice under section 24.2 being given by Canada

- a. the Employer shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto; and
- b. all eligible costs incurred by the Employer up to the date of termination will be paid by Canada, including the Employer's costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement; provided always that payment and reimbursement under this paragraph shall only be made to the extent that it is established to the satisfaction of Canada that the costs mentioned herein were actually incurred by the Employer and the same are reasonable and properly attributable to the termination of the Agreement.

24.4 The Employer shall negotiate all contracts related to the Project, including employment contracts with staff, on terms that will enable the Employer to cancel same upon conditions and terms that will minimize to the extent possible their cancellation costs in the event of a termination of this Agreement. The Employer shall cooperate with Canada and do everything reasonably within its power at all times to minimize and reduce the amount of Canada's obligations under section 24 in the event of a termination of this Agreement.

## 25.0 INTEREST EARNED ON ADVANCES OF THE CONTRIBUTION

25.1 Any interest earned on advances of Canada's contribution shall be accounted for by the Employer. Such interest shall be deemed to be part payment of the contribution and shall be used or applied to offset Canada's contribution in respect of the eligible costs under this Agreement.

## 26.0 REPAYMENT REQUIREMENTS

26.1 Upon expiry or termination of this Agreement, if earlier, the Employer shall immediately repay to Canada any amount by which the contribution paid to the Employer, together with any interest earned thereon, exceeds the amount to which the Employer is entitled under the Agreement. Without limiting the generality of the foregoing, amounts to which the Employer is not entitled include

- a. the amount of any unspent advance payments of the contribution in the hands of the Employer;
- b. amounts paid in error or in excess of the amount of costs actually incurred; and
- c. amounts paid in respect of costs which are determined by Canada to be ineligible.

Such amounts are debts due to Canada.

26.2 Interest shall be charged on overdue debts in accordance with the *Interest and Administrative Charges Regulations* made pursuant to Canada's *Financial Administration Act*.

## 27.0 REPORTS AND MONITORING OF PROJECT

27.1 The Employer shall provide Canada with such reports concerning the progress of the Participants and/or particulars as may be requested by Canada. The progress reports shall be in such form and contain such information as may be specified by Canada.

27.2 The Employer shall, upon request, permit representatives of Canada to have access to the site or sites where the Job(s) are carried out to monitor such Job(s).

## 28.0 ACCESS TO INFORMATION

28.1 Subject to the *Access to Information Act* [R.S.C. 1985, c. A-1], all information pertaining to this Agreement is public information and may be disclosed to third parties upon request under the Act.

## 29.0 INSURANCE

29.1 The Employer shall ensure that it has Workers' Compensation coverage or similar insurance, in accordance with provincial/territorial regulations, in place for the Participants for the duration of their Job(s) pursuant to this Agreement.

## 30.0 INFORMING CANADIANS OF THE GOVERNMENT OF CANADA'S FUNDING

30.1 The Employer shall allow Canada sixty (60) days from the date of signature of the Agreement to announce the Project and to inform Participants (youth). The parties will collaborate for the first public announcement of the project, including all communication, event or ceremony used to promote the project. The time, place and agenda for such communication activities must be appropriate for Canada.

30.2 To enable Canada's participation in any subsequent communications activities about the project, the Employer will inform Canada no later than twenty (20) calendar days preceding such communication activities.

30.3 The Employer shall ensure that in all communication activities, publications, advertising (including on social media or websites) include the recognition of Canada's - financial assistance to the project - in a form satisfactory to Canada.

## 31.0 COMPLIANCE WITH LAWS

31.1 The Employer shall carry out the Project in compliance with all applicable laws, by-laws and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project.

## 32.0 AMENDMENT

32.1 This Agreement may be amended by mutual consent of the parties. To be valid, any amendment to this Agreement shall be in writing and signed by both parties.

## 33.0 NON-ASSIGNMENT OF AGREEMENT

33.1 The Employer shall not assign this Agreement or any part thereof without the prior written consent of Canada.

## 34.0 WARRANTY OF AUTHORITY

34.1 The Employer warrants that its representative(s) identified in this Application/Agreement has (have) the authority to enter into an agreement on its behalf and agrees to provide Canada with such evidence of that authorization as Canada may reasonably require.



Exit

AR135

Continue

Government  
of CanadaGouvernement  
du Canada

PROTECTED 'B' (when completed)

**2019 CANADA SUMMER JOBS APPLICATION SUMMARY**

## SUMMARY OF THE APPLICATION

Tracking Number: \_\_\_\_\_

This is a copy of the application form only. It is imperative that you click on the "Submit to Service Canada" button, located on the previous screen to have your application sent to Service Canada and receive a confirmation number by e-mail. Please ensure to keep it for future reference.

Before you complete your application, you must read the [Applicant Guide](#) and the Canada Summer Jobs Articles of Agreement to be able to continue.

► [Canada Summer Jobs Articles of Agreement](#)

**Privacy Notice Statement**

The information you provide is collected under the authority of the *Department of Employment and Social Development Act*. Refusal to provide information will result in your application not being considered for funding. The information will be used to determine your eligibility for Canada Summer Jobs, its administration and for subsequent evaluation and accountability purposes and to support the administration or enforcement of other programs in Employment and Social Development Canada, including Service Canada and the Labour Program. The information you provide may also be used for policy analysis and/or research purposes. In order to conduct these activities, various sources of information under the custody and control of the Department may be linked.

Should your application be deemed eligible, the information you provide will be shared with your respective Member of Parliament to ensure local priorities are considered. It will also be used to notify employers whose Canada Summer Jobs funding applications have been approved. The department and your Member or Parliament may use the information to help promote the program. In accordance with the *Privacy Act* and *Department of Employment and Social Development Act*, information on funded applicants will be disclosed.

In the event that the application contains personal information, the personal information will be administered in accordance with the *Privacy Act* and other applicable laws. You have the right to the protection of, and access to, your personal information. It will be retained in *Personal Information bank ESDC PPU 706*. Instructions in obtaining this information are outlined in the government publication available online, entitled Info Source. Info Source may also be accessed on-line at any Service Canada Centre.

The application is also subject to the Access to Information Act ("ATIA"). The ATIA provides every person with a right of access to information under the control of the Department, subject to a limited set of exemptions.

Do you, on behalf of the organization, agree with this Privacy Notice Statement? (Mandatory)

**Yes, I agree**

Canada Revenue Agency Business Number (Mandatory)

First Nine Digits: **106792120**

Type of Account: **RR**

Specific Account: **0001**

Legal Name of your Organization (Mandatory)

**BCM International (Canada) Inc.**

Operating (Common) Name (if different from legal name) (Mandatory)

**Mill Stream Bible Camp & Retreat Centre**

Organization Email Address (Mandatory)

**office@millstream.camp**

Telephone Number (Mandatory)

Area Code:**705** Exchange:**799** Number: **6521** Extension:

Employer Type: (Mandatory)

**Not-for-Profit**

Not-For-Profit Sector (Mandatory)

**Community, charitable or voluntary organization**

Year the Organization was Established? (Mandatory)

**1946**

Number of full time employees working in Canadian locations of your organization (Mandatory)

AR137

24

Mailing Address of Organization (Mandatory)

Address 1: 880 Old Mill Rd

Address 2:

City: Omemee

Province: Ontario

Postal Code: K0L 2W0

Name of Employer Representative (Mandatory)

Mr Larry A Chupa

Telephone number of Employer Representative (Mandatory)

Area Code: 705 Exchange: 799 Number: 6521 Extension:

Email Address of Employer Representative (Mandatory)

office@millstream.camp

Preferred Language of Communication - Spoken (Mandatory)

English

Preferred Language of Communication - Written (Mandatory)

English

Will the address of the location of the proposed activities be different from the mailing address? (Mandatory)

No

Describe your organization's activities (Mandatory)

Mill Stream Bible Camp & Retreat Centre offers a variety of summer camps in July and August and has year round retreat facilities for ministering to youth and adults. Mill Stream Bible Camp & Retreat Centre is a Bible-based, non-denominational organization. We are dedicated to developing Christian character in young people and leadership skills in youth and adults, through spiritual, physical, mental and social experiences in a camping environment and through our summer programs. We provide flexible programs, therefore giving exposure to new areas of interest and providing an atmosphere of fun, fellowship and Christian living.

The activities of your organization focus on the provision of services in the community: (Mandatory)

to persons with disabilities

to persons who are homeless or street-involved

to children or youth

related to environmental protection

related to public health or safety

Number of Jobs Requested (Mandatory)

6

Job Title (Mandatory)

Male Section Leader

Hourly Wage Rate to be paid to the participant (Mandatory)

15.00

Number of Weeks Requested (Mandatory)

16

Number of Hours per Week Requested (Mandatory)

40.00

Job Title (Mandatory)

Female Section Leader

Hourly Wage Rate to be paid to the participant (Mandatory)

15.00

Number of Weeks Requested (Mandatory)

16

Number of Hours per Week Requested (Mandatory)

40.00

Job Title (Mandatory)

Assistant Program Coordinator

Hourly Wage Rate to be paid to the participant (Mandatory)

15.00

Number of Weeks Requested (Mandatory)

16

Number of Hours per Week Requested (Mandatory)

40.00

Job Title (Mandatory)

**Activity Coordinator**

Hourly Wage Rate to be paid to the participant (Mandatory)

15.00

Number of Weeks Requested (Mandatory)

12

Number of Hours per Week Requested (Mandatory)

40.00

Job Title (Mandatory)

**Cabin Leader**

Hourly Wage Rate to be paid to the participant (Mandatory)

15.00

Number of Weeks Requested (Mandatory)

8

Number of Hours per Week Requested (Mandatory)

40.00

Job Title (Mandatory)

**Cabin Leader**

Hourly Wage Rate to be paid to the participant (Mandatory)

15.00

Number of Weeks Requested (Mandatory)

8

Number of Hours per Week Requested (Mandatory)

40.00

Number of Participants Requested (Mandatory)

1

Anticipated Start Date (Mandatory)

2019 - 05 - 06

Hourly Wage Requested (Mandatory)

15.00

Tasks and Responsibilities (Mandatory)

In consultation with the Camp Director and Program Coordinator the Section Leader will advise and direct Cabin Leaders in counselling responsibilities. This individual will assist in directing and supporting camp programs and be responsible to organize people and activities. They will support positive cabin living experiences by providing immediate response to Cabin Leaders requiring assistance or counsel campers when situations arise. They will monitor staff and camper programs to ensure maximum safety is attained and assist in camp activities when needed.

Language required for job: (Mandatory)

English

National Occupation Code:

5254

NOC Title:

**Program leaders and instructors in recreation, sport and fitness**

Please describe the nature of your supervision plan (Mandatory)

**On-site supervision**

Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)

Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)

**The Section Leader is directly supervised by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. The Section Leader will have daily contact with the Program Coordinator and receive daily on-going verbal feedback. All training, supervision and tasks are completed on-site.**

Please describe the nature of your mentoring plan: (Mandatory)

#### **One-on-one mentoring**

Provide details of the mentoring plan, such as who will provide mentoring, how the youth will be matched with a mentor, and how the mentor will help the youth develop relevant skills. (Mandatory)

**The Section Leader is directly mentored by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Camp Director. All mentoring and tasks are completed on-site.**

What skills will the participant develop during this placement?

#### **Client service**

#### **Teamwork**

#### **Communication**

#### **Leadership**

Please describe how the client service skills will be developed (Mandatory)

**Our clients are our campers. All staff are trained to become competent in dealing with children by attending a week-long pre-camp training session as well as using the Expert Online Training courses which cover Youth Development & Play, Mental Health & Behavior, and Physical & Emotional Safety.**

Please describe how the teamwork skills will be developed (Mandatory)

**All of our staff spend much time developing a team dynamic. This is accomplished through pre-camp training sessions, planning and working with other team members to facilitate games and activities and support each other with problem solving scenarios prior to the campers arrival. The Section Leader oversees the Cabin Leaders as they work primarily in pairs in supervising children.**

Please describe how the communication skills will be developed (Mandatory)

**All of our staff receive communication skills training such as working with ADD/ADHD children, programming for differently abled youth, Autism Spectrum Disorder, homesickness and knowing how to help awkward children fit in. The Section Leader oversees the Cabin Leaders as they work on developing these skills.**

Please describe how the leadership skills will be developed (Mandatory)

**The Section Leader will delegate certain tasks and responsibilities to the Cabin Leaders and is responsible to ensure the Cabin Leader has the ability and training to complete them.**

Describe your health and safety practices in the work environment (Mandatory)

#### **Providing Information of the Workplace Hazardous Materials Information System**

#### **Listing work environment hazards**

#### **Demonstrating work environment safety**

**Providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines)**

#### **Providing necessary certifications**

Specify the Information of the Workplace Hazardous Materials Information System your organization will provide (Mandatory)

**All staff are required to complete WHMIS/GHS training which is provided online and must provide a copy of the completion certificate.**

Please describe how you will be listing workplace hazards in your organization (Mandatory)

**All staff are trained in possible workplace hazards if applicable to their job position or responsibilities. The Section Leader is aware of all possible hazards and ensure that the Cabin Leaders are educated in these situations.**

Please describe how you will be demonstrating workplace safety (Mandatory)

**All staff members will have completed the Ontario Occupational Health and Safety Act Training either online or in class. Training is provided for the use of any tools or equipment required to complete their duties. The Section Leader will oversee the training and use of any equipment.**

Specify how your organization will be providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines) (Mandatory)

**All staff are trained on the Abuse/Harassment Prevention Policy that is in place. This policy provides steps in reporting these situations and handing resolution. The Section Leader is provided additional training for dealing with any incidences which may occur.**

AR140

Please describe how you will be providing necessary certifications (Mandatory)

**Section Leaders must have completed the Ontario Occupational Health and Safety Act Training, WHMIS/GHS training and Ontario Accessibility Disability Act training. Printed certificates must be provided prior to employment.**

Preferred Level of Education of the participant (Mandatory)

**Post-Secondary**

Will this job provide a career-related work experience? (Mandatory)

**Yes**

Field of Studies (Mandatory)

**Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment.**

**Education - directly related to course study working with children and teens.**

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)

**No**

Does this job support a national priority? (Mandatory)

**No**

Does this job support your Member of Parliament's local priorities? (Mandatory)

**No**

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? (Mandatory)

**No**

Number of Participants Requested (Mandatory)

**1**

Anticipated Start Date (Mandatory)

**2019 - 05 - 06**

Hourly Wage Requested (Mandatory)

**15.00**

Tasks and Responsibilities (Mandatory)

**In consultation with the Camp Director and Program Coordinator they will advise and direct Cabin Leaders in counselling responsibilities. This individual will assist in directing and supporting camp programs and be responsible to organize people and activities. They will support positive cabin living experiences by providing immediate response to Cabin Leaders requiring assistance or counsel campers when situations arise. They will monitor staff and camper programs to ensure maximum safety is attained and assist in camp activities when needed.**

Language required for job: (Mandatory)

**English**

National Occupation Code:

**5254**

NOC Title:

**Program leaders and instructors in recreation, sport and fitness**

Please describe the nature of your supervision plan (Mandatory)

**On-site supervision**

Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)

**The Section Leader is directly supervised by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. The Section Leader will have daily contact with the Program Coordinator and receive daily on-going verbal feedback. All training, supervision and tasks are completed on-site.**

Please describe the nature of your mentoring plan: (Mandatory)

**One-on-one mentoring**

Provide details of the mentoring plan, such as who will provide mentoring, how the youth will be matched with a mentor, and how the mentor will help the youth develop relevant skills. (Mandatory)

**The Section Leader is directly mentored by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Camp Director. All mentoring and tasks are completed on-site.**

What skills will the participant develop during this placement?

**Client service**

**AR141**

**Teamwork**  
**Communication**  
**Leadership**

Please describe how the client service skills will be developed (Mandatory)

**Our clients are our campers. All staff are trained to become competent in dealing with children by attending a week-long pre-camp training session as well as using the Expert Online Training courses which cover Youth Development & Play, Mental Health & Behavior, and Physical & Emotional Safety.**

Please describe how the teamwork skills will be developed (Mandatory)

**All of our staff spend much time developing a team dynamic. This is accomplished through pre-camp training sessions, planning and working with other team members to facilitate games activities and support each other with problem solving scenarios prior to camper arrival. The Section Leader oversees the Cabin Leaders as they work primarily in pairs in supervising children.**

Please describe how the communication skills will be developed (Mandatory)

**All of our staff receive communication skills training such as working with ADD/ADHD children, programming for differently abled youth, Autism Spectrum Disorder, homesickness and knowing how to help awkward children fit in. The Section Leader oversees the Cabin Leaders as they work on developing these skills.**

Please describe how the leadership skills will be developed (Mandatory)

**The Section Leader will delegate certain tasks and responsibilities to the Cabin Leaders and is responsible to ensure the Cabin Leader has the ability and training to complete them.**

Describe your health and safety practices in the work environment (Mandatory)

**Providing Information of the Workplace Hazardous Materials Information System**

**Listing work environment hazards**

**Demonstrating work environment safety**

**Providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines)**

**Providing necessary certifications**

Specify the Information of the Workplace Hazardous Materials Information System your organization will provide (Mandatory)

**All staff are required to complete WHMIS/GHS training which is provided online and provide a copy of the completion certificate.**

Please describe how you will be listing workplace hazards in your organization (Mandatory)

**All staff are trained in possible workplace hazards if applicable to their job position or responsibilities. The Section Leader is aware of all possible hazards and ensures the Cabin Leaders are educated in these situations.**

Please describe how you will be demonstrating workplace safety (Mandatory)

**All staff members will have completed the Ontario Occupational Health and Safety Act Training either online or in class. Training is provided for the use of any tools, or equipment required to complete their duties. The Section Leader will oversee the training and use of any equipment.**

Specify how your organization will be providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines) (Mandatory)

**All staff are trained on the Abuse/Harassment Prevention Policy that is in place. This policy provides steps in reporting these situations and handing resolution. The Section Leader is provided additional training for dealing with any incidences which may occur.**

Please describe how you will be providing necessary certifications (Mandatory)

**Section Leaders must have completed the Ontario Occupational Health and Safety Act Training, WHMIS/GHS training and Ontario Accessibility Disability Act training. Printed certificates are provided prior to employment.**

Preferred Level of Education of the participant (Mandatory)

**Post-Secondary**

Will this job provide a career-related work experience? (Mandatory)

**Yes**

Field of Studies (Mandatory)

**Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment.**

**Education - directly related to course study working with children and teens.**

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)

**No**

Does this job support a national priority? (Mandatory)

**Yes**

Indicate which national priority (Mandatory)

**AR142**

**Organizations which express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market.**

Please choose which groups are underrepresented or have additional barriers to the labour market for which you will express an intent to hire. (Mandatory)

**Indigenous**

Please describe how you will express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market. (Mandatory)

**We have identified an indigenous person for this position if approved.**

Does this job support your Member of Parliament's local priorities? (Mandatory)

**No**

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? (Mandatory)

**No**

Number of Participants Requested (Mandatory)

**1**

Anticipated Start Date (Mandatory)

**2019 - 05 - 06**

Hourly Wage Requested (Mandatory)

**15.00**

Tasks and Responsibilities (Mandatory)

**Assisting in providing a balanced program of activities that promotes physical, spiritual, mental and social growth within a safe, challenging and enjoyable atmosphere. The Assistant Program Coordinator must plan and assist in executing a balanced staff training program that will include all camp staff. They must supervise the camp skills program. They must assist in providing direction for all program staff and handle discipline situations for campers as directed by the Camp Director. They also assist in developing leadership skills among staff within the weekly program and help train and upgrade program staff.**

Language required for job: (Mandatory)

**English**

National Occupation Code:

**5254**

NOC Title:

**Program leaders and instructors in recreation, sport and fitness**

Please describe the nature of your supervision plan (Mandatory)

**On-site supervision**

Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)

**The Assistant Program Coordinator is directly supervised by the Camp Director who is involved with the training and assessment at all stages. The student will have daily contact with the Camp Director and the Program Coordinator and receive daily on-going verbal feedback. All training, supervision and tasks are completed on-site.**

Please describe the nature of your mentoring plan: (Mandatory)

**One-on-one mentoring**

Provide details of the mentoring plan, such as who will provide mentoring, how the youth will be matched with a mentor, and how the mentor will help the youth develop relevant skills. (Mandatory)

**The Assistant Program Coordinator is directly mentored by the Camp Director who is involved with the training and assessment at all stages. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Camp Director and the Program Coordinator. All mentoring and tasks are completed on-site.**

What skills will the participant develop during this placement?

**Client service****Teamwork****Communication****Leadership**

Please describe how the client service skills will be developed (Mandatory)

**Our clients are our campers and camper's parents. The Assistant Program Coordinator must possess the skills to work with both. All staff are trained to become competent in dealing with children by attending a week-long pre-camp training session as well as using**



the Expert Online Training courses which cover Youth Development & Play, Mental Health & Behavior, and Physical & Emotional Safety.

Please describe how the teamwork skills will be developed (Mandatory)

All of our staff spend much time developing a team dynamic. This is accomplished through pre-camp training sessions, planning and working with other team members to facilitate games activities and support each other with problem solving scenarios prior to camper arrival. The Assistant Program Coordinator oversees the Section Leaders as they work primarily with the Cabin Leaders and provides some direction for the Cabin Leaders as well.

Please describe how the communication skills will be developed (Mandatory)

All of our staff receive communication skills training such as working with ADD/ADHD children, programming for differently abled youth, Autism Spectrum Disorder, homesickness and knowing how to help awkward children fit in. The Assistant Program Coordinator oversees the Section Leaders and Cabin Leaders as they work on developing these skills.

Please describe how the leadership skills will be developed (Mandatory)

The Assistant Program Coordinator will delegate certain tasks and responsibilities to the Section Leaders and Cabin Leaders and is responsible to ensure the Section Leader has the ability and training to help develop the Cabin Leaders therefore enabling them to complete their tasks. The Program Coordinator oversees the development of these skills.

Describe your health and safety practices in the work environment (Mandatory)

**Providing Information of the Workplace Hazardous Materials Information System**

**Listing work environment hazards**

**Demonstrating work environment safety**

**Providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines)**

**Providing necessary certifications**

Specify the Information of the Workplace Hazardous Materials Information System your organization will provide (Mandatory)

All staff are required to complete WHMIS/GHS training which is provided online and provide a copy of the completion certificate.

Please describe how you will be listing workplace hazards in your organization (Mandatory)

All staff are trained in possible workplace hazards if applicable to their job position or responsibilities. The Assistant Program Coordinator is aware of all possible hazards and is to ensure that the Section and Cabin Leaders are educated in these situations.

Please describe how you will be demonstrating workplace safety (Mandatory)

All staff members will have completed the Ontario Occupational Health and Safety Act Training either online or in class. Training is provided for the use of any tools or equipment required to complete their duties. The Camp Director and Program Coordinator will oversee the training and use of any equipment.

Specify how your organization will be providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines) (Mandatory)

All staff are trained on the Abuse/Harassment Prevention Policy that is in place. This policy provides steps in reporting these situations and handling resolution. The Assistant Program Coordinator is provided additional training along with the Section Leaders and Program Coordinator for dealing with any incidences which may occur.

Please describe how you will be providing necessary certifications (Mandatory)

The Assistant Program Coordinator must have completed the Ontario Occupational Health and Safety Act Training, WHMIS/GHS training and Ontario Accessibility Disability Act training. Printed certificates are provided with applications prior to employment.

Preferred Level of Education of the participant (Mandatory)

**Post-Secondary**

Will this job provide a career-related work experience? (Mandatory)

**Yes**

Field of Studies (Mandatory)

**Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment.**

**Education - directly related to course study working with children and teens.**

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)

**No**

Does this job support a national priority? (Mandatory)

**Yes**

Indicate which national priority (Mandatory)

**Organizations which express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market.**

Please choose which groups are underrepresented or have additional barriers to the labour market for which you will express an intent to hire.

(Mandatory)

**Indigenous**

Please describe how you will express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market. (Mandatory)

**We have identified a possible indigenous college student that could fill this position.**

Does this job support your Member of Parliament's local priorities? (Mandatory)

No

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? (Mandatory)

No

Number of Participants Requested (Mandatory)

1

Anticipated Start Date (Mandatory)

2019 - 05 - 27

Hourly Wage Requested (Mandatory)

15.00

Tasks and Responsibilities (Mandatory)

**In consultation with the Assistant Program Coordinator this individual will assist in the execution of a balanced program of activities that promotes physical, spiritual, mental and social growth within a safe, challenging and enjoyable environment. They will assist in the planning and development of the camp program and will supervise the camp skills program. They will execute the weekly camp program and the daily camp schedule. They are to ensure all the camp activities function correctly with maximum safety. They will provide direction and supervision for the activity leaders.**

Language required for job: (Mandatory)

English

National Occupation Code:

5254

NOC Title:

**Program leaders and instructors in recreation, sport and fitness**

Please describe the nature of your supervision plan (Mandatory)

**On-site supervision**

Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)

**The Activity Coordinator is directly supervised by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. The Activity Coordinator will have daily contact with the Program Coordinator and Assistant Program Coordinator and receive daily on-going verbal feedback. All training, supervision and tasks are completed on-site.**

Please describe the nature of your mentoring plan: (Mandatory)

**One-on-one mentoring**

Provide details of the mentoring plan, such as who will provide mentoring, how the youth will be matched with a mentor, and how the mentor will help the youth develop relevant skills. (Mandatory)

**The Activity Coordinator is directly mentored by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Camp Director and Program Coordinator. All mentoring and tasks are completed on-site.**

What skills will the participant develop during this placement?

**Client service****Teamwork****Communication****Leadership**

Please describe how the client service skills will be developed (Mandatory)

**Our clients are our campers. All staff are trained to become competent in dealing with children by attending a week-long pre-camp training session as well as using the Expert Online Training courses which cover Youth Development & Play, Mental Health & Behavior, and Physical & Emotional Safety.**

Please describe how the teamwork skills will be developed (Mandatory)

**All of our staff spend much time developing a team dynamic. This is accomplished through pre-camp training sessions, planning and working with other team members to facilitate games activities and support each other with problem solving scenarios prior to**

camper arrival. The Activity Coordinator oversee the Cabin Leaders and trains them and mentors them to work primarily in pairs in supervising children.

Please describe how the communication skills will be developed (Mandatory)

All of our staff receive communication skills training such as working with ADD/ADHD children, programming for differently abled youth, Autism Spectrum Disorder, homesickness and knowing how to help awkward children fit in. The Activity Coordinator assists the the Cabin Leaders as they work on developing these skills.

Please describe how the leadership skills will be developed (Mandatory)

The Activity Coordinator will delegate certain tasks and responsibilities to the Section Leaders and is responsible to ensure the Section Leader has the ability and training to complete them.

Describe your health and safety practices in the work environment (Mandatory)

**Providing Information of the Workplace Hazardous Materials Information System**

**Listing work environment hazards**

**Demonstrating work environment safety**

**Providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines)**

**Providing necessary certifications**

Specify the Information of the Workplace Hazardous Materials Information System your organization will provide (Mandatory)

All staff are required to complete WHMIS/GHS training which is provided online and provide a copy of the completion certificate.

Please describe how you will be listing workplace hazards in your organization (Mandatory)

All staff are trained in possible workplace hazards if it is applicable to their job position or responsibilities. The Activity Coordinator is aware of all possible hazards and ensures the Section and Cabin Leaders are educated in these situations.

Please describe how you will be demonstrating workplace safety (Mandatory)

All staff members will have completed the Ontario Occupational Health and Safety Act Training either online or in class. Training is provided for the use of any tools or equipment required to complete their duties. The Activity Coordinator is to ensure training and use of any equipment is completed.

Specify how your organization will be providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines) (Mandatory)

All staff are trained on the Abuse/Harassment Prevention Policy that is in place. This policy provides steps in reporting these situations and handing resolution. The Activity Coordinator is provided additional training for dealing with any incidences which may occur.

Please describe how you will be providing necessary certifications (Mandatory)

The Activity Coordinator must have completed the Ontario Occupational Health and Safety Act Training, WHMIS/GHS training and Ontario Accessibility Disability Act training. Printed certificates are provided prior to employment.

Preferred Level of Education of the participant (Mandatory)

**Post-Secondary**

Will this job provide a career-related work experience? (Mandatory)

**Yes**

Field of Studies (Mandatory)

**Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment.**

**Education - directly related to course study working with children and teens.**

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)

**No**

Does this job support a national priority? (Mandatory)

**No**

Does this job support your Member of Parliament's local priorities? (Mandatory)

**No**

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? (Mandatory)

**No**

Number of Participants Requested (Mandatory)

**1**

Anticipated Start Date (Mandatory)

**2019 - 06 - 30**

Hourly Wage Requested (Mandatory)

**AR146****15.00****Tasks and Responsibilities (Mandatory)**

The Cabin Leader will live with a group of assigned campers and help each one profit mentally, socially, physically and spiritually from the camping experience. They will acquaint each camper with the facilities and rules of the camp and be a life-style example to the campers. They must complete program activities as assigned or needed to ensure all program activities function with maximum safety. They will also handle discipline situations for campers (in consultation with the Section Leader).

Language required for job: (Mandatory)

**English**

National Occupation Code:

**5254**

NOC Title:

**Program leaders and instructors in recreation, sport and fitness**

Please describe the nature of your supervision plan (Mandatory)

**On-site supervision**

Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)

The Cabin Leader is directly supervised by the Assistant Program Coordinator in tandem with the Section Leader however the Camp Director is involved with the training and assessment at all stages. The Cabin Leader will have daily contact with the Section Leader and receive daily on-going verbal feedback. All training, supervision and tasks are completed on-site.

Please describe the nature of your mentoring plan: (Mandatory)

**One-on-one mentoring****Team mentoring**

Provide details of the mentoring plan, such as who will provide mentoring, how the youth will be matched with a mentor, and how the mentor will help the youth develop relevant skills. (Mandatory)

The Cabin Leader is directly mentored by the Section Leader however the Assistant Program Director is involved with the training and assessment at all stages. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Section Leader. All mentoring and tasks are completed on-site.

What skills will the participant develop during this placement?

**Client service****Teamwork****Communication****Leadership**

Please describe how the client service skills will be developed (Mandatory)

Our clients are our campers. All staff are trained to become competent in dealing with children by attending a week-long pre-camp training session as well as using the Expert Online Training courses which cover Youth Development & Play, Mental Health & Behavior, and Physical & Emotional Safety.

Please describe how the teamwork skills will be developed (Mandatory)

All of our staff spend much time developing a team dynamic. This is accomplished through pre-camp training sessions, planning and working with other team members to facilitate games activities and support each other with problem solving scenarios prior to the campers arrival. Section Leaders oversee the Cabin Leader as they work primarily in pairs in supervising children.

Please describe how the communication skills will be developed (Mandatory)

All of our staff receive communication skills training such as working with ADD/ADHD children, programming for differently abled youth, Autism Spectrum Disorder, homesickness and knowing how to help awkward children fit in. Section Leaders oversee the Cabin Leader as they work on developing these skills.

Please describe how the leadership skills will be developed (Mandatory)

Certain tasks and responsibilities are delegated to the Cabin Leader and they responsible to ensure that these taught skills are put into practice with the campers. They must also plan activities that help all campers in the cabin group experience success and promote clear communication and unity among the campers to avoid unnecessary problems. They are required to mentor junior staff members into understanding the need to develop team skills in cooperation with the camp leadership, and the organization and administration of the camp policies, procedures and programs.

Describe your health and safety practices in the work environment (Mandatory)

**Providing Information of the Workplace Hazardous Materials Information System****Listing work environment hazards****Demonstrating work environment safety**

Providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines)

Providing necessary certifications

Specify the Information of the Workplace Hazardous Materials Information System your organization will provide (Mandatory)

All staff are required to complete WHMIS/GHS training which is provided online and provide a copy of the completion certificate.

Please describe how you will be listing workplace hazards in your organization (Mandatory)

All staff are trained in possible workplace hazards if applicable to their job position or responsibilities. The Section Leader is aware of all possible hazards and ensures that the Cabin Leader is educated in these situations.

Please describe how you will be demonstrating workplace safety (Mandatory)

All staff members will have completed the Ontario Occupational Health and Safety Act Training either online or in class. Training is provided for the use of any tools, or equipment required to complete their duties. The Cabin Leader will be trained by the Activity Coordinator or Assistant Program Coordinator in the use of any equipment.

Specify how your organization will be providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines) (Mandatory)

All staff are trained on the Abuse/Harassment Prevention Policy that is in place. This policy provides steps in reporting these situations and handling resolution.

Please describe how you will be providing necessary certifications (Mandatory)

The Cabin Leader must have completed the Ontario Occupational Health and Safety Act Training, WHMIS/GHS training and Ontario Accessibility Disability Act training. Printed certificates are provided prior to employment.

Preferred Level of Education of the participant (Mandatory)

Secondary

Will this job provide a career-related work experience? (Mandatory)

Yes

Field of Studies (Mandatory)

Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment.

Education - directly related to course study working with children and teens.

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)

No

Does this job support a national priority? (Mandatory)

No

Does this job support your Member of Parliament's local priorities? (Mandatory)

No

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? (Mandatory)

No

Number of Participants Requested (Mandatory)

1

Anticipated Start Date (Mandatory)

2019 - 06 - 30

Hourly Wage Requested (Mandatory)

15.00

Tasks and Responsibilities (Mandatory)

The Cabin Leader will live with a group of assigned campers and help each one profit mentally, socially, physically and spiritually from the camping experience. They will acquaint each camper with the facilities and rules of the camp and be a life-style example to the campers. They must complete program activities as assigned or needed to ensure all program activities function with maximum safety. They will also handle discipline situations for campers (in consultation with the Section Leader).

Language required for job: (Mandatory)

English

National Occupation Code:

5254

NOC Title:

Program leaders and instructors in recreation, sport and fitness

Please describe the nature of your supervision plan (Mandatory)

**On-site supervision**

Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)

**The Cabin Leader is directly supervised by the Assistant Program Coordinator in tandem with the Section Leader however the Camp Director is involved with the training and assessment at all stages. The Cabin Leader will have daily contact with the Section Leader and receive daily on-going verbal feedback. All training, supervision and tasks are completed on-site.**

Please describe the nature of your mentoring plan: (Mandatory)

**One-on-one mentoring****Team mentoring**

Provide details of the mentoring plan, such as who will provide mentoring, how the youth will be matched with a mentor, and how the mentor will help the youth develop relevant skills. (Mandatory)

**The Cabin Leader is directly mentored by the Section Leader however the Assistant Program Director is involved with the training and assessment at all stages. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Section Leader. All mentoring and tasks are completed on-site.**

What skills will the participant develop during this placement?

**Client service****Teamwork****Communication****Leadership**

Please describe how the client service skills will be developed (Mandatory)

**Our clients are our campers. All staff are trained to become competent in dealing with children by attending a week-long pre-camp training session as well as using the Expert Online Training courses which cover Youth Development & Play, Mental Health & Behavior, and Physical & Emotional Safety.**

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**All of our staff spend much time developing a team dynamic. This is accomplished through pre-camp training sessions, planning and working with other team members to facilitate games activities and support each other with problem solving scenarios prior to camper arrival. Section Leaders oversee the Cabin Leader as they work primarily in pairs in supervising children.**

Please describe how the communication skills will be developed (Mandatory)

**All of our staff receive communication skills training such as working with ADD/ADHD children, programming for differently abled youth, Autism Spectrum Disorder, homesickness and knowing how to help awkward children fit in. Section Leaders oversee the Cabin Leader as they work on developing these skills.**

Please describe how the leadership skills will be developed (Mandatory)

**Certain tasks and responsibilities are delegated to the Cabin Leader and they are responsible to ensure that these taught skills are put into practice with the campers. They must also plan activities that help all campers in the cabin group experience success and promote clear communication and unity among the campers to avoid unnecessary problems. They are required to mentor junior staff members into understanding the need to develop team skills in cooperation with the camp leadership, and the organization and administration of the camp policies, procedures and programs.**

Describe your health and safety practices in the work environment (Mandatory)

**Providing Information of the Workplace Hazardous Materials Information System****Listing work environment hazards****Demonstrating work environment safety**

**Providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines)**

**Providing necessary certifications**

Specify the Information of the Workplace Hazardous Materials Information System your organization will provide (Mandatory)

**All staff are required to complete WHMIS/GHS training which is provided online and provide a copy of the completion certificate.**

Please describe how you will be listing workplace hazards in your organization (Mandatory)

**All staff are trained in possible workplace hazards if applicable to their job position or responsibilities. The Section Leader is aware of all possible hazards and ensures that the Cabin Leader is educated in these situations.**

Please describe how you will be demonstrating workplace safety (Mandatory)

**All staff members will have completed the Ontario Occupational Health and Safety Act Training either online or in class. Training is provided for the use of any tools or equipment required to complete their duties. The Cabin Leader will be trained in the use of any of this equipment.**

Specify how your organization will be providing a safe, inclusive, and healthy work environment free of harassment and discrimination (e.g. hiring practices, policies, guidelines) (Mandatory)

**All staff are trained on the Abuse/Harassment Prevention Policy that is in place. This policy provides steps in reporting these situations and handing resolution.**

Please describe how you will be providing necessary certifications (Mandatory)

**The Cabin Leader must have completed the Ontario Occupational Health and Safety Act Training, WHMIS/GHS training and Ontario Accessibility Disability Act training. Printed certificates are provided prior to employment.**

Preferred Level of Education of the participant (Mandatory)

#### **Secondary**

Will this job provide a career-related work experience? (Mandatory)

**Yes**

Field of Studies (Mandatory)

**Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment.**

**Education - directly related to course study working with children and teens.**

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)

**No**

Does this job support a national priority? (Mandatory)

**Yes**

Indicate which national priority (Mandatory)

**Organizations which express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market.**

Please choose which groups are underrepresented or have additional barriers to the labour market for which you will express an intent to hire. (Mandatory)

#### **Indigenous**

Please describe how you will express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market. (Mandatory)

**We are hoping to hire an indigenous student we have identified once approved.**

Does this job support your Member of Parliament's local priorities? (Mandatory)

**No**

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? (Mandatory)

**No**

The calculations for this application are based on the values you provided for each job.

A contribution of \$45600 has been requested for this application.

Have you applied or will you apply for other sources of funding for the job requested? (Mandatory)

**No**

Does your organization owe any amounts to the Government of Canada? (taxes, penalties, overpayments, etc.) (Mandatory)

**No**

Will you require an advance payment to pay the youth should your application be approved? (Mandatory)

**Yes**

Do you want to be informed about future Canada Summer Jobs Calls for Proposals process?

**Yes**

Can Service Canada contact you regarding other Calls for Proposals from the Department?

**No**

#### **Attestation**

On behalf of my organization I attest that:

- I have read and understood the Canada Summer Jobs Articles of Agreement;
- I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
- The job would not be created without the financial assistance provided under a potential contribution agreement;

- Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

I attest:

**Yes**

Name of the Organization's Representative (Mandatory)

**Mr Larry A Chupa**

Position Title of the Organization's Representative (Mandatory)

**Director/Administrator**

Date: 2019-1-22

[Back](#) [I Refuse](#)

[Submit to Service Canada](#)



**Office (Mill Stream)**

---

**From:** SV-SF-CSOS [no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca]  
**Sent:** Thursday, January 24, 2019 11:32 AM  
**To:** Mr Larry A Chupa  
**Subject:** Acknowledgement of receipt of your application

2019/01/24

Mr Larry A Chupa  
BCM International (Canada) Inc.  
880 OLD MILL RD  
OMEMEE ON K0L 2W0

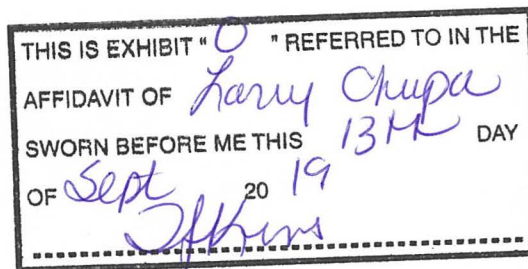
**Project Number: # 016152738 (for future reference)**

We are pleased to acknowledge receipt of your Application for Funding. Please note that admission to the assessment process does not guarantee that your application will be selected for funding.

All applications are subject to a review. Your Application for Funding will be assessed in accordance with the Terms and Conditions of the program. All applicants will be contacted once the review process is completed,

For future communication regarding this Application for Funding, please refer to the project number noted above.

Thank you for your interest in this program.



**Office (Mill Stream)**

---

**From:** SV-SF-CSOS [no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca]  
**Sent:** Wednesday, February 27, 2019 2:20 PM  
**To:** Mr Larry A Chupa  
**Subject:** Missing information on your Canada Summer Jobs application - Project Number: 016152738

2019/02/27

Mr Larry A Chupa  
BCM International (Canada) Inc.  
880 OLD MILL RD  
OMEMEE ON K0L 2W0

**Project Number:** # 016152738

**Constituency:** Haliburton-Kawartha Lakes-Brock

**Subject:** Missing information or clarification required on your Canada Summer Jobs application

Thank you for applying for funding under the Canada Summer Jobs program. Your application is missing and/or requires clarification of an essential requirement in your application:

- Health and safety practices in the workplace

You must provide Service Canada with the missing information within 5 business days following the date of this correspondence. If clarification is required regarding elements of your application, please review the Applicant Guide and program eligibility requirements.

**If you fail to respond within the above specified timeframe, your application will be deemed ineligible.**

The Department's decisions on the Canada Summer Jobs application process are final. However, if you have any questions concerning your application, please contact me at (289) 269-4100.

Please include your project number in all future correspondence.

Sincerely,

Bijal, Somani  
Service Canada  
STN DON MILLS, P.O. BOX 538  
North York ON M3C 0N9  
[bijal.somani@servicecanada.gc.ca](mailto:bijal.somani@servicecanada.gc.ca)

**Office (Mill Stream)**

---

**From:** SV-SF-CSOS [no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca]  
**Sent:** Thursday, February 28, 2019 12:33 PM  
**To:** Mr Larry A Chupa  
**Subject:** Missing information on your Canada Summer Jobs application - Project Number: 016152738

2019/02/28

Mr Larry A Chupa  
BCM International (Canada) Inc.  
880 OLD MILL RD  
OMEMEE ON K0L 2W0

**Project Number:** # 016152738

**Constituency:** Haliburton-Kawartha Lakes-Brock

**Subject:** Missing information or clarification required on your Canada Summer Jobs application

Thank you for applying for funding under the Canada Summer Jobs program. Your application is missing and/or requires clarification of an essential requirement in your application:

- Other and/or Additional Information: Training: Please confirm the duration of and compensation provided for all mandatory training for the requested jobs (listed below).

Male Section Leader  
Female Section Leader  
Assistant Program Coordinator  
Activity Coordinator  
Cabin Leader

You must provide Service Canada with the missing information within 5 business days following the date of this correspondence. If clarification is required regarding elements of your application, please review the Applicant Guide and program eligibility requirements.

**If you fail to respond within the above specified timeframe, your application will be deemed ineligible.**

The Department's decisions on the Canada Summer Jobs application process are final. However, if you have any questions concerning your application, please contact me at (289) 269-4084.

Please include your project number in all future correspondence.

Sincerely,

Lee, Tori  
Service Canada  
STN DON MILLS, P.O. BOX 538  
North York ON M3C 0N9  
[victoria.lee@servicecanada.gc.ca](mailto:victoria.lee@servicecanada.gc.ca)

**Office (Mill Stream)**

---

**From:** Office (Mill Stream) [office@millstream.camp]  
**Sent:** Monday, March 04, 2019 1:14 PM  
**To:** 'bijal.somani@servicecanada.gc.ca'  
**Subject:** RE: Missing information on your Canada Summer Jobs application - Project Number: 016152738

**Health and Practices in the Workplace:**

- 1) All employees are required to complete the following courses first and provide a certificate of completion (where available). These courses are usually completed online:
  - a. Ontario Accessibility Disability Act
  - b. WHMIS/GHS
  - c. Ontario Occupational Health and Safety Act Training
- 2) All employees complete onsite training the following areas:
  - a. Abuse/Harassment Prevention Policy
  - b. Fire Extinguisher Safety and Usage
  - c. Emergency Procedures
  - d. Use of specific equipment
  - e. Use of chemicals including MSDS sheets applicable to their job responsibilities
- 3) All employees are trained on risk management in the areas they are responsible for
- 4) All employees are supervised closely during their training period with on-going feedback, work inspection and mentoring to ensure all tasks are completed safely to ensure no hazards can cause harm or adverse affects in the workplace

Please let me know if there are more specific details that you require.

Thank you.

Larry

Larry Chupa  
Mill Stream Bible Camp  
& Retreat Centre  
880 Old Mill Road  
Omeme, ON, CAN  
K0L 2W0

Phone: 705.799.6521  
Fax: 705.799.1465  
Email: [office@millstream.camp](mailto:office@millstream.camp)  
Web Site: [www.millstream.camp](http://www.millstream.camp)  
Facebook: [www.facebook.com/mill.stream.7](https://www.facebook.com/mill.stream.7)  
Instagram: [millstreambiblecamp](https://www.instagram.com/millstreambiblecamp)



**Office (Mill Stream)**

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**From:** Office (Mill Stream) [office@millstream.camp]  
**Sent:** Monday, March 04, 2019 1:14 PM  
**To:** 'victoria.lee@servicecanada.gc.ca'  
**Subject:** RE: Missing information on your Canada Summer Jobs application - Project Number: 016152738  
**Attachments:** image002.jpg

Other and/or Additional Information: Training: Please confirm the duration of and compensation provided for all mandatory training for the requested jobs (listed below).

All job positions would be a at a minimum of 5 days of training paid at the same rate that would be received (if approved) by Canada Summer Jobs for each of the positions listed below:

- Male Section Leader  
Female Section Leader  
Assistant Program Coordinator  
Activity Coordinator  
Cabin Leader

Please notify me if you require additional details.

Larry

Larry Chupa  
Mill Stream Bible Camp  
& Retreat Centre  
880 Old Mill Road  
Ormeau, ON, CAN  
K0L 2W0

Phone: 705.799.6521  
Fax: 705.799.1465  
Email: [office@millstream.camp](mailto:office@millstream.camp)  
Web Site: [www.millstream.camp](http://www.millstream.camp)  
Facebook: [www.facebook.com/millstream.7](https://www.facebook.com/millstream.7)  
Instagram: [millstreambiblecamp](https://www.instagram.com/millstreambiblecamp)



---

**From:** SV-SF-CSOS [mailto:no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca]  
**Sent:** Thursday, February 28, 2019 12:33 PM  
**To:** Mr Larry A Chupa  
**Subject:** Missing Information on your Canada Summer Jobs application - Project Number: 016152738

2019/02/28

Mr Larry A Chupa  
BCM International (Canada) Inc.  
880 OLD MILL RD  
OMEMEE ON K0L 2W0

**Project Number:** # 016152738

**Constituency:** Haliburton-Kawartha Lakes-Brock

**Subject:** Missing information or clarification required on your Canada Summer Jobs application

Thank you for applying for funding under the Canada Summer Jobs program. Your application is missing and/or requires clarification of an essential requirement in your application:

- Other and/or Additional Information: Training: Please confirm the duration of and compensation provided for all mandatory training for the requested jobs (listed below).

Male Section Leader  
Female Section Leader  
Assistant Program Coordinator  
Activity Coordinator  
Cabin Leader

You must provide Service Canada with the missing information within 5 business days following the date of this correspondence. If clarification is required regarding elements of your application, please review the Applicant Guide and program eligibility requirements.

**If you fail to respond within the above specified timeframe, your application will be deemed ineligible.**

The Department's decisions on the Canada Summer Jobs application process are final. However, if you have any questions concerning your application, please contact me at (289) 269-4084.

Please include your project number in all future correspondence.

Sincerely,

Lee, Tori  
Service Canada  
STN DON MILLS, P.O. BOX 538  
North York ON M3C 0N9  
[victoria.lee@servicecanada.gc.ca](mailto:victoria.lee@servicecanada.gc.ca)

**Office (Mill Stream)**

---

**From:** Office (Mill Stream) [office@millstream.camp]  
**Sent:** Friday, March 08, 2019 3:26 PM  
**To:** 'victoria.lee@servicecanada.gc.ca'  
**Subject:** RE: Missing information on your Canada Summer Jobs application - Project Number: 016152738  
**Attachments:** image005.jpg

The date(s) of the 5 day training for each position:

Male Section Leader – May 6-10/19  
Female Section Leader – May 6-10/19  
Assistant Program Coordinator – May 6-10/19  
Activity Coordinator – May 27-31/19  
Cabin Leader – July 1-5/19

Please notify me if you require additional details.

Larry

Larry Chupa  
Mill Stream Bible Camp  
& Retreat Centre  
880 Old Mill Road  
Omersee, ON, CAN  
K0L 2W0

Phone: 705.799.6521  
Fax: 705.799.1465  
Email: [office@millstream.camp](mailto:office@millstream.camp)  
Web Site: [www.millstream.camp](http://www.millstream.camp)  
Facebook: [www.facebook.com/mill.stream.7](https://www.facebook.com/mill.stream.7)  
Instagram: millstreambiblecamp



**Office (Mill Stream)**

---

**From:** Office (Mill Stream) [office@millstream.camp]  
**Sent:** Saturday, May 04, 2019 5:58 PM  
**To:** 'Director BCM'  
**Subject:** FW: Canada Summer Jobs application - Project Number: 016152738

---

**From:** SV-SF-CSOS [mailto:no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca]  
**Sent:** Thursday, May 02, 2019 11:09 AM  
**To:** Mr Larry A Chupa  
**Subject:** Canada Summer Jobs application - Project Number: 016152738

**\*\*\*This is a system generated e-mail. Please do not reply\*\*\***

2019/05/02

Mr Larry A Chupa  
BCM International (Canada) Inc.  
880 OLD MILL RD  
OMEMEE ON K0L 2W0

**Project Number:** # 016152738

**Constituency:** Haliburton-Kawartha Lakes-Brock

**Subject:** Canada Summer Jobs application

We appreciate your interest in Canada Summer Jobs.

Thank you for providing additional information. After a full assessment, your application has been deemed ineligible for the following reason(s):

- The proposed project/activity is ineligible - Projects or job activities that restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.

The Department's decisions on Canada Summer Jobs applications are final. However, if you have any questions about the process or the decision made in respect of your application, please contact me at (289) 269-4283.

If you proceed with plans to hire a youth this summer and are interested in advertising your job vacancies, you may visit [www.jobbank.ca](http://www.jobbank.ca). Job Bank offers free job postings to employers, including job listings for students.

Sincerely,

JEFF SUM, Director/Directeur  
Service Canada



STN DON MILLS, P.O. BOX 538  
North York ON M3C 0N9

AR160

**From:** Office (Mill Stream)  
**Sent:** Saturday, May 4, 2019 5:58 PM  
**To:** 'Director BCM'  
**Subject:** FW: Canada Summer Jobs application - Project Number: 016152738

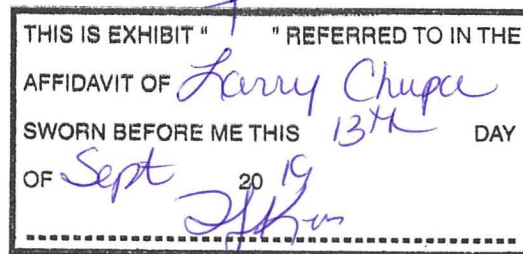
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**From:** SV-SF-CSOS [mailto:no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca]  
**Sent:** Thursday, May 02, 2019 11:09 AM  
**To:** Mr Larry A Chupa  
**Subject:** Canada Summer Jobs application - Project Number: 016152738

\*\*\*This is a system generated e-mail. Please do not reply\*\*\*

2019/05/02

Mr Larry A Chupa  
BCM International (Canada) Inc.  
880 OLD MILL RD  
OMEMEE ON K0L 2W0



**Project Number:** # 016152738

**Constituency:** Haliburton-Kawartha Lakes-Brock

**Subject:** Canada Summer Jobs application

We appreciate your interest in Canada Summer Jobs.

Thank you for providing additional information. After a full assessment, your application has been deemed ineligible for the following reason(s):

- The proposed project/activity is ineligible - Projects or job activities that restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.

The Department's decisions on Canada Summer Jobs applications are final. However, if you have any questions about the process or the decision made in respect of your application, please contact me at (289) 269-4283.

If you proceed with plans to hire a youth this summer and are interested in advertising your job vacancies, you may visit [www.jobbank.ca](http://www.jobbank.ca). Job Bank offers free job postings to employers, including job listings for students.

Sincerely,

JEFF SUM, Director/Directeur  
Service Canada  
STN DON MILLS, P.O. BOX 538  
North York ON M3C 0N9

FEDERAL COURT

Between:

BCM INTERNATIONAL (CANADA) INC.

Applicant

and

CANADA (MINISTER OF EMPLOYMENT, WORKFORCE DEVELOPMENT AND  
LABOUR, and THE ATTORNEY GENERAL OF CANADA)

Respondent

---

CERTIFIED MATERIALS OF THE RESPONDENT

---

Department of Justice Canada  
Prairie Region, Edmonton Office  
300, 10423 – 101 Street  
Edmonton, Alberta T5H 0E7  
Telephone: (780) 495-6607  
Facsimile: (780) 495-8491

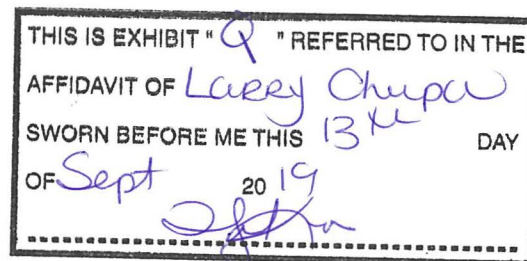
Per: Kerry E.S. Boyd, Jennifer Lee and  
Andrea Bailer

Counsel for the Respondent

Justice Centre for Constitutional Freedoms  
#253, 7620 Elbow Dr SW  
Calgary, Alberta T2V 1K2  
Phone: (587) 998-1806  
Fax : (587) 352-3233

Per : Marty Moore, Rod Wiltshire and Jay  
Cameron

Counsel for the Applicant



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<b>Doc No.</b>		<b>PAGE</b>
<b>1</b>	Certification by Tom Azouz dated July 15, 2019.	001-274
<b>2</b>	Certification by Tahiya Bakht dated July 16, 2019.	275-561

Certification

The Notice of Application in Federal Court File No. T-918-19 dated June 3, 2019 contains a request pursuant to Rule 317 of the *Federal Courts Rules* for material. The Rule 317 request includes a request for the following material (the "Request"):


1. The record of all documents and other materials before the Minister or delegates informing the Minister's Mill Stream Decision.
2. The record of all documents and other materials in the possession or control of the Minister regarding BCM in relation to BCM's 2018 CSJ application for Mill Stream and the reasons for its denial.
4. Such further and other material that may be in the possession, power or control of the Minister and which may be relevant to these proceedings.

The Notice of Application defines the "Mill Stream Decision" as:

"a decision of the Respondent Minister of Employment, Workforce, and Labour (the "Minister"), through her delegate, a representative of Service Canada, a department of the Ministry of Employment, Workforce, and Labour (the "Ministry"), denying the Canada Summer Jobs ("CSJ") application of BCM International (Canada) Inc. ("BCM") for grants supporting youth employment at a summer camp...."

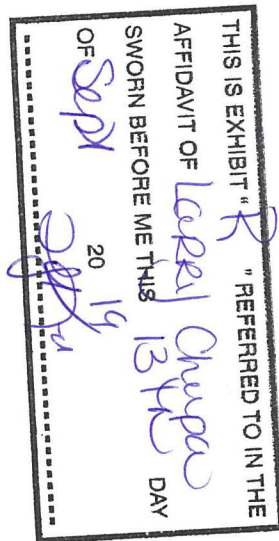
In response to the Request, I certify that the attached are true copies of all the documents and other materials relevant to the Mill Stream Decision in the possession of the decision-maker – the Regional Assistant Deputy Minister, Ontario - which the Crown does not object to producing.

Dated this 15 day of July, 2019.

  
\_\_\_\_\_

Tom Azouz,

Director General, Ontario Region, Program Delivery Branch, on behalf of Her Majesty



Emplois d'été Canada (EÉC) 2019  
Comité de transmission aux échelons supérieurs – Niveau 1 & 2

Canada Summer Jobs (CSJ) 2019  
Escalation Committees Meeting – Level 1 & 2

Co-président / Co-chair : Patty Wilson (AC/NHQ) / Thomas Azouz (ON)

1 mars 2019 - March 1, 2019  
12h00-13h00 – 12:00-1:00 pm (HE/ET)

Région / Region	No Projet/ Project #	Nom de l'organisme / Organization Name	Problématique à soulever / Issues to be Raised	Links	Notes
To Discuss					
Irrelevant					
Health and Safety					

Irrelevant

## Code of Conduct

ATL	16237596	BCM Inter Canada Inc – Mount Traber Camp	Hiring practices and work environment / Pratiques de recrutement et milieu de travail	<a href="https://mounttraber.org/wp-content/uploads/2019/01/2019-Staff-Application-1.pdf">https://mounttraber.org/wp-content/uploads/2019/01/2019-Staff-Application-1.pdf</a>	Organization: Mount Traber Bible Camp; Application Attached Reason for escalation: Impact related to Harassment & Discrimination During a domain search, NHQ flagged this organization due to their application for potential Youth workers. I reviewed the file and noticed the application that the organization has provided for the youth contains controversial church doctrine along with discriminating hiring practices based on church beliefs. The application also asks the Youth personal questions regarding their physical and mental health including medications and medical history.
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Irrelevant



<http://www.millstream.camp/2018staffapplication.pdf>

millstream.camp

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Address		City	Pre Find
Postal Code	Tel. No.	Email	training
Name		Relationship	Years
Address		City	Province
Postal Code	Tel. No.	Email	
Name		Relationship	Years Known
Address		City	Province
Postal Code	Tel. No.	Email	

**AVAILABILITY**

\*Student staff must apply for the entire 4 ½ weeks of summer camp in July and August.

\*Additional weeks to serve may be available.  
\*Adult staff circle the weeks you are available.

The weeks you are required to work are  
 JULY 8-14 Trekkin' Camp  
 JULY 15-21 Trekkin' Camp  
 JULY 22-24 Beginn'n' Camp  
 AUGUST 5-11 Trekkin' Camp  
 AUGUST 12-18 Trailblazin' Camp

**ALL STUDENTS:** It is mandatory to attend all of the required precamp training held from Friday, June 29<sup>th</sup> at 7pm to Friday, July 6<sup>th</sup> at 7pm to work at Mill Stream.  
 The precamp training week is an unpaid week. I understand that if I do not attend the required training I may not be hired.  
☐ YES, I agree to attend.

IS MONETARY COMPENSATION REQUIRED FOR THE WEEKS SERVING? ☐ YES ☐ NO

THIS IS EXHIBIT " S " REFERRED TO IN THE  
 AFFIDAVIT OF Larry Chupac  
 SWORN BEFORE ME THIS 13th DAY  
 OF Sept 20 19  
2/Hms



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1 / 4 78.7%

**2018**  
**SUMMER CAMP**  
**STAFF APPLICATION**

880 Old Mill Rd., Oshesee, ON K0L 2W0  
Phone: 705.799.6521 Fax: 705.799.1465  
Email: office@millstream.camp  
Web Address: www.MillStream.camp

**CONFIDENTIAL**

Failure to complete ALL questions will only delay processing your application.  
New and returning applicants may require an in-person interview.  
Please print clearly or type.

**APPLICANT INFORMATION**

Name:	Address:	City:	Province:	Postal Code:
Phone #:	E-mail:	facebook Account:		
Alternate #:	Birth Date:	Age as of July 1, 2018: (Minimum 14)	Grade completed as of July 1, 2018:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
List any college or extended education Name, Location, Grade or Year Level:				Number of camper age dependents attending camp:
Indicate T-Shirt Size: Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> X-Large <input type="checkbox"/> XX-Large <input type="checkbox"/>				

**PERSONAL**

Why did you apply to be a camp staff member?

What is your objective in life?

Experience as camp counselor, where, age group, activities:

Have you ever been convicted of a crime or do you currently have charges pending? If yes, please include explanation:

Have you ever been convicted of a crime or do you currently have charges pending? If yes, please include explanation: ☐ yes ☐ no  
are you willing to undergo a Police Records Check? ☐ yes ☐ no

**CURRENT / MOST RECENT EMPLOYER**

Contact Name	Title	Employment from	to
Company	Address	City	
Province	Postal Code	Tel. No.	Fax No.
Responsibilities			

**PREVIOUS EMPLOYMENT**

Contact Name	Title	Employment from	to
Company	Address	City	
Province	Postal Code	Tel. No.	Fax No.
Responsibilities			

**MINISTRY OPPORTUNITIES**

What position are you interested in? Indicate preference in order your first, second and third choice by marking 1, 2 or 3 in the following list.  
Note that there are minimum age requirements for all positions. You may be required to fill 2 positions should one position have limited time requirements.

LEADERSHIP STAFF	<input type="checkbox"/> Program Coordinator	<input type="checkbox"/> Program Assistant	<input type="checkbox"/> Head Cabin Leader
PROGRAM STAFF	<input type="checkbox"/> Cabin Leader	<input type="checkbox"/> Assistant Cabin Leader	<input type="checkbox"/> Bible Teacher
SUPPORT STAFF	<input type="checkbox"/> Camp Nurse	<input type="checkbox"/> Camp Cook	<input type="checkbox"/> Kitchen Aide
SPECIALTY STAFF	<input type="checkbox"/> Head Lifeguard	<input type="checkbox"/> Lifeguard	<input type="checkbox"/> Assistant Lifeguard

**CAMP PROGRAM INTERESTS AND SKILLS**

Carefully check program skills below which hold special interest for you and those in which you can be lead or assist.

**Core Electives** are programs which must be offered each week.

**Auxiliary Electives** are programs which are offered dependent upon having enough personnel who have the ability to teach them after the Core Electives have been assigned.

**CORE ELECTIVES**

You must check at least 2 programs that you are willing to lead, double checkmark these.

As well, you must check at least 2 programs that you are willing to assist, single checkmark these.

During pre-camp training we will determine which programs you will either lead or assist based on what you have indicated below.

Check as many extra programs as applicable. This list will be used as a basis for what programs we will offer and what you will teach.

<input type="checkbox"/> Swim Lessons	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Archery	<input type="checkbox"/> Drama	<input type="checkbox"/> Sports	<input type="checkbox"/> Nature Study	<input type="checkbox"/> Music	<input type="checkbox"/> Crafts
---------------------------------------	-----------------------------------	----------------------------------	--------------------------------	---------------------------------	---------------------------------------	--------------------------------	---------------------------------

**AUXILIARY ELECTIVES**

Check as many extra programs as applicable that you would like to be involved in.

If you are willing to lead, double checkmark these. If you are willing to assist, single checkmark these.

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2 / 4 78.7%

### CAMP PROGRAM INTERESTS AND SKILLS

Carefully check program skills below which hold special interest for you and those in which you can be lead or assist.

**Core Electives** are programs which must be offered each week.

**Auxiliary Electives** are programs which are offered dependent upon having enough personnel who have the ability to teach them after the Core Electives have been assigned.

#### CORE ELECTIVES

You must check at least 2 programs that you are willing to lead, double checkmark these.

As well, you must check at least 2 programs that you are willing to assist, single checkmark these.

During pre-camp training we will determine which programs you will either lead or assist based on what you have indicated below.

Check as many extra programs as applicable. This list will be used as a basis for what programs we will offer and what you will teach.

☐ Swim Lessons ☐ Canoeing ☐ Archery ☐ Drama ☐ Sports ☐ Nature Study ☐ Music ☐ Crafts

#### AUXILIARY ELECTIVES

Check as many extra programs as applicable that you would like to be involved in.

If you are willing to lead, double checkmark these. If you are willing to assist, single checkmark these.

☐ Bible Teaching ☐ Geocaching ☐ First Aid/CPR ☐ Sign Language ☐ Drawing ☐ Pioneering

☐ Photography ☐ Puppets ☐ Singing ☐ Storytelling ☐ Scrapbooking ☐ Other

Indicate if you have any special qualifications below (e.g. ORCKA, NLS, etc.).

Is there any activity or hobby in which you have done special work or have special ability? Give details:

### CAMP PROGRAM ACTIVITIES

Check off any activities you would be interested in being involved with. Check all that are applicable.

☐ Challenge Course ☐ Audio Equipment ☐ Lifeguarding ☐ Videography ☐ Gardening ☐ Rock Climbing

☐ Campfire Program ☐ Fishing ☐ Song Leading ☐ Grounds Maint. ☐ Other

Do you swim? ☐ What YMCA or Red Cross Ratings do you hold (please list all):

Do you play a musical instrument? ☐ No ☐ Yes If yes, which?

### REFERENCES

(required for ALL NEW applications only)

Provide names of four individuals (not relatives) who know you well.  
(Example: Pastor, Youth Leader, Employer, School Official, Coach, Church Member)

Ensure that your references are aware that they will be contacted. Email is the preferred and quickest method of communication.

References will be required to complete and return a written form by email, fax or postal mail.

Pastor/Youth Leader	Name of Church	Years Known
Address	City	Province
Postal Code	Tel. No.	Email
Name	Relationship	Years Known
Address	City	Province
Postal Code	Tel. No.	Email
Name	Relationship	Years Known
Address	City	Province
Postal Code	Tel. No.	Email
Name	Relationship	Years Known
Address	City	Province
Postal Code	Tel. No.	Email

### AVAILABILITY

\*Student staff must apply for the entire 4 1/2 weeks of summer camp in July and August.

\*Additional weeks to serve may be available.

\*Adult staff circle the weeks you are available.

The weeks you are required to work are:  
JULY 8-14 Trekkin' Camp  
JULY 15-21 Trekkin' Camp  
JULY 22-24 Beginn'n' Camp  
AUGUST 5-11 Trekkin' Camp  
AUGUST 12-18 Trailblazin' Camp

ALL STUDENTS: It is mandatory to attend all of the required precamp training held from Friday, June 23<sup>rd</sup> at 7pm to Friday, July 6<sup>th</sup> at 7pm to work at Mill Stream.

The precamp training week is an unpaid week. I understand that if I do not attend the required training I may not be hired.

☐ YES, I agree to attend.

IS MONETARY COMPENSATION REQUIRED FOR THE WEEKS SERVING? ☐ YES ☐ NO

### DOCTRINAL QUESTIONNAIRE

INSTRUCTIONS FOR COMPLETING THIS SECTION - READ CAREFULLY

FOR ALL NEW STAFF:	1) This section must be completed entirely before you can be considered to serve this summer. 2) Fill out all questions below completely. Include scriptural references for each question where requested. You may use a separate sheet of paper if needed. Incomplete answers will delay your application.
FOR RETURNING STAFF ONLY:	Complete both steps: 1) Check one: <input type="checkbox"/> There are no changes in my Doctrinal Questionnaire (Go to step 2) <input type="checkbox"/> There are changes in my Doctrinal Questionnaire (Make changes in the sections below) 2) All returning staff must complete on a separate piece of paper answers to the following questions: a. In what ways did you grow and develop as a person last summer at camp?

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3 / 4 78.7%

IS MONETARY COMPENSATION REQUIRED FOR THE WEEKS SERVING? ☐ YES ☐ NO

---

**DOCTRINAL QUESTIONNAIRE**

INSTRUCTIONS FOR COMPLETING THIS SECTION - READ CAREFULLY

<b>FOR ALL NEW STAFF:</b>	1) This section must be completed entirely before you can be considered to serve this summer. 2) Fill out all questions below completely. Include scriptural references for each question where requested. You may use a separate sheet of paper if needed. Incomplete answers will delay your application.
<b>FOR RETURNING STAFF ONLY:</b>	Complete both steps: 1) Check one: <input type="checkbox"/> There are no changes in my Doctrinal Questionnaire (Go to step 2) <input type="checkbox"/> There are changes in my Doctrinal Questionnaire (Make changes in the sections below) 2) All returning staff must complete on a separate piece of paper answers to the following questions: a. In what ways did you grow and develop as a person last summer at camp? b. How you have maintained your spiritual growth this year c. What, if anything, would you do differently this coming summer at camp The length of your answers are not important, however the content is.

Church you attend:	Are you a Member: <input type="checkbox"/> yes <input type="checkbox"/> no	Your Involvement at your Church:
Pastor's Name:	Church Phone Number:	

**SECTION 1 Salvation**

a) Explain how you came to know Christ as your Savior. Please try to be specific about your experience.

b) How long have you been saved?

c) Is every one born in sin and is a sinner? Give one verse to support your answer:

d) Did Christ die in our place for our sins? Give one verse to support your answer:

e) Can our good works bring favor with God and save us? Give one verse to support your answer:

f) Does God save us if we truly believe in His Son, Jesus Christ? Give one verse to support your answer:

g) When one is truly born again is their eternal destiny is settled forever? Give one verse to support your answer:

h) Briefly explain how to be saved using Scripture references:

**SECTION 2 Word of God**

a) Is the Bible inspired? Give one verse to support your answer:

b) Can the Bible be taken as the final authority in matters of life and conduct today?

**SECTION 3 Godhead**

a) Do you believe in the Trinity? Why? Give one verse to support your answer:

b) Do you believe that the Father, Son and Holy Spirit are distinct persons, each with His own work and yet co-equal? Give one verse to support your answer:

**SECTION 4 Jesus Christ**

a) Is He coming visibly to earth again? Give one verse to support your answer:

b) Is He the Son of God born of a virgin? c) Did He work miracles while here on earth?

d) Did He live a sinless life? Give one verse to support your answer:

e) Did He really die and was He buried? f) Did He rise again the third day in bodily form?

**SECTION 5 Holy Spirit**

a) Is He a real personality? b) Do you believe in being filled with the Spirit?

c) Do we receive the Holy Spirit when we believe? d) Do you speak or pray in tongues?

**SECTION 6 Man**

a) Is man the product of evolution or direct creation? Give one verse to support your answer:

b) Can natural man do anything in himself to please God? Give one verse to support your answer:

c) Will a child or any individual capable of understanding the Gospel be eternally punished if they have not accepted Christ as Savior? Give one verse to support your answer:

**SECTION 7 Holy Living**

a) Is it God's will for Christians to live an exemplary life? Give one verse to support your answer:

b) Can God give us power to overcome sin in our lives? Give one verse to support your answer:

c) Does God desire us to be separate from the things of the world? Give one verse to support your answer:

d) Do you seek to please God in the matter of personal habits?

e) Do you seek to please God in your relationships with the opposite sex?

f) Do you believe pre-marital or extra-marital sex relationships are sin? Give one verse to support your answer:

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4 / 4 78.7%

a) Is he coming victory to earth again? Give one verse to support your answer:

b) Is He the Son of God born of a virgin? c) Did He work miracles while here on earth? Give one verse to support your answer:

d) Did He live a sinless life? Give one verse to support your answer:

e) Did He really die and was He buried? f) Did He rise again the third day in bodily form?

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**SECTION 7 Holy Living**

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b) Can God give us power to overcome sin in our lives? Give one verse to support your answer:

c) Does God desire us to be separate from the things of the world? Give one verse to support your answer:

d) Do you seek to please God in the matter of personal habits? Give one verse to support your answer:

e) Do you seek to please God in your relationships with the opposite sex? Give one verse to support your answer:

f) Do you believe pre-marital or extra-marital sex relationships are sin? Give one verse to support your answer:

g) What is your belief about homosexuality? Give a verse to support your answer:

**SECTION 8 Future Things**

a) Where will the believer go when he dies? Give one verse to support your answer:

b) Where will the unbeliever go when he dies? Give one verse to support your answer:

c) Does the punishment of the lost last forever? Give one verse to support your answer:

d) Is there a second chance to be saved after death? Give one verse to support your answer:

Additional Comments:

I have read and fully understand all the questions requested in this application. I certify that all answers given by me are accurate and complete. I understand that completion and submission of this application does not ensure me a position. I authorize Mill Stream Bible Camp and Retreat Centre to contact the references listed above and I release each person from liability for providing this information.

If accepted for service:

- I understand that I will need to provide a Police Records Check at my own expense and all information concerning my references and Police Records check will be treated in a confidential manner and according to the Mill Stream Bible Camp and Retreat Centre Privacy Policy.
- I understand that omission and/or misrepresentation of the facts requested may be just cause for immediate dismissal without prior notice.
- I agree to abide by all the rules and policies of Mill Stream Bible Camp and Retreat Centre.
- I agree to abide by BCM Statement of Faith and Community Standards Statement.

I have read, understood and agree to the above.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

All correspondence will be by email listed on the front page unless otherwise requested here: \_\_\_\_\_

Mill Stream Bible Camp and Retreat Centre is owned and operated by BCM International (Canada) Inc.

**OFFICE USE ONLY**

Date Received	MM / DD / YY	Date First Response Issued	MM / DD / YY
Date First Reference Received	MM / DD / YY	Date References Issued	MM / DD / YY
Date Second Reference Received	MM / DD / YY	Date Phone Interview Completed	MM / DD / YY
Date Third Reference Received	MM / DD / YY	Date In-person Interview Completed	MM / DD / YY
Date Fourth Reference Received	MM / DD / YY	Date Response Sent	MM / DD / YY

NOTES:

https://www.labour.gov.on.ca/english/tools/hours/what\_counts.php

Ontario Ministry of Labour

Search

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Location: Home > Employment Standards > Tools > Hours of Work > What Counts as Work Time: Hours of Work and Overtime Tool

Ministry of Labour

Employment Standards

Education, Outreach and Partnership

Frequently Asked Questions

Topics and Publications

Forms

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Health and Safety

Labour Relations

Ontario-Quebec Construction Mobility

Agencies, Boards and Commissions

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#worksafeON | #workinON

## What Counts as Work Time?

Content last reviewed: April 2019

[Hours of Work & Overtime Tool](#) > What Counts as Work Time?

It is necessary to determine what counts as work time (hours of work) for the purposes of determining compliance with the minimum wage, overtime and hours of work (including rest entitlements) provisions under the [Employment Standards Act \(ESA\)](#).

Generally, work is considered to be performed when the employee is actually working or the employee is not working but is required to stay at the workplace. However, even if the employee is required to stay, he or she is not considered to be working during the time that he or she is entitled to take time off and does take time off for:

- an eating period;
- sleeping (provided that the employer provides the sleeping facilities and the employee is entitled to at least six uninterrupted hours off work); or
- engaging in private affairs or pursuits.

Note that an employee who is not at the workplace but is "on call" is not considered to be working unless the on-call employee is called into work.

### Travel Time

Commuting time and travel during the workday are treated differently under the ESA.

Commuting time is the time it takes an employee to get to work from home and vice-versa. This is not counted as work time for the purposes of the ESA.

However, there are a number of exceptions to this rule.

- If the employee takes a work vehicle home in the evening for the convenience of the employer, the work time begins when the employee leaves home in the morning and ends when he or she arrives home in the evening.
- If the employee is required to transport other staff or supplies to or from the workplace or work site, time so spent must be counted as work time.
- If the employee has a usual workplace but is required to travel to another location to perform work, the time traveling to and from that other location is counted as work time.

Time spent travelling during the course of the workday is considered to be work time.

### Training Time

Time spent by an employee in training that is required by the employer or by law is counted as work time. For example, where the training is required because the employee is a new employee or where it is required as a condition of continued employment in a position, the training time is considered to be work time.

Time spent in training that is not required by the employer or by law in order for an employee to do his or her job is not counted as work time. For example, where an employee hoping for a promotion with the employer takes training in order to qualify for it, time spent taking the training is not considered to be work time.

- View the [Special Rule Tool](#)
- View [Section 1.1 of Reg. 285/01](#)
- View [Your Guide to the ESA](#)

Please complete our [survey](#).

Employment Standards Information Centre  
416-326-7180 (Greater Toronto Area)  
1-800-531-5351 (toll free Canada-wide)  
1-866-567-8893 (TTY for hearing impaired)

CONTACT US | ACCESSIBILITY | PRIVACY | SITE MAP

STUDENT'S HANDBOOK FOR ONTARIO, 2009-2018 | TERMS OF USE

Last Modified: April 09 2019

**Certification**

The Notice of Application in Federal Court File No. T-918-19 dated June 3, 2019 contains a request pursuant to Rule 317 of the *Federal Courts Rules* for material. The Rule 317 request includes a request for the following material (the "Third Request"):

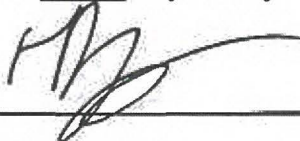
3. The record of all documents and other materials before the Minister informing the Minister's decision to impose the Impugned Provision on any CSJ application.

The Notice of Application defines the "Impugned Provision" as the provision in the 2019 Canada Summer Jobs Applicant Guide which defines ineligible projects and job activities as projects or job activities which:

"restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identify or expression;"

In response to the Third Request, I certify that the attached are true copies of all the documents and other materials relevant to the decision to impose the Impugned Provision in the possession of the Minister of Employment, Workforce Development and Labour, which the Crown does not object to producing.

Dated this 14 day of July, 2019.



Tahiya Bakht,

Senior Advisor, Office of the Honourable Patty Hajdu, Minister of Employment, Workforce Development and Labour, on behalf of Her Majesty

THIS IS EXHIBIT "T" REFERRED TO IN THE	
AFFIDAVIT OF	LARRY Chupa
SWORN BEFORE ME THIS	13th
OF	Sept 20 19
J. Bakht	





2018 SC-NHQ 002679

SECRET  
SOLICITOR CLIENT PRIVILEGE  
AND LITIGATION PRIVILEGE  
IRBV

MEMORANDUM TO THE MINISTER OF EMPLOYMENT, WORKFORCE  
DEVELOPMENT AND LABOUR

**CANADA SUMMER JOBS 2019: QUALITY JOBS FOR YOUTH**  
**CHANGES TO PROGRAM ELIGIBILITY**

FOR DECISION AT YOUR EARLIEST CONVENIENCE

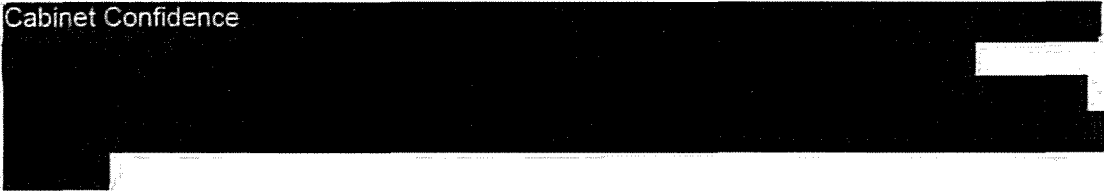
**SUMMARY**

- The purpose of this memorandum is to seek your decision on program eligibility changes for Canada Summer Jobs (CSJ) 2019, as well as to outline further decisions that are being sought under separate cover to support the launch of CSJ 2019.
- In keeping with the renewed policy objectives of the Youth Employment Strategy (YES) to provide youth with quality job placements in safe, inclusive and healthy work environments, the Department has strengthened the policy rationale supporting CSJ funding decisions (Annex A). Linked to this rationale and your statutory authorities, the Department has developed eligibility requirement options to support funding decisions and address stakeholder concerns.
- Your approval is being sought at your earliest convenience regarding:
  - a) Language for the Employer Attestation (Annex B); and,
  - b) Ineligibility Criteria (Annex C).
- The Department has sought your approval of the proposed approach to strengthen the program delivery (2018 SC-NHQ 002722) as well as the program parameters for CSJ 2019 (2018 SC-NHQ 002770) under separate cover.

THIS IS EXHIBIT "D" REFERRED TO IN THE  
AFFIDAVIT OF *Larry Chupin*  
SWORN BEFORE ME THIS *13th* DAY  
OF *Sept* 20 *19*  
*[Signature]*

.../2

## BACKGROUND

- CSJ is an initiative of the YES, the Government of Canada's commitment to help young people get the information and gain the skills, work experience and abilities they need to make a successful transition into the labour market.
- Cabinet Confidence  

- In keeping with the renewed YES, the CSJ program will now be open to all youth between 15 and 30 years of age, not only students. The objectives of the program are also being updated to place greater emphasis on the creation of quality work experiences for youth that provide opportunities to develop and improve their skills. Through the application of national and local priorities, CSJ also seeks to improve access to employment opportunities for youth who face unique barriers.
- To achieve the policy objectives and to address feedback from stakeholders, the Department has identified how the program could be strengthened to ensure that jobs funded under CSJ take place in inclusive and non-discriminatory work environments that are in compliance with all applicable laws.

### *2018 Eligibility Changes*

- A new requirement was introduced in CSJ 2018 to help prevent Government of Canada funding from flowing to organizations whose mandates or projects may not respect individual human rights or the values underlying the *Canadian Charter of Rights and Freedoms* (Charter). All applicants were required to attest that both the job and the organization's core mandate respected the following principles:

"attest that both the job and the organization's core mandate respect individual human rights in Canada, including the values underlying the *Canadian Charter of Rights and Freedoms* as well as other rights. These include reproductive rights and the right to be free from discrimination on the basis of sex, race, national or ethnic origin, colour, mental or physical disability, sexual orientation or gender identity or expression."

- The inclusion of this language in the Attestation put the onus on the applicant to self-assess that their organizational mandate and job placement complied with program eligibility requirements. Further to implementing this approach, Supplemental Information was published by the Department to clarify the use

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of the terms "core mandate" and "respect". A total of 1,563 program applicants did not submit a complete application with a signed Attestation.

#### *Feedback from Stakeholders*

- Feedback related to the new eligibility requirement focused on the following issues:
  - Concern around the use and meaning of "respect" and "core mandate";
  - Criticism of the linkage between *Charter* rights and reproductive rights;
  - Allegations of infringements on *Charter* rights (particularly freedom of religion, belief, and expression) and/or that the requirement represents compelled speech or a "values test"; and,
  - Claims that faith-based organizations were being denied access to a government program on the basis of their religious beliefs.

#### *Challenges before the Courts*

- The language of the 2018 Attestation has been subject to a legal challenge before the Court of Queen's Bench in Alberta. There are also 9 judicial review applications before the Federal Court challenging the decisions regarding funding.

#### **CHANGES FOR CSJ 2019**

- Cabinet Confidence [REDACTED] the Department has developed a range of changes to clarify and strengthen program requirements to better meet policy objectives for inclusive work environments and quality work placements.
- These changes will improve the Department's ability to ensure that project funding is used for placements that align with the policy objectives, while aiming to address some of the concerns that arose during CSJ 2018.

#### *Policy Rationale (Annex A)*

- Funding decisions should be connected to policy objectives and statutory authorities:
  - Section 5 of the *Department of Employment and Social Development Act* (the Departmental Act) provides that the Minister shall exercise her powers and perform the duties and functions relating to human resources and skills development with a view to improving the standard of living and quality of life of all Canadians by promoting a highly skilled and mobile workforce and an efficient and inclusive labour market; and

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relating to social development with a view to promoting social well-being and income security.

- Section 7 provides the Minister with the authority to make grants and contributions in relation to programs that contribute to the development of the human resources and skills of Canadians or that contribute to the social development of Canada.
- In an effort to reinforce the alignment between funding decision, statutory authorities and the renewed policy objectives, the Department has defined "quality work experience" and "respectful and inclusive work environment" and how these concepts relate to your statutory authorities under the Departmental Act.
- Essential to creating a quality work experience is the need to ensure that program participants—including vulnerable or underrepresented youth in particular—are employed in inclusive and non-discriminatory work environments and are contributing to organizations that respect the rights of all Canadians.
- The European Union developed a comprehensive list of indicators of job quality in 2001 at the Laeken summit. The Laeken indicators of job quality include the following criteria as measures to define a quality work experience: socio-economic security (i.e. decent wages and secure transitions); skills and training opportunities; safe and healthy working conditions; the ability to combine work and family life, and promotion of gender equality.
- Quality job placements that provide a positive work experience taking into account the international Laeken indicators and occur in an inclusive work environment include jobs that:
  - Demonstrate that employers are investing in youth (by paying above the wage subsidy);
  - Provide an opportunity for youth to develop skills needed for employment;
  - Provide mentoring and supervision; and,
  - Occur in safe work environments (e.g., work environments with Workplace Hazardous Materials Information Systems certification and inspections; with policies against sexual harassment and violence); and,
  - Occur in inclusive and healthy work environments (as demonstrated through activities such as promoting mental wellness, promoting equal opportunity and respect for employees regardless of sex, age, religion, race, national or ethnic origin, colour, mental or physical ability, sexual orientation, or gender identity or expression).

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- Applications to the CSJ program will be screened and assessed against these criteria for quality job placements to determine eligibility. This will support the program objective of helping youth develop skills to support their transition to the labour market, which is in keeping with your powers and duties as set out in the Departmental Act related to human resources and skills development in Canada and the social development of Canada. Consistent with the Act's emphasis on an efficient and inclusive labour market, job placements should also be available to any youth between 15 and 30 years old, regardless of sex, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation or gender identity or expression, so they can benefit from the government programming.
- These criteria are especially important for a program that targets youth, some of whom are minors or deemed vulnerable and, therefore, may be more at risk of being significantly influenced by discriminatory behaviour and those practices that do not comply with the law.
- The CSJ Application, Articles of Agreement, and ineligible criteria have been aligned with the strengthened policy rationale.
- This note is seeking your decision on the language for the employer attestation and on options for ineligibility criteria.

#### **DECISION 1: EMPLOYER ATTESTATION**

- The Department has developed a proposed Attestation for employers to declare their adherence to the eligibility requirements (Annex B):
- The proposed Attestation retains the structure and approach of the 2018 Attestation and will remain in the Application Form immediately above the Applicant's signature block and ahead of the Articles of Agreement. The Attestation will also form part of the Articles of Agreement.
- The language below will appear in the Attestation:

"On behalf of my organization I declare that:

1. I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
3. The job would not be created without the financial assistance provided under a potential contribution agreement;
4. Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada."

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### Considerations

- The proposed language addresses the principal criticisms raised by stakeholders in CSJ 2018:
  - For CSJ 2019, the language of the Attestation has been modified to respond to stakeholders' concerns around the use and meaning of "respect" and "core mandate", criticism of the linkage between *Charter* rights and reproductive rights, as well as allegations of infringements on *Charter* rights (particularly freedom of religion, belief, and expression) and/or that the requirement represents compelled speech or a "values test". As a result, for CSJ 2019, there will be no reference to "core mandate" or the use of the word "respect". Instead, the employer must now attest that the funding will not be used to undermine or restrict the exercise of rights legally protected in Canada. In addition, new lists of ineligible employers, activities or projects will be outlined in the Articles of Agreement and Applicant's Guide.
  - The revised attestation no longer includes a reference to reproductive rights. However, as per the eligibility criteria, employers, activities or projects that seek to restrict a woman's access to sexual and reproductive health services will not be eligible for funding.
- The approach of an Attestation has benefits:
  - It is visible and transparent to have organizations sign the Attestation when applying for funding. The onus remains on organizations to decide whether or not to apply and the application may still elicit criticism from some organizations.
- This approach still requires the proponent to attest as a pre-condition that they will abide by the terms of the funding agreement. This, along with the strengthened terms of the funding agreement, will provide the Department with a basis to terminate the funding agreement with employers who are found to be in breach of the terms of the agreement, subject to there being sufficient and reliable evidence to conclude that there is a breach of the terms of the Agreement.
- However, there will still be greater onus on the Department than in 2018 to screen out ineligible organizations based on the enhanced program eligibility requirements as well as the associated eligibility criteria.

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### Articles of Agreement

- The revised Articles of Agreement emphasize that funded organizations will have ongoing responsibility to meet their contractual obligations. The Articles of Agreement also provide for a specific process to terminate the funding agreement when employers do not comply with the Articles themselves or with the terms of the Attestation.
- The strengthened Articles of Agreement will include:
  - An updated Section 12.0 (Employer Attestation);
  - Expanded Employer responsibilities related to the policy objective of the program to create quality jobs;
  - Expanded ineligibility criteria;
  - Updated items related to the termination of agreements; and,
  - Language related to new mandatory reporting requirements and the disclosure of information.

### Legal Considerations for Decision 1– Attestation and Articles of Agreement

Solicitor/Client Privilege



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Solicitor/Client Privilege



## **DECISION 2: INELIGIBILITY CRITERIA**

- In addition to changes to the Attestation and Articles of Agreement, the Department developed two options to provide clear criteria to CSJ applicants when determining their eligibility to apply to the program as well as to support Service Canada program officers when screening the eligibility of applications (Annex C):
  - Option A considers eligibility decisions on the basis of employers and job activities;
  - Option B considers eligibility decisions on the basis of employers, work environments and projects (Recommended).
- The following definitions will guide the screening and assessment of applications for eligibility:

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- Employer: the "Legal Name of the Organization" in the "Canada Summer Jobs - Application/Agreement". It is the entity bound by the terms of the Agreement and who establishes a relationship (Employer-Employee) with the employee, including the hiring, management, and supervision of the employee. The various obligations of the Employer are outlined throughout the Agreement and, in particular, section 9.0 outlines the responsibilities related to the management of the project, which includes the provision of a safe, inclusive and respectful work environment.
- Project: the hiring, administration of, and job activities as described in the Application/Agreement.
- Work environment: includes a quality work experience which takes into account the international Laeken indicators in the environment of the employer in which the job and project occur. Work environments must be safe, respectful, inclusive, free of harassment, abuse and discrimination and in compliance with all applicable laws.

## **Option A: Ineligible Employers and Job Activities**

### Ineligible Employers

- Members of the House of Commons and the Senate;
- Federal Government Departments and Agencies;
- Provincial and Territorial Departments and Agencies;
- Employers who engage in partisan political activities;
- Employers who:
  - deny access to their programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - foster intolerance, discrimination and/or prejudice; or,
  - work to undermine or restrict a woman's access to sexual and reproductive health services.

### Ineligible Job Activities

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant
- Job activities that:
  - restrict access to programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;

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- discriminate on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
- foster intolerance, discrimination and/or prejudice; or,
- work to undermine or restrict a woman's access to sexual and reproductive health services.

### **Option B: Ineligible Employers, Work Environments and Projects (Recommended)**

#### Ineligible Employers:

- Members of the House of Commons and the Senate;
- Federal government departments and agencies;
- Provincial and Territorial department and agencies; and
- Organizations that engage in partisan political activities.

#### Ineligible Projects and Job Activities:

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant
- Projects and job activities that occur in work environments which:
  - restrict access to programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - foster intolerance, discrimination and/or prejudice; or,
  - work to undermine or restrict a woman's access to sexual and reproductive health services.

### Considerations

- Both options seek to emphasize the requirement for employers to have in place inclusive work environment policies and for employers to provide equitable access to programs and services in support of the CSJ policy objective to provide quality work placements in safe, healthy, and inclusive work environments.
- Eligibility decisions will be more complex this year for program staff. Applications will also take longer to assess this year in comparison to CSJ 2018. Cabinet Confidence [REDACTED]
- While both options aim to minimize variability and ambiguity, Option A will require more interpretation, fact-finding or follow-up with applicants than in previous years to support eligibility decisions.



- Despite all of the program delivery improvements introduced this year related to screening and assessment, as well as enhanced monitoring and compliance activities, Option A risks identifying and assessing too many organizations as ineligible. In the case of Option A, the Department anticipates that more faith-based employers would be deemed ineligible.
- Option A may tend to render faith-based employers ineligible for two reasons:
  - Ancillary activities:
    - Among the community services they provide, they may also conduct activities (e.g., a sermon, host pro-life group in their premises) that could be seen as undermining a woman's access to sexual and reproductive health services or discriminatory practices.
  - Faith-based organizational governance models:
    - Employers governed by or linked to faith-based organizations would disproportionately be deemed ineligible given potential links made by program staff to broader doctrine adhered to by faith based organizations. These decisions will in particular, affect applicants who, for example, belong to a faith based employer that runs a summer camp, daycare, or homeless shelter.
- Assessments in the case of Option A are more complex than Option B. Eligibility decisions under Option A will require program officers to more frequently find, consider, and examine factors outside of the Application process. Specifically, the Department would assesses the broad connection between information on the organization's mandate found in the public domain and the subsequent connection to concrete activities in making eligibility determinations. This will in some cases require the Department to follow-up with organizations regarding their mandates and activities; moreover, subsequent negative eligibility determinations may be difficult to explain to applicants deemed ineligible.
- While there was a reduction in the number of faith-based employers who applied in 2018 as compared to 2017, the approach outlined in Option A would likely result in similar number of applicants, but an increased number of organizations deemed ineligible. While this would likely garner media attention, it should not have an impact on the department's ability to meet its target of 70,000 jobs.

- Option B enables the department to meet your policy objectives by focusing on the quality of the work experience, the work environment and job activities. Considering projects instead of employers enables the Department to make more informed eligibility decisions that consider the quality of the work placement in terms of wages offered, skills development opportunities, supervision and mentoring, safety of the workplace, and the inclusiveness and health of the work environment.
- Applications will be assessed for quality against the following criteria to support Departmental efforts to recommend projects that:
  - Provide supervision and mentoring;
  - Declare having implemented the appropriate health and safety measures;
  - Declare having hiring and termination practices as well as a working environment that does not discriminate contrary to applicable laws;
  - Provide employment opportunities consistent with national and/or local priorities; and,
  - Provide skills development, as outlined in the application form.
- In terms of assessment methodology, for Option B, program staff will focus on the quality of the work experience as defined by:
  - Job quality
  - Work and work environment quality
  - Employment quality
- These elements of a quality work experience, the factors considered and the subsequent means to evaluate them are informed by the Laeken indicators and work conducted by the OECD (OECD Guidelines on Measuring the Quality of the Working Environment).

Table 1: Operationalization of Laeken Indicators

Element of Work Experience	Factors Considered in Evaluation	Assessment Criteria
Job Quality	Skill Development and Training Opportunities	<p>Mentoring and Supervision Plans must be provided. Quality of the plans will be assessed.</p> <p>Narrative required in the Application Form on the skills developed during the placement.</p> <p>Alignment with CSJ 2019 National Priorities.</p>
Work and Work Environment Quality	Physical Working Conditions	Occupational Health and Safety practices collected in the Application
	Health and Injury Variables	Occupational Health and Safety practices collected in the Application
	Gender Equality and Inclusion	<p>Declaration that hiring and termination practices do not discriminate as per applicable laws.</p> <p>Applicants are asked whether they will hire youth who are underrepresented or who have additional barriers to the labour market.</p> <p>Signed Attestation.</p> <p>Alignment with CSJ 2019 national priorities.</p>
Employment Quality	Wage	Wages offered are included in the Application. Must respect minimum wage requirements and higher wages result in higher scores in the assessment process.
	Length of work experience	Information provided in the Application (longer job activities are scored higher).

- Considering gender equality, diversity and non-discrimination as elements of a quality work environment contributes to both the recruitment of youth who face unique barriers into the labour market and ensures that their experience has a lasting and positive impact on their future labour market participation so that they are confident about their ability to participate in future employment.
- Eligibility decisions made using the approach in Option B will be easier to operationalize and explain to applicants compared to Option A given they consider specific elements such as quality of the work environment as defined by the Laeken indicators and other research.

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- Assessing projects on the basis of job activity, work environment and work experience, which are informed by the Laeken indicators and other research, (Option B) will facilitate consistency in decision making and aligns more closely with public statements made last year.
- With the focus on the work environment, Option B permits program officers to make eligibility determinations on the basis of the quality of the job and work environment. As a result, employers that share a business number with an ineligible parent organization would not be automatically deemed ineligible.

Legal Considerations for Decision 2 – Ineligibility Criteria

Solicitor/Client Privilege



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Solicitor/Client Privilege



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Solicitor/Client Privilege



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Solicitor/Client Privilege



### RECOMMENDATION

- **Decision 1: Employer Attestation:** You are requested to indicate your approval of the revised Attestation.
- **Decision 2: Ineligibility Criteria:** It is recommended that you approve Option B (Ineligible Employers, Work Environments and Projects) to further strengthen the eligibility requirements for employers and job activities and provide additional support to the measures in Decision 1.

### NEXT STEPS

- **Cabinet Confidence** 

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Cabinet Confidence

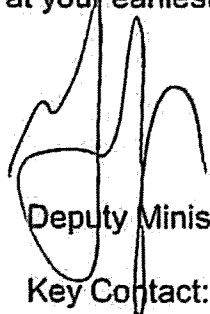


- Subject to your decision and to support the launch of CSJ 2019, the Department has sought your approval of the following under separate cover:
  - Proposed program delivery enhancements, notably the proposed approach to enhance the screening and assessment of applications, monitoring of agreements, as well as the process for terminating agreements, up to and including revocation of funding in cases where issues are identified (2018 SC-NHQ 002722).
  - Recommended program parameters for CSJ 2019, including the allocation formula, the national priorities, Applicant Guide and the Information Kit for Members of Parliament (2018 SC-NHQ 002770).

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Your decision is requested at your earliest convenience.

  
Deputy Minister  
Key Contact:

Stephanie Hébert  
(819) 654-2447

Rachel Wernick  
(819) 654-5991

Mark L. McCombs  
(819) 654-1965

- ☐ I would like an oral briefing
- ☐ I would like \_\_\_\_\_ of my staff to be briefed
- ☐ No briefing required

I concur:

**Decision 1: Employer Attestation**

- ☐ Revised Employer Attestation
- ☐ I would like to see additional options

**Decision 2: Ineligibility Criteria**

- ☐ Option A – Ineligible Employers and Job Activities
- ☐ Option B – Ineligible Employers, Work Environments and Projects
- ☐ I would like to see additional options

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I concur:

\_\_\_\_\_  
Patty Hajdu

\_\_\_\_\_  
Date

I do not concur:

\_\_\_\_\_  
Patty Hajdu

\_\_\_\_\_  
Date

Attachments: 3

## **Strengthened Policy Rationale**

### *Overview of the YES Policy Objective*

YES is the Government of Canada's commitment to help young people, particularly those facing barriers to employment, get the information and gain the skills, work experience and abilities they need to make a successful transition into the labour market.

The modernization of the broader YES puts more emphasis on measuring meaningful outcomes, such as skills development, and on helping those youth furthest from opportunity or underrepresented in the labour market.

The overarching objective is to provide youth with high quality job placements in safe and inclusive work environments.

### *Updates to CSJ*

CSJ is an initiative of the YES. In keeping with the renewed YES, the program will now be open to all youth, not only students. The objectives of the CSJ program were also updated to place a greater emphasis on the creation of quality work experiences for youth that provide opportunities to develop and improve their skills in inclusive and respectful work environments. Through the application of national and local priorities, CSJ also seeks to improve access to employment opportunities for youth who face unique barriers. These national and local priorities are updated on an annual basis to allow the Government of Canada to address gaps in programming.

The updated program objectives are:

- Providing quality work experiences for youth;
- Responding to national and local priorities to improve access to the labour market for youth who face unique barriers; and,
- Providing opportunities for youth to develop and improve their skills.

### *Quality Job Placements and an Inclusive Work Environment*

- Job quality is necessarily a multidimensional concept. The general or overall quality of a job is the sum of multiple aspects affecting both the work environment and the work itself. There are more than 20 recognized frameworks that assess dimensions of job quality. While they have differences, generally they measure issues related to job satisfaction; wages; health and safety/working conditions; skills development and utilization; and work-life balance. These include the:
  - European Job Quality Index;
  - International Labour Organization's Decent Work Indices;
  - Good Jobs Index; and
  - Laeken Indicators of Job Quality

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- While each framework has its own strengths and weaknesses they focus on similar dimensions. For the purposes of this assessment the Laeken Indicators of Job Quality are being used. They have been widely used since 2001 and have among their strengths objective variables, inclusion of dynamic variables and because they have been used for a number of years allow for cross country comparison. Under Laeken, indicators are clustered under two dimensions.

1.) Characteristics of the job itself

- Intrinsic job quality
- Lifelong learning and career development
- Gender equality
- Health and safety at work
- Flexibility and security
- Inclusion and access to the labour market

2.) The work and wider labour market context

- Work organization and work-life balance
- Social dialogue and workers' involvement
- Diversity and non-discrimination
- Overall economic performance and productivity (including wages)

*Application of Job Quality to CSJ*

- ESDC will therefore consider quality job placements that demonstrate:
  - Employers are investing in youth (by paying above minimum wage or committing to retain the youth beyond the wage subsidy);
  - Provide an opportunity for youth to develop skills needed for employment;
  - Provide mentoring and supervision;
  - Occur in safe work environments (e.g., workplaces with Workplace Hazardous Materials Information Systems certification; inspections; with policies against sexual harassment and violence); and,
  - Occur in inclusive and healthy work environments (as demonstrated through activities such as promoting mental wellness, promoting equal opportunity and respect for employees, regardless of sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation or gender identity or expression).
- Applying these criteria of quality job placements for youth ensures they can develop skills that will support their transition to the work environment, consistent with the Minister's powers and duties as set out in the Departmental Act. Consistent with the Act's emphasis on an efficient and inclusive labour market, job placements should also be available to any youth, regardless of race, gender identity, religious beliefs or disability, can benefit from government programming.
- These quality criteria are especially important for a program that targets youth, many of whom are minors, who may be more at risk of being the victim of discriminatory

behaviour and practices and can be significantly influenced by exposure to negative adult behavior<sup>2</sup>.

- For many youth, summer employment represents a key step in the transition into the labour market. Not only does it provide youth with work experience and the opportunity to earn money during the summer months, it also has a lasting impact on their future labour market participation. Youth who participated in meaningful summer employment where they feel that they learned new skills are more likely to be confident about their ability to participate in future employment and more motivated to find a job following their job placement<sup>3</sup>.
- At the same time, for youth that have negative experiences in the labour market at an early age, the repercussions can have a scarring impact on the youth both professionally and personally. For many youth, a summer job represents their first work experience. Youth who hold a job for the first time are particularly vulnerable to be at risk of harassment or discrimination, as they are often unfamiliar with the expectations, roles, responsibilities and norms of the workplace, and often receive little or no training<sup>4</sup>.
- Youth workplace harassment is a serious and growing issue and countries are beginning to develop programs to support the high numbers of youth who experience it<sup>5</sup>. Certain sub-groups of youth are more likely to experience workplace harassment: female and male visible minorities, white women and LGBTQ2 youth<sup>6</sup>. Youth have a high risk of experiencing employment harassment for several reasons: 1) their young age; 2) their new occupational status as an employee; and 3) their lack of employment experience and uncertainty of how to respond to the harassment<sup>7</sup>.
- While it is difficult to quantify the number of youth who experience harassment in the workplace due to the tendency of young victims to be unwilling to come forward in the majority of situations, research in the United States indicates that even though sexual harassment complaints are declining among the general population, that they

<sup>2</sup> <http://www.te-palvelut.fi/te/fi/>; <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2752426/>

<sup>3</sup> Weaver, Robert D. 2011. "Assessing the Impact of a Summer Jobs Program on Youth's Perceptions of their Employability." *Currents: Scholarship in the Human Services* 10(1): 1-19.

<sup>4</sup> Drobac, Jennifer Ann. 2007. "I can't to I Kant: the sexual harassment of working adolescents, competing theories, and ethical dilemmas" *Albany Law Review*. 70.2 (Spring): p 675-739; Flahardy, Cathleen. 2005. EEOC Responds To Harassment Complaints From Teens. *Corporate Legal Times*, 75 (1 November), 44-45. Accessed 2 November. Available at: <https://www.law.com/almlD/51c9a7eb150ba0411400013a/?sreturn=20181002120239>; Wells, Susan. J. (2005). De-Greening Teens. *HR Magazine*, 4 (1). 1 April. Accessed 2 November 2018. Available at: <https://www.shrm.org/hr-today/news/hr-magazine/Pages/0405wells.aspx>

<sup>5</sup> U.S. Equal Employment Opportunity Commission "Youth@Work". No date given. Accessed 18 October 2018. Available at: <https://www.eeoc.gov/youth/index.html>

<sup>6</sup> Welsh, S., Carr, J., Macuarrie, B., & Huntley, A. (2006). "I'm not thinking of it as sexual harassment": Understanding harassment across race and citizenship. *Gender and Society*, 20, 87-107.; Krieger, N., Waterman, P. D., Hartman, C., Bates, L. M., Stoddard, A. M., Quinn, M. M., et al. (2006). Social hazards on the job: Workplace abuse, sexual harassment, and racial discrimination. *International Journal of Health Services*, 36, 51-85.

<sup>7</sup> Mortimer, J. T. (2003). *Working and growing up in America*. Cambridge, MA: Harvard University Press.

are on the rise among the youngest workers. The proportion of complaints from underage workers between the ages of 14 and 17 increased from under two percent in 2001 to eight percent in 2004. Teens who are sexually harassed at work are likely to experience isolation, helplessness, hopelessness and powerlessness. For young women, the trauma often takes the form of increased alcohol use, high levels of depression and anxiety, while young men may show anger and violence, poor school performance and criminal activity.<sup>8</sup>

- While youth from both high socio-economic backgrounds and low socio-economic backgrounds may occupy similar types of work during adolescence, a youth's socio-economic background significantly impacts how she or he will cope with negative work experiences, such as harassment. For example, youth from higher socio-economic backgrounds who are being harassed at work have more resources to quit their job and seek employment where they will be treated better. Youth from lower socio-economic backgrounds who are being harassed at work cannot necessarily afford to leave the job which may prevent long-term obstacles to upward mobility.<sup>9</sup>

### *Promoting Equality of Opportunity and Addressing Social Exclusion and Discrimination*

- It is also known that certain youth face additional barriers to the labour market, including women in certain fields, visible minorities and new immigrants, Indigenous youth, youth with disabilities, LGBTQ2 youth. Women, especially, still face inequity in the labour market through lower pay for the same job, more part-time work, and being delegated to traditional gender roles and occupations, which are typically at a lower pay level than men's.<sup>10</sup>
- The Government has been clear about its commitment to gender equity<sup>11</sup>, and to policies and programs that support women's reproductive rights<sup>12</sup>, LGBTQ2 rights<sup>13</sup> and to the promotion of human rights within Canada and around the world<sup>14</sup>. The Government has also introduced Bill C-65, *An Act to amend the Canada Labour Code (harassment and violence)*, to prevent sexual harassment and violence against women in the work environment.

<sup>8</sup> Crafts, D. & Thomas, S. (2015). Sexual Harassment: A focus on Youth Employment and Managerial Practice in the Hospitality and Service Industries. *The Electronic Journal of Legal, Safety, and Security Research*. November, 1, Vol. 8

<sup>9</sup> McLaughlin, H., Uggen, C., & Blackstone, A. (2008). Social class and workplace harassment during the transition to adulthood. In J. T. Mortimer (Ed.), *Social class and transitions to adulthood*. *New Directions for Child and Adolescent Development*, 119, 85–98.

<sup>10</sup> "Women in Canada: a Gender-Based Statistical Report", <http://www.statcan.gc.ca/pub/89-503-x/2015001/article/14694-eng.pdf>

<sup>11</sup> GoC commitments outlined in the report from the Status of Women Canada entitled "Setting the Stage for the Next Century: The Federal Plan for Gender Equality"

<sup>12</sup> Announcement on March 8, 2017: "Canada's commitment to sexual and reproductive health and rights" [http://international.gc.ca/world-monde/issues\\_development-enleux\\_developpement/global\\_health-sante\\_mondiale/reproductive\\_faq-reproductifs\\_faq.aspx?lang=eng](http://international.gc.ca/world-monde/issues_development-enleux_developpement/global_health-sante_mondiale/reproductive_faq-reproductifs_faq.aspx?lang=eng)

<sup>13</sup> November 15, 2016 news release "Prime Minister announces Special Advisor on LGBTQ2 issues" <https://www.pm.gc.ca/eng/news/2016/11/15/prime-minister-announces-special-advisor-lgbtq2-issues>.

<sup>14</sup> Canada's commitment to the promotion of human rights within Canada and around the world <https://www.canada.ca/en/canadian-heritage/services/canada-united-nations-system.html>.

## AR197

- Consistent with the Government's position and the advice from the Expert Panel on Youth Employment, the new Youth Employment Strategy, including the CSJ program, will aim to address these barriers faced by certain youth – and encourage greater participation of women in the work environment, and in certain fields that have traditionally been male-dominated (e.g., STEM, trades).

The language below will appear in the Attestation:

"On behalf of my organization I declare that:

1. I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
3. The job would not be created without the financial assistance provided under a potential contribution agreement;
4. Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada."

« Au nom de mon organisation, je déclare que :

1. j'ai lu, compris et je me conformerai aux dispositions de l'Entente d'Emplois d'été Canada;
2. je dispose des pouvoirs, autorisations et approbations nécessaires pour soumettre la demande en mon nom et au nom de l'organisme;
3. l'emploi ne serait pas créé sans l'aide financière fournie en vertu d'une entente de contribution éventuelle;
4. le financement du programme d'Emplois d'été Canada ne sera pas utilisé pour miner ou restreindre l'exercice de droits légalement protégés au Canada.»



**Option A: Ineligible Employers and Job Activities**Ineligible Employers

- Members of the House of Commons and the Senate;
- Federal Government Departments and Agencies;
- Provincial and Territorial Departments and Agencies;
- Employers that engage in partisan political activities;
- Employers who:
  - deny access to their programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - foster intolerance, discrimination and/or prejudice; or,
  - work to undermine or restrict a woman's access to sexual and reproductive health services.

Ineligible Job Activities

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant
- Job activities that:
  - restrict access to programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - foster intolerance, discrimination and/or prejudice; or,
  - work to undermine or restrict a woman's access to sexual and reproductive health services.

**Option B: Ineligible Employers, Work Environments and Projects**Ineligible Employers:

- Members of the House of Commons and the Senate;
- Federal government departments and agencies;
- Provincial and Territorial department and agencies; and
- Organizations that engage in partisan political activities.

Ineligible Projects and Job Activities:

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant
- Projects and job activities that occur in work environments which:
  - restrict access to programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;

## SOLICITOR CLIENT PRIVILEGE

- foster intolerance, discrimination and/or prejudice; or,
- work to undermine or restrict a woman's access to sexual and reproductive health services.

**Hébert, Stephanie S [NC]**

---

**From:** Saini, Sabina S [NC]  
**Sent:** November-21-18 2:29 PM  
**To:** Wernick, Rachel R [NC]; Hébert, Stephanie S [NC]  
**Cc:** Flack, Graham G [NC]; MacLean, Leslie L [NC]; Van Houten, Leah L [NC]; Bakht, Tahiya T [NC]  
**Subject:** FW: UPDATED: CSJ eligibility language  
**Attachments:** Declaration-Ineligability\_ Nov21PMchanges.docx

All,

Please find attached language that been approved by the Prime Minister and the Minister.

No further action required.

Many thanks,

Sabina

THIS IS EXHIBIT " V " REFERRED TO IN THE	
AFFIDAVIT OF <i>Larry Chupa</i>	
SWORN BEFORE ME THIS <i>13th</i>	DAY
OF <i>Sept</i>	20, <i>19</i>
<i>[Signature]</i>	

**2019 Attestation (Approved by Minister Hajdu):**

1. I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
3. The job would not be created without the financial assistance provided under a potential contribution agreement;
4. Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

DRAFT

**Eligibility Criteria (Option 1: Approved by Minister Hajdu)****Ineligible Employers:**

- Members of the House of Commons and the Senate
- Federal Government Departments and Agencies
- Provincial and Territorial Departments and Agencies
- Organizations that engage in partisan political activities
- Organizations that undermine or restrict the exercise of rights legally protected in Canada.

**Ineligible Projects and Job Activities:**

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant; or
- Projects or job activities that:
  - restrict access to programs or services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate contrary to applicable laws, on the basis of prohibited grounds, including sex, age, religion, race, national or ethnic origin, colour, mental or gender identity or expression;
  - foster or advocate intolerance, discrimination and/or prejudice; or
  - actively work to undermine or restrict a woman's access to sexual and reproductive health services.

**FEDERAL COURT**

B E T W E E N :

BCM INTERNATIONAL (CANADA) INC.

Applicant

- and -

CANADA (MINISTER OF EMPLOYMENT, WORKFORCE DEVELOPMENT AND  
LABOUR, and THE ATTORNEY GENERAL OF CANADA)

Respondent

**AFFIDAVIT OF PHIL WHITEHEAD**

I, Phil Whitehead, of Hamilton, Ontario, SWEAR THAT:


1. I am the Executive Director of BCM International (Canada) Inc. ("BCM"). I have personal knowledge of the facts herein deposed except where based on information and belief, in which case I verily believe the same to be true.
2. I have served as the executive director BCM since November 2012. Prior to that, I served in children's ministry in various roles with AWANA Clubs Canada, including as Executive Director. In particular, I have organized and managed Christian summer camp programs for children, including hiring program staff to run the summer camp programs.
3. As stated in its Letters Patent, BCM's first purpose is as follows:
  - (a) TO engage in all manner of activities for the spread of the knowledge of the saving grace of the Lord Jesus Christ in accordance with the doctrinal beliefs of the Corporation;

See BCM Letters Patent attached as **Exhibit "A"** to this Affidavit.

4. The doctrinal beliefs are grounded in the Bible as our "authority for all matters of faith and conduct". See BCM Doctrinal Statement attached as **Exhibit "B"** to this Affidavit.

5. A brief history of how BCM has sought to carry out its purpose is provided on BCM's website under the "About Us" section, a copy of which is attached as **Exhibit "C"** to this Affidavit. A specific description of BCM's ministry through summer camps, including specifically Mill Stream Bible Camp and Retreat Centre ("Mill Stream") and Mount Traber Bible Camp ("Mount Traber"), is also provided on the BCM website. See "Camping" section of BCM website attached as **Exhibit "D"** to this Affidavit.
6. In order for BCM to carry out its purpose and share the Gospel with children at summer camps, including the love, death, resurrection and forgiveness of Jesus Christ, it is essential that BCM hire summer camp staff that align with that purpose and our doctrinal beliefs.
7. Both the Mill Stream and Mount Traber camp staff applications therefore inquire regarding potential staffs' views on BCM's traditional Christian beliefs concerning faith and conduct. See Mill Stream and Mount Traber staff applications attached to this Affidavit as **Exhibits "E"** and **"F"**, respectively.
8. In order to carry out BCM's mission at both Mill Stream and Mount Traber, it is essential that BCM have camp staff who align with that mission. The questions asked in staff application form allow BCM staff to evaluate the prospective camp staff and volunteers to determine compatibility in carrying out BCM's mission in the various roles of service at BCM's summer camps. A negative response to one or more questions asked in the staff application provides an opportunity for BCM staff to have a conversation with the applicant in order to determine the individual's appropriate compatibility with one or more roles at our summer camps. These conversations are a necessary and positive means to place staff in appropriate roles that they are able to fulfill.
9. I swear this Affidavit in support of the Notice of Applications filed in these matters and for no improper purpose.

SWORN BEFORE ME at Hamilton,  
in the Province of Ontario, this 13 day of  
September, 2019.

  
\_\_\_\_\_  
Commissioner for Oaths in and  
for the Province of Ontario

)  
)  
)  
)  
)  
)  
)

  
\_\_\_\_\_  
PHIL WHITEHEAD

**THIS IS EXHIBIT "A" REFERRED TO IN  
THE AFFIDAVIT OF PHIL WHITEHEAD  
SWORN BEFORE ME THIS  
13<sup>TH</sup> DAY OF SEPTEMBER, 2019**



---

**A COMMISSIONER, ETC.**





Consumer and  
Corporate Affairs Canada

Consommation  
et Corporations Canada

Canada  
Corporations Act

Loi sur les  
corporations canadiennes

C A N A D A

SUPPLEMENTARY LETTERS PATENT

issued to

BIBLE CLUB MOVEMENT OF CANADA INC.

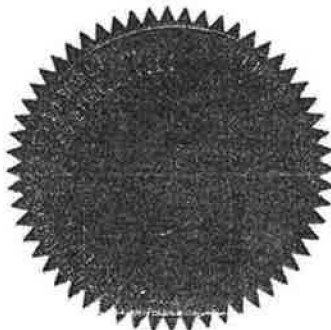
The Minister of Consumer and Corporate Affairs by virtue of the powers vested in him by the Canada Corporations Act, does hereby change the name of the Corporation from BIBLE CLUB MOVEMENT OF CANADA INC. to BCM International (Canada) Inc. as provided in BY-LAW NO. 6 of the said Corporation, a copy of which is annexed hereto to form part of these presents.

Date of Supplementary Letters Patent - February 27, 1992

GIVEN under the seal of office of the Minister of Consumer and Corporate Affairs.

*Glenn M. Collins*

for the Minister of Consumer and  
Corporate Affairs



RECORDED 6th April, 1992

Film 670 Document 57

*J. Caron*

Deputy Registrar General of Canada

BY-LAW NO. 6

A by-law changing the corporate name and authorizing application for the issue of Supplementary Letters Patent to confirm the same.

BE IT ENACTED AND IT IS HEREBY ENACTED as By-law No. 6 of Bible Club Movement of Canada Inc. (herein called "the Company"),

1. That subject to confirmation by Supplementary Letters Patent, the name of the Company is hereby changed to BCM International (Canada) Inc.

2. That the Company be and is hereby authorized to make application to the Minister of Consumer and Corporate Affairs for the issuance of Supplementary Letters Patent confirming this By-law insofar as it relates to changing the name of the company to BCM International (Canada) Inc.

3. That the directors and officers are hereby directed and authorized to do, sign and execute all things, deeds and documents necessary or desirable for the due carrying out of the foregoing.

ENACTED this 7th day of June, 1990.

WITNESS the corporate seal of the Corporation.

Oscar H. Hirt  
Chairman - Oscar Hirt

Chloe Chamberlain  
Executive Secretary - Chloe Chamberlain x seal

Certified a true copy.

Chloe Chamberlain  
Secretary seal

FILE COPY

CANADA  
Province of Ontario  
To Wit

To all whom these Presents

may come, be seen or known

I, LINDA IRVINE SAPIANO,

a Notary Public, in and for the Province of Ontario, by Royal Authority duly appointed, residing  
at the Township of Puslinch, in the County of Wellington,

in said Province,

For places of  
residence, insert  
appropriate  
County, District,  
Regional  
Municipality, etc.

**Do Certify and Attest** that the paper-writing hereto annexed is a true copy of a document produced  
and shown to me by  
and purporting to be Supplementary Letters Patent issued to Bible Club  
Movement of Canada Inc., dated February 27, 1992

and Recorded  
~~dated~~ the 6th day of April, 1992 ,

the said copy having been compared by me with the said original document, an act whereof being  
requested I have granted under my Notarial Form and Seal of Office to serve and avail as occasion  
shall or may require.

In Testimony Whereof I have hereto subscribed my name and affixed my Notarial Seal of Office at  
the City of Hamilton, in the Regional Municipality of Hamilton-Wentworth  
this 8th day of December, 19 93 .

SEAL

  
Linda Irvine Sapiano

A Notary Public in and for the Province of Ontario.



Consumer and  
Corporate Affairs Canada  
Canada  
Corporations Act

Consommation  
et Corporations Canada  
Loi canadienne  
sur les corporations

1171

C A N A D A

RECEIVED JUN 21 1982

## SUPPLEMENTARY LETTERS PATENT

issued to

BIBLE CLUB MOVEMENT OF CANADA (1977)

The Minister of Consumer and Corporate Affairs by virtue of the powers vested in him by the Canada Corporations Act, does hereby change the name of the Corporation from BIBLE CLUB MOVEMENT OF CANADA (1977) to BIBLE CLUB MOVEMENT OF CANADA INC. as provided in By-Law No. 4 of the said Corporation, a copy of which is annexed hereto to form part of these presents.

Date of Supplementary Letters Patent  
March 30, 1982.

GIVEN under the seal of office of the Minister of  
Consumer and Corporate Affairs.

for the Minister of Consumer  
and Corporate Affairs.

RECORDED 6th April, 1982

Film 478 Document 7



*David D. Kirchmayer*  
Deputy Registrar General of Canada

RECEIVED JUN 21 1982

BY-LAW NO. 4

A by-law changing the corporate name and authorizing application for the issue of Supplementary Letters Patent to confirm the same.

BE IT ENACTED AND IT IS HEREBY ENACTED as By-Law No. 4 of Bible Club Movement of Canada (1977) (herein called "the Company")

1. That, subject to confirmation by Supplementary Letters Patent, the name of the Company is hereby changed to Bible Club Movement of Canada Inc.
2. That the Company be and is hereby authorized to make application to the Minister of Consumer and Corporate Affairs for the issue of Supplementary Letters Patent confirming this by-law insofar as it relates to changing the name of the Company to Bible Club Movement of Canada Inc.
3. That the directors and officers are hereby authorized and directed to do, sign and execute all things, deeds and documents necessary or desirable for the due carrying out of the foregoing.

ENACTED this 19th day of September, 1981.

WITNESS the corporate seal of the Company.

*Oscar H Hirt*

Chairman - Oscar Hirt

c/s

*Chloe Chamberlain*

Executive-Secretary - Chloe Chamberlain

Certified a true copy.

*Chloe Chamberlain*

Executive-Secretary - Chloe Chamberlain

c/s

This is Exhibit A referred to in the affidavit of

*Chloe Chamberlain*  
Sworn before me this 30th day of October 1981

*Linda Anne Caprice*  
A Commissioner, etc.

Province of Nova Scotia  
County of Halifax

I hereby certify that the within instrument was recorded in the Registry of Deeds Office at Halifax, in the County of Halifax, N.S. at 9:37 o'clock A. M. on the 17th day of June A.D. 1982 in Book Number 3584 at Pages 1170-1172  
*Geraldine Keefe*  
Registrar of Deeds for the Registration District of the County of Halifax



Consumer and  
Corporate Affairs

Canada  
Corporations Act

Consommation et  
Corporations

Loi canadienne  
sur les corporations

C A N A D A

LETTERS PATENT

WHEREAS an application has been filed to incorporate a corporation under the name

BIBLE CLUB MOVEMENT OF CANADA (1977)

THEREFORE the Minister of Consumer and Corporate Affairs, by virtue of the powers vested in him by the Canada Corporations Act, constitutes the applicants and such persons as may hereafter become members in the corporation hereby created, a body corporate and politic in accordance with the provisions of the said Act. A copy of the said application is attached hereto and forms part hereof.

Date of Letters Patent - April 13, 1977

GIVEN under the seal of office of the Minister of Consumer and Corporate Affairs.



*[Signature]*  
for the Minister of Consumer  
and Corporate Affairs.

RECORDED 6th January, 1978

Film 425 Document 44

*[Signature]*  
Deputy Registrar General of Canada



# Province of Ontario

By the Honourable

ROBERT WELCH,

Provincial Secretary and Minister of Citizenship  
To all to whom these Presents shall Come  
Greeting

**Whereas** *The Corporations Act provides that with the exceptions therein mentioned the Lieutenant Governor may in his discretion, by Letters Patent, issue a Charter to any number of persons, not fewer than three, of twenty-one or more years of age, who apply therefor, constituting them and any others who become shareholders or members of the corporation thereby created a corporation for any of the objects to which the authority of the Legislature extends;*

**And Whereas** *by the said Act it is further provided that the Provincial Secretary may in his discretion and under the seal of his office have, use, exercise and enjoy any power, right or authority conferred by the said Act on the Lieutenant Governor;*

**And Whereas** *by their Application in that behalf the persons herein named have applied for the issue of a Charter constituting them a corporation for the due carrying out of the undertaking hereinafter set forth;*

**And Whereas** *it has been made to appear that the said persons have complied with the conditions precedent to the issue of the desired Charter and that the said undertaking is within the scope of the said Act;*

**And Whereas** *by The Department of the Provincial Secretary and Citizenship Act, 1960-61 it is provided that the Provincial Secretary and Minister of Citizenship may exercise the powers that were conferred on the Provincial Secretary at the time the said Act came into force;*

**Now Therefore Know Ye** *that under the authority of the hereinbefore in part recited Acts I do by these Letters Patent issue a Charter to the Persons hereinafter named that is to say:* William Robert McClintock, Solicitor, and Ruth Carol Stevenson and Beverley Carol Trowell, Secretaries, all of the Borough of Scarborough, in the County of York and Province of Ontario; Joseph Vroom, of the Township of Esquesing, in the County of Halton and Province of Ontario, Student-at-Law; Janet Dennis, of the Borough of North York, in the said County of York, Secretary; and Howard Rene Devry, of the City of Toronto, in the said County of York, Solicitor; constituting them and any others who become members of the Corporation hereby created a corporation without share capital under the name of

#### BIBLE CLUB MOVEMENT OF CANADA

for the following objects, that is to say:

- (a) TO engage in all manner of activities for the spread of the knowledge of the saving grace of the Lord Jesus Christ in accordance with the doctrinal beliefs of the Corporation;
- (b) For the accomplishment of the said purpose, but without restriction thereto, to print, publish, distribute, buy and sell books, magazines, papers, periodicals and supplies of all kinds and types; to organize, teach, sponsor, operate and conduct meetings, programmes and conferences of every kind and character; to establish, maintain, operate and assist missions at home and abroad, subject to the provisions of any statutes in that behalf; and to engage in such other activities as may be necessary or desirable in the accomplishment of the aforesaid objects;



(c) TO establish centres for the proclamation of the Christian faith as found in the Gospel of our Lord Jesus Christ;

(d) TO propagate the Christian Gospel by means of radio broadcasts, and to publicize the Corporation's activities by means of the radio, television, motion pictures, newspapers, magazines, pulpits, handbills, cards and deputation workers; and

(e) Subject to The Charitable Gifts Act and The Mortmain and Charitable Uses Act, to receive subscriptions and donations for the purpose of securing funds to carry on the work of the Corporation;

THE HEAD OFFICE of the Corporation to be situate at the City of London, in the County of Middlesex and Province of Ontario; and

THE FIRST DIRECTORS of the Corporation to be William Robert McClintock, Joseph Vroom, Ruth Carol Stevenson, Janet Dennis, Beverley Carol Trowell and Howard Rene Devry, hereinbefore mentioned;

AND IT IS HEREBY ORDAINED AND DECLARED that the Corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the Corporation shall be used in promoting its objects;

AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that the

directors shall serve as such without remuneration, and no director shall directly or indirectly receive any profit from his position as such; provided that a director may be paid reasonable expenses incurred by him in the performance of his duties;

AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that, upon the dissolution of the Corporation and after the payment of all debts and liabilities, its remaining property shall be distributed or disposed of to such charitable organizations in Canada, having objects of a religious nature as similar as possible to those of the Corporation, as shall be selected by a majority of the then board of directors or persons designated by the board of directors to liquidate the Corporation.

Given under my hand and Seal of office at the City of Toronto  
in the said Province of Ontario this twenty-eighth  
day of October in the year of Our Lord one  
thousand nine hundred and sixty-eight.

*Robert Wilson*

*Provincial Secretary and  
Minister of Citizenship*

Dated October 28, 1968

Province of Ontario

Letters Patent

Incorporating

BIBLE CLUB MOVEMENT OF CANADA

Recorded this 1st  
day of November 1968  
at Number 67  
in the 1947

*E. F. Morton*  
E. F. Morton  
Recording Officer

PROVINCIAL SECRETARY'S OFFICE  
TORONTO, ONTARIO

**THIS IS EXHIBIT "B" REFERRED TO IN  
THE AFFIDAVIT OF PHIL WHITEHEAD  
SWORN BEFORE ME THIS  
13<sup>TH</sup> DAY OF SEPTEMBER, 2019**

A handwritten signature in dark ink, appearing to be 'dlb', is written above a horizontal line.

---

**A COMMISSIONER, ETC.**



# BCM International (Canada) Inc.

## Bible Centered Ministries

685 Main Street East, Hamilton, ON L8M 1K4  
 Phone 905-549-9810 Toll Free 1-877-272-9262 Fax 905-549-7664  
 Email: mission@bcmintl.ca Website: www.bcmintl.ca

### DOCTRINAL STATEMENT

As a Bible-Centered Ministry, we are committed to the following Doctrinal Statement:

1. Inerrant, infallible, sufficient and entirely trustworthy as originally given. The Bible is the very Word of God and is the supreme and final authority in all matters of faith and conduct (Ps. 19:7-11; Matt. 5:17, 18; Jn. 17:17; 1 Cor. 2:13; 1 Thess. 2:13; 2 Tim. 3:15-17; Heb. 4:12; 2 Pet. 1:19-21).
2. We believe in the one true and living God, eternally existing in three persons — Father, Son, and Holy Spirit — eternal in being, identical in nature and equal in power and glory, having the same attributes and perfections. God is unchangeable in His holiness, justice, wisdom and love. God is the almighty Creator and Sustainer of all things. He is Savior and Judge Who governs all things according to His sovereign will and for His own glory. (Gen. 1 & 2; 26; 11:7; Is. 40:12-28; Matt. 3:16, 17; 28:19, 20; Jn. 1:1-3; 10:30; Acts 5:3, 4; Col. 1:15-17; 2 Cor. 13:14; Heb. 1:8).
3. We believe that the Lord Jesus Christ, eternal Son of God, became fully man without ceasing to be God. He was conceived by the Holy Spirit, born of the virgin Mary and lived a sinless life of obedience to the Father's will. In His incarnation Jesus revealed God and redeemed sinners. The Lord Jesus Christ ascended to Heaven, and is now exalted at the right hand of God as our High Priest, Intercessor and Advocate (Matt. 1:18; 3:16, 17; Luke 24:51; Jn. 17:5; Acts 1:11; Rom. 8:34; Gal. 4:4, 5; Phil. 2:5-11; 1 Tim. 2:5, 6; Heb. 4:14; 9:24-26; 1 Jn. 2:1, 2).
4. We believe in the universal sinfulness, total depravity and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation (Isa. 53:6; 59:2; Rom. 3:10-23; 5:12-19; Eph. 2:1-5, 12).
5. We believe that redemption from the guilt, penalty and power of sin is possible only through the vicarious, sacrificial death and bodily resurrection of the Lord Jesus Christ as our Representative and Substitute. Salvation is entirely a work of God's grace and cannot be earned or deserved. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life (Jn. 1:12, 13; Rom. 5:6-21; 6:23; Eph. 2:8, 9; Tit. 3:4-7).
6. We believe in the necessity of the work of the Holy Spirit to make the death of the Lord Jesus effective to the individual sinner bringing conviction of sin, regeneration and granting the sinner repentance towards God and saving faith in the Lord Jesus Christ. The Holy Spirit indwells the believer bringing assurance of salvation, a desire for holiness of life through separation from sin, commitment to serve his Lord and Savior and, through the process of sanctification, transforms the believer into increasing likeness to Christ (Jn. 3:5-8; 16:7-15; Acts 2:4; 4:31; 13:9, 52; 1 Cor. 2:9-16; 12:13; 2 Cor. 3:18; Gal. 5:16; Eph. 1:13, 14; 5:18-20).
7. We believe in the imminent personal and visible return of the Lord Jesus Christ, His millennial rule on earth, the bodily resurrection of the just and the unjust, God's judgment of the living and the dead, the everlasting blessedness of the saved, and the eternal punishment of the wicked (Zech. 14:1-11; Acts 1:11; 1 Thess. 4:13-5:10; Rev. 19:11-16; 20:1-6).
8. We believe that Satan is an angelic being, the author of sin, and the cause of the fall; that he is the open and declared enemy of God and mankind; and that he will be eternally punished in the lake of fire (Gen. 3:1-13; Isa. 14:12-16; Ezek. 28:13-17; 2 Cor. 11:14; 1 Pet. 5:8, 9; Rev. 12:10, 20:10).
9. We believe that God hears and answers the prayer of faith, in accordance with His own will, for the sick and afflicted, but do not believe divine healing of the body is in the atonement (Isa. 53:4-6, 10, 11; Matt. 8:16, 17; 2 Cor. 12:7-10; Jas. 5:14-16; 1 Pet. 2:24).
10. We believe in the one universal Church of Christ, which is His bride. The Church is the body of Christ and made up of all those who are born again. In its universal aspect the Church encompasses time and space but in its local expression is established for worship, mutual edification, and witness. While organizations like our own have been raised of God to fulfill the Great Commission to make disciples of all nations, the local church is the center of God's program for world evangelization (Acts 13:1-3; 14:23, 27; 1 Cor. 1:2; 12:13; Gal. 3:26-28; Eph. 1:22, 23; 5:25-32; 1 Tim. 3:15).

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SWORN BEFORE ME THIS  
13<sup>TH</sup> DAY OF SEPTEMBER, 2019**

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**A COMMISSIONER, ETC.**



## ABOUT US

In the summer of 1936, after serving in the Philippines, Miss Bessie Traber was seeking the Lord's direction. At a Labor Day Conference in Philadelphia, Miss Traber told how God blessed her Bible clubs in the Philippines. After her presentation, a number of young people asked her, "Why can't we have Bible Clubs like that in Philadelphia?" Thus began the Bible Club Movement.

Fast forward to 1942, when through the comments of a young girl, a group of enthusiastic workers started Bible Clubs in London, Ontario. In 1944 the ministry was formalized when a committee began to meet in Hamilton, Ontario and clubs began meeting in schools in Hamilton and Caledonia. Bible Clubs developed in Oshawa, Essex-Kent, Kingston and Western Canada. In 1977 the Bible Club Movement of Canada (1977) became federally incorporated and moved into its own offices at 798 Main Street East in Hamilton. In 1992 the name was changed to its current form of BCM International (Canada) Inc. and in 2001 the National Offices moved to 685 Main Street East, Hamilton. After a number of years at 685 Main East we relocated our office in October 2017 to 70 Melvin Avenue. We are located in the middle of the Golden Horseshoe at the head of Lake Ontario and easily accessed via HWY 403, the Queen Elizabeth Highway, the Lincoln Alexander Parkway and/or the Red Hill Expressway.

Since those early days the mission has grown but stayed on target to reach boys and girls for Jesus Christ and to serve the Church. Home and school Bible Clubs continue in south western Ontario and two, year round residential camps have been added. Training for children's ministry workers has developed as well as an evangelistic street ministry in downtown Montreal. In April 2015 a Christian Education Resource Centre was added at our National Office for the purchase of teaching and ministry resources.

As you browse through our website, you will see that while we may have changed our name, the purpose and vision have remained the same. BCM stands for Bible Centred Ministries and we continue to reach boys and girls with the Gospel, train those who minister to children and serve the Church

through providing resources and training. Email, call or write us – we'd love to help you fulfill the Great Commission as you reach and disciple boys and girls in your community to come to know, love and obey God!



## ABOUT US

BCM International (Canada) Inc. is a Bible Centred Ministry committed to working with the local Church to reach children with the Gospel through the training and equipping of their leaders, lay workers and parents.

BCM Canada is part of the BCM International family of ministries committed to reaching children and serving the church.

[Learn more about the global movement of BCM International »](#)

## Follow us



## VISIT US



BCM international (Canada) Inc.  
 o/a Bible Centered Ministries  
 70 Melvin Avenue  
 Hamilton, ON L8H 2J5

Toll Free: 1-877-272-9262

Phone: (905) 549-9810

Fax: (905) 549-7664

Email: [mission@bcmintl.ca](mailto:mission@bcmintl.ca)



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Last Name

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**A COMMISSIONER, ETC.**

*Reaching children... serving the Church and the Family*

MENU



## CAMPING



From the wild beauty of Ireland's seashore to the lush tropics of India, Peru or the Caribbean, from the mountains and rural farmlands of North America to a secluded European retreat, BCM Christian camping programs now reach over 25,000 children each year in 25 different countries.

While teaching the Word of God is top priority, camps also offer exciting and fun-filled sports activities, crafts, music and the exploration of God's amazing creation. Handi-camps provide specialized activities and a loving camp experience for children with disabilities. English immersion camps in a number of European and Asian countries share the Gospel through creative language education opportunities.

Two resident North American BCM camps are located here in Canada, Mill Stream Bible Camp & Retreat Centre in Ontario and Mount Traber Bible Camp & Retreat Centre in Nova Scotia. Handi\*Camp, designed for children and teens with physical and mental challenges is held for one week at Mill Stream in Ontario.

If you've got a spirit of adventure, a love for children, and a passion to serve God, sign up today for a summer or a life-time sharing the Good News of Jesus Christ in one of BCM Canada's exciting camping

programs.



## Mill Stream Bible Camp &

### Retreat Centre

Mill Stream Bible Camp & Retreat Centre is a Bible-based, non-denominational organization, dedicated to developing Christian character in young people and leadership skills in youth and adults, through spiritual, physical, mental and social experiences in a camping environment and through our summer programs.

Mill Stream offers a variety of summer camps in July and August and has year round retreat facilities for ministering to youth and adults. They provide flexible programs, therefore giving exposure to new areas of interest and providing an atmosphere of fun, fellowship and Christian living.

Read more and sign up for summer camps at [www.millstream.camp](http://www.millstream.camp)



## Mount Traber Bible Camp

### & Retreat Centre

Mount Traber Bible Camp is a non-denominational Camp Bible-based camp, dedicated to developing Christian character and leadership skills in youth. Their mission is to provide and maintain an environment that will introduce, enrich and enhance each person's relationship with God, the Creator and to show the love of Jesus Christ to boys and girls in a wholesome and fun way in the great outdoors.

Mount Traber provides a variety of specialty camps during July and August as well as year round retreat rentals to minister to youth and adults.

Read more and sign up for summer camps at [www.mounttraber.org](http://www.mounttraber.org)



## HANDI\*CAMP

BCM Canada's HANDI\*CAMP is a program which offers a 5 day 4 night camping experience for children with physical disabilities in a loving Christian atmosphere. All activities are geared for the full participation of the disabled campers. Caring, godly, fun-loving mature staff members are trained to meet the needs of the campers. Nurses are on-site and oversee the medical needs of the campers.

Handi\*Camp is held at Mill Stream Bible Camp & Retreat Centre, Omeme, ON.

Contact [hv@bcmintl.ca](mailto:hv@bcmintl.ca) for more information

## CAMPING

### HANDI\*CAMP

Mount Traber Bible Camp & Retreat Centre

Mill Stream Bible Camp & Retreat Centre

Camp Staff Leadership Training Program



## ABOUT US

**BCM International (Canada) Inc.** is a Bible Centred Ministry committed to working with the local Church to reach children with the Gospel through the training and equipping of their leaders, lay workers and parents.

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[Learn more about the global movement of BCM International »](#)

## Follow us



## VISIT US



**BCM international (Canada) Inc.**  
o/a Bible Centered Ministries  
70 Melvin Avenue  
Hamilton, ON L8H 2J5

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Phone: (905) 549-9810  
Fax: (905) 549-7664  
Email: [mission@bcmintl.ca](mailto:mission@bcmintl.ca)

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**A COMMISSIONER, ETC.**



210

2018  
**SUMMER CAMP  
STAFF APPLICATION**

880 Old Mill Rd., Oranmore, ON M0L 2W0  
Phone: 705.799.6521 Fax: 705.799.1465  
Email: office@millstream-camp.com  
Web Address: www.MillStreamCamp.com

**CONFIDENTIAL**

Failure to complete ALL questions will only delay processing your application.  
New and returning applicants may require an in-person interview.  
Please print clearly or type.

**APPLICANT INFORMATION**

Name:	Address:	City:	Province:	Postal Code:
Phone #:	E-mail:	facebook Account:		
Alternate #:	Birth Date:	Age as of July 1, 2018: (Minimum 15)	Grade completed as of July 1, 2018:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
List any college or extended education Name, Location, Grade or Year Level:				Number of camper age dependents attending camp:
Indicate T-Shirt Size: Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> X-Large <input type="checkbox"/> XX-Large <input type="checkbox"/>				

**PERSONAL**

Why did you apply to be a camp staff member?

What is your objective in life?

Experience as camp counselor; where, age group, activities:

Have you ever been convicted of a crime or do you currently have charges pending? If yes, please include explanation:

Have you ever been convicted of a crime or do you currently have charges pending? If yes, please include explanation: ☐ yes ☐ no. If no, are you willing to undergo a Police Records Check? ☐ yes ☐ no

**CURRENT / MOST RECENT EMPLOYER**

Contact Name	Title	Employment from	to
Company	Address	City	
Province	Postal Code	Tel. No.	Fax No.
Responsibilities			

**PREVIOUS EMPLOYMENT**

Contact Name	Title	Employment from	to
Company	Address	City	
Province	Postal Code	Tel. No.	Fax No.
Responsibilities			

**MINISTRY OPPORTUNITIES**

What position are you interested in? Indicate preference in order your first, second and third choice by marking 1, 2 or 3 in the following list.  
Note that there are minimum age requirements for all positions. You may be required to fill 2 positions should one position have limited time requirements.

LEADERSHIP STAFF	<input type="checkbox"/> Program Coordinator	<input type="checkbox"/> Program Assistant	<input type="checkbox"/> Head Cabin Leader
PROGRAM STAFF	<input type="checkbox"/> Cabin Leader	<input type="checkbox"/> Assistant Cabin Leader	<input type="checkbox"/> Bible Teacher
SUPPORT STAFF	<input type="checkbox"/> Camp Nurse	<input type="checkbox"/> Camp Cook	<input type="checkbox"/> Kitchen Aide
SPECIALTY STAFF	<input type="checkbox"/> Heart Lifeguard	<input type="checkbox"/> Lifeguard	<input type="checkbox"/> Assistant Lifeguard

**CAMP PROGRAM INTERESTS AND SKILLS**

Carefully check program skills below which hold special interest for you and those in which you can be lead or assist.

Core Electives are programs which must be offered each week.

Auxiliary Electives are programs which are offered dependent upon having enough personnel who have the ability to teach them after the Core Electives have been assigned.

**CORE ELECTIVES**

You must check at least 2 programs that you are willing to lead, double checkmark these.

As well, you must check at least 2 programs that you are willing to assist, single checkmark these.

During pre-camp training we will determine which programs you will either lead or assist based on what you have indicated below.

Check as many extra programs as applicable. This list will be used as a basis for what programs we will offer and what you will teach.

<input type="checkbox"/> Swim Lessons	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Archery	<input type="checkbox"/> Drama	<input type="checkbox"/> Sports	<input type="checkbox"/> Nature Study	<input type="checkbox"/> Music	<input type="checkbox"/> Crafts
---------------------------------------	-----------------------------------	----------------------------------	--------------------------------	---------------------------------	---------------------------------------	--------------------------------	---------------------------------

**AUXILIARY ELECTIVES**

Check as many extra programs as applicable that you would like to be involved in.

If you are willing to lead, double checkmark these. If you are willing to assist, single checkmark these.

← → ↻ ⌂ ★ ⚙

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**CAMP PROGRAM INTERESTS AND SKILLS**

Carefully check program skills below which hold special interest for you and those in which you can be lead or assist.

Core Electives are programs which must be offered each week.

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<input type="checkbox"/> Swim Lessons	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Archery	<input type="checkbox"/> Drama	<input type="checkbox"/> Sports	<input type="checkbox"/> Nature Study	<input type="checkbox"/> Music	<input type="checkbox"/> Crafts
---------------------------------------	-----------------------------------	----------------------------------	--------------------------------	---------------------------------	---------------------------------------	--------------------------------	---------------------------------

**AUXILIARY ELECTIVES**

Check as many extra programs as applicable that you would like to be involved in.

If you are willing to lead, double checkmark these. If you are willing to assist, single checkmark these.

<input type="checkbox"/> Bible Teaching	<input type="checkbox"/> Geocaching	<input type="checkbox"/> First Aid/CPR	<input type="checkbox"/> Sign Language	<input type="checkbox"/> Drawing	<input type="checkbox"/> Pioneering
<input type="checkbox"/> Photography	<input type="checkbox"/> Puppets	<input type="checkbox"/> Singing	<input type="checkbox"/> Storytelling	<input type="checkbox"/> Scrapbooking	<input type="checkbox"/> Other

Indicate if you have any special qualifications below (e.g. CIRCRA, NLS, etc.).

Is there any activity or hobby in which you have done special work or have special ability? Give details.

---

**CAMP PROGRAM ACTIVITIES**

Check off any activities you would be interested in being involved with. Check all that are applicable.

<input type="checkbox"/> Challenge Course	<input type="checkbox"/> Audio Equipment	<input type="checkbox"/> Lifeguarding	<input type="checkbox"/> Videography	<input type="checkbox"/> Gardening	<input type="checkbox"/> Rock Climbing
<input type="checkbox"/> Campfire Program	<input type="checkbox"/> Fishing	<input type="checkbox"/> Song Leading	<input type="checkbox"/> Grounds Maint.	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Do you swim? ☐ Yes ☐ No. What YMCA or Red Cross Ratings do you hold (please list all).

Do you play a musical instrument? ☐ No ☐ Yes. If yes, which?

---

**REFERENCES**  
(required for ALL NEW applications only)

Provide names of four individuals (not relatives) who know you well.  
(Example: Pastor, Youth Leader, Employer, School Official, Coach, Church Member).

Ensure that your references are aware that they will be contacted. Email is the preferred and quickest method of communication.

References will be required to complete and return a written form by email, fax or postal mail.

<b>Pastor/Youth Leader:</b>	Name of Church	Years Known
Address	City	Province
Postal Code	Tel. No.	Email
<b>Name</b>	Relationship	Years Known
Address	City	Province
Postal Code	Tel. No.	Email
<b>Name</b>	Relationship	Years Known
Address	City	Province
Postal Code	Tel. No.	Email
<b>Name</b>	Relationship	Years Known
Address	City	Province
Postal Code	Tel. No.	Email

---

**AVAILABILITY**

\*Student staff must apply for the entire 4 1/2 weeks of summer camp in July and August.

\*Additional weeks to serve may be available.

\*Adult staff circle the weeks you are available.

The weeks you are required to work are:  
JULY 8-14 Trekkin' Camp  
JULY 15-21 Trekkin' Camp  
JULY 22-24 Beginnin' Camp  
AUGUST 5-11 Trekkin' Camp  
AUGUST 12-18 Trailblazin' Camp

**ALL STUDENTS:** It is mandatory to attend all of the required pre-camp training held from Friday, June 25<sup>th</sup> at 7pm to Friday, July 6<sup>th</sup> at 7pm to work at Mill Stream.

The pre-camp training week is an unpaid week. I understand that if I do not attend the required training I may not be hired.

☐ YES, I agree to attend.

IS MONETARY COMPENSATION REQUIRED FOR THE WEEKS SERVING? ☐ YES ☐ NO

---

**DOCTRINAL QUESTIONNAIRE**  
INSTRUCTIONS FOR COMPLETING THIS SECTION - READ CAREFULLY

<b>FOR ALL NEW STAFF:</b>	1) This section must be completed <u>entirely</u> before you can be considered to serve this summer. 2) Fill out all questions below completely. Include scriptural references for each question where requested. You may use a separate sheet of paper if needed. Incomplete answers will delay your application.
<b>FOR RETURNING STAFF ONLY:</b>	Complete both steps 1) Check one: <input type="checkbox"/> There are no changes in my Doctrinal Questionnaire (Go to step 2) <input type="checkbox"/> There are changes in my Doctrinal Questionnaire (Make changes in the sections below) 2) All returning staff must complete on a separate piece of paper answers to the following questions: a. In what ways did you grow and develop as a person last summer at camp?

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IS MONETARY COMPENSATION REQUIRED FOR THE WEEKS SERVING? ☐ YES ☐ NO

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**DOCTRINAL QUESTIONNAIRE**

**INSTRUCTIONS FOR COMPLETING THIS SECTION - READ CAREFULLY**

<b>FOR ALL NEW STAFF:</b>	1) This section must be completed entirely before you can be considered to serve this summer. 2) Fill out all questions below completely. Include scriptural references for each question where requested. You may use a separate sheet of paper if needed. Incomplete answers will delay your application.
<b>FOR RETURNING STAFF ONLY:</b>	Complete both steps: 1) Check one: <input type="checkbox"/> There are no changes in my Doctrinal Questionnaire (Go to step 2) <input type="checkbox"/> There are changes in my Doctrinal Questionnaire (Make changes in the sections below) 2) All returning staff must complete on a separate piece of paper answers to the following questions: a. In what ways did you grow and develop as a person last summer at camp. b. How you have maintained your spiritual growth this year. c. What, if anything, would you do differently this coming summer at camp. The length of your answers are not important, however the content is.

Church you attend:	Are you a Member: <input type="checkbox"/> yes <input type="checkbox"/> no	Your involvement at your Church:
Pastor's Name:	Church Phone Number:	

**SECTION 1 Salvation**

a) Explain how you came to know Christ as your Savior. Please try to be specific about your experience.

b) How long have you been saved?

c) Is every one born in sin and is a sinner? Give one verse to support your answer.

d) Did Christ die in our place for our sins? Give one verse to support your answer.

e) Can our good works bring favor with God and save us? Give one verse to support your answer.

f) Does God save us if we truly believe in His Son, Jesus Christ? Give one verse to support your answer.

g) When one is truly born again is their eternal destiny settled forever? Give one verse to support your answer.

h) Briefly explain how to be saved using Scripture references.

**SECTION 2 Word of God**

a) Is the Bible inspired? Give one verse to support your answer.

b) Can the Bible be taken as the final authority in matters of life and conduct today?

**SECTION 3 Godhead**

a) Do you believe in the Trinity? Why? Give one verse to support your answer.

b) Do you believe that the Father, Son and Holy Spirit are distinct persons, each with His own work and yet co-equal? Give one verse to support your answer.

**SECTION 4 Jesus Christ**

a) Is He coming visibly to earth again? Give one verse to support your answer.

b) Is He the Son of God born of a virgin? c) Did He work miracles while here on earth? Give one verse to support your answer.

d) Did He live a sinless life? Give one verse to support your answer.

e) Did He really die and was He buried? f) Did He rise again the third day in bodily form?

**SECTION 5 Holy Spirit**

a) Is He a real personality? b) Do you believe in being filled with the Spirit?

c) Do we receive the Holy Spirit when we believe? d) Do you speak or pray in tongues?

**SECTION 6 Man**

a) Is man the product of evolution or direct creation? Give one verse to support your answer.

b) Can natural man do anything in himself to please God? Give one verse to support your answer.

c) Will a child or any individual capable of understanding the Gospel be eternally punished if they have not accepted Christ as Savior? Give one verse to support your answer.

**SECTION 7 Holy Living**

a) Is it God's will for Christians to live an exemplary life? Give one verse to support your answer.

b) Can God give us power to overcome sin in our lives? Give one verse to support your answer.

c) Does God desire us to be separate from the things of the world? Give one verse to support your answer.

d) Do you seek to please God in the matter of personal habits?

e) Do you seek to please God to your relationships with the opposite sex?

f) Do you believe pre-marital or extra-marital sex relationships are sin? Give one verse to support your answer.

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a) Is He coming again to earth?  
b) Is He the Son of God born of a virgin?  
c) Did He work miracles while here on earth?  
d) Did He live a sinless life?  
e) Did He really die and was He buried?  
f) Did He rise again the third day in bodily form?

Give one verse to support your answer:  
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**SECTION 5 Holy Spirit**

a) Is He a real personality?  
b) Do you believe in being filled with the Spirit?  
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a) Is man the product of evolution or direct creation?  
b) Can natural man do anything in himself to please God?  
c) Will a child or any individual capable of understanding the Gospel be eternally punished if they have not accepted Christ as Savior?

Give one verse to support your answer:  
Give one verse to support your answer:  
Give one verse to support your answer:

**SECTION 7 Holy Living**

a) Is it God's will for Christians to live an exemplary life?  
b) Can God give us power to overcome sin in our lives?  
c) Does God desire us to be separate from the things of the world?  
d) Do you seek to please God in the matter of personal habits?  
e) Do you seek to please God in your relationships with the opposite sex?  
f) Do you believe pre-marital or extra-marital sex relationships are sin?  
g) What is your belief about homosexuality? Give a verse to support your answer.

Give one verse to support your answer:  
Give one verse to support your answer:  
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Give one verse to support your answer:  
Give one verse to support your answer:  
Give one verse to support your answer:

**SECTION 8 Future Things**

a) Where will the believer go when he dies?  
b) Where will the unbeliever go when he dies?  
c) Does the punishment of the lost last forever?  
d) Is there a second chance to be saved after death?

Give one verse to support your answer:  
Give one verse to support your answer:  
Give one verse to support your answer:  
Give one verse to support your answer:

Additional Comments:

I have read and fully understand all the questions requested in this application. I certify that all answers given by me are accurate and complete. I understand that completion and submission of this application does not assure me a position. I authorize Mill Stream Bible Camp and Retreat Centre to contact the references listed above and I release each person from liability for providing this information.

If accepted for service:

- I understand that I will need to provide a Police Records Check at my own expense and all information concerning my references and Police Records check will be treated in a confidential manner and according to the Mill Stream Bible Camp and Retreat Centre Privacy Policy.
- I understand that omission and/or misrepresentation of the facts requested may be just cause for immediate dismissal without prior notice.
- I agree to abide by all the rules and policies of Mill Stream Bible Camp and Retreat Centre.
- I agree to abide by BCM Statement of Faith and Community Standards Statement.

I have read, understood and agree to the above.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

All correspondence will be by email listed on the front page unless otherwise requested here: \_\_\_\_\_

Mill Stream Bible Camp and Retreat Centre is owned and operated by BCM International (Canada) Inc.

**OFFICE USE ONLY**

Date Received	MM / DD / YY	Date First Response Issued	MM / DD / YY
Date First Reference Received	MM / DD / YY	Date References Issued	MM / DD / YY
Date Second Reference Received	MM / DD / YY	Date Phone Interview Completed	MM / DD / YY
Date Third Reference Received	MM / DD / YY	Date In-person Interview Completed	MM / DD / YY
Date Fourth Reference Received	MM / DD / YY	Date Response Sent	MM / DD / YY

NOTES:

Ontario  
Ministry of Labour

What Counts as Work Time?

Convert last reviewed: April 2018

[Hours of Work & Overtime Tool](#) > What Counts as Work Time?

It is necessary to determine what counts as work time (hours of work) for the purposes of determining compliance with the minimum wage, overtime and hours of work (including rest entitlements) provisions under the Employment Standards Act (ESA).

Generally, work is considered to be performed when the employee is actually working or the employee is not working but is required to stay at the workplace. However, even if the employee is required to stay, he or she is not considered to be working during the time that he or she is entitled to take time off and does take time off for:

- an eating period;
- sleeping (provided that the employer provides the sleeping facilities and the employee is entitled to at least six uninterrupted hours off work); or
- engaging in private affairs or pursuits.

Note that an employee who is not at the workplace but is "on call" is not considered to be working unless the on-call employee is called into work.

**Travel Time**

Commuting time and travel during the workday are treated differently under the ESA.

Commuting time is the time it takes an employee to get to work from home and vice-versa. This is not counted as work time for the purposes of the ESA.

However, there are a number of exceptions to this rule.

- If the employee takes a work vehicle home in the evening for the convenience of the employer, the work time begins when the employee leaves home in the morning and ends when he or she arrives home in the evening.
- If the employee is required to transport other staff or supplies to or from the workplace or work site, time so spent must be counted as work time.
- If the employee has a usual workplace but is required to travel to another location to perform work, the time traveling to and from that other location is counted as work time.

Time spent travelling during the course of the workday is considered to be work time.

**Training Time**

Time spent by an employee in training that is required by the employer or by law is counted as work time. For example, where the training is required because the employee is a new employee or where it is required as a condition of continued employment in a position, the training time is considered to be work time.

Time spent in training that is not required by the employer or by law in order for an employee to do his or her job is not counted as work time. For example, where an employee hoping for a promotion with the employer takes training in order to qualify for it, time spent taking the training is not considered to be work time.

- View the [Special Rule Tool](#)
- View [Section 1.1 of Reg. 285/01](#)
- View [Your Guide to the ESA](#)

Please complete our [survey](#).

Employment Standards Information Centre  
416-326-7109 (Greater Toronto Area)  
1-866-321-9353 (toll free Canada-wide)  
1-866-567-8093 (TTY for hearing impaired)

STANDARD UP | ACKNOWLEDGE | TRACK | SET MAP

A. WARDEN'S REPORT FOR EMPLOYERS, 2017-2018 | 100% OF 2018

Last Modified: April 18, 2018

[https://www.labour.gov.on.ca/english/es/tools/hours/what\\_counts.php](https://www.labour.gov.on.ca/english/es/tools/hours/what_counts.php)

irrelevant									
Case No.	Case Name	Case Type	Case Status	Case Category	Case Subcategory	Case Description	Case Details	Case Actions	Case Comments
1001	Case 1001	Case Type 1	Case Status 1	Case Category 1	Case Subcategory 1	Case Description 1	Case Details 1	Case Actions 1	Case Comments 1
1002	Case 1002	Case Type 2	Case Status 2	Case Category 2	Case Subcategory 2	Case Description 2	Case Details 2	Case Actions 2	Case Comments 2
1003	Case 1003	Case Type 3	Case Status 3	Case Category 3	Case Subcategory 3	Case Description 3	Case Details 3	Case Actions 3	Case Comments 3
1004	Case 1004	Case Type 4	Case Status 4	Case Category 4	Case Subcategory 4	Case Description 4	Case Details 4	Case Actions 4	Case Comments 4
1005	Case 1005	Case Type 5	Case Status 5	Case Category 5	Case Subcategory 5	Case Description 5	Case Details 5	Case Actions 5	Case Comments 5
1006	Case 1006	Case Type 6	Case Status 6	Case Category 6	Case Subcategory 6	Case Description 6	Case Details 6	Case Actions 6	Case Comments 6
1007	Case 1007	Case Type 7	Case Status 7	Case Category 7	Case Subcategory 7	Case Description 7	Case Details 7	Case Actions 7	Case Comments 7
1008	Case 1008	Case Type 8	Case Status 8	Case Category 8	Case Subcategory 8	Case Description 8	Case Details 8	Case Actions 8	Case Comments 8
1009	Case 1009	Case Type 9	Case Status 9	Case Category 9	Case Subcategory 9	Case Description 9	Case Details 9	Case Actions 9	Case Comments 9
1010	Case 1010	Case Type 10	Case Status 10	Case Category 10	Case Subcategory 10	Case Description 10	Case Details 10	Case Actions 10	Case Comments 10

**THIS IS EXHIBIT "F" REFERRED TO IN  
THE AFFIDAVIT OF PHIL WHITEHEAD  
SWORN BEFORE ME THIS  
13<sup>TH</sup> DAY OF SEPTEMBER, 2019**

A handwritten signature in dark ink, appearing to be 'JLS', is written above a horizontal line.

---

**A COMMISSIONER, ETC.**





## MOUNT TRABER: 2019 SUMMER STAFF APPLICATION

**Mailing Address:** PO Box 36, Middle Musquodoboit, NS, B0N 1X0 **Phone:** 902-384-2238  
**Fax:** 902-384-2539 **E-Mail:** office@mounttraber.org **Website:** www.mounttraber.org

**Please check this list before mailing to ensure you understand ALL aspects of applying to work at Mount Traber Bible Camp.**

- ☐ **The DEADLINE for STAFF APPLICATION is MARCH 24th, 2019.**
- ☐ If faxing your Staff Application to us please use black pen and print clearly.
- ☐ Be sure ALL questions are complete; incomplete questions will only delay the processing of your application.
- ☐ Print email address clearly, ALL correspondence will be by the email you provide us, use one that is checked frequently or you could miss important information that is needed when applying and working at MTBC.
- ☐ Be sure you have provided your Health Card # this is always overlooked on the application.
- ☐ I understand that I will be asked to come in for an interview.
- ☐ I understand it is required of me to attend **Staff Training** being held **June 28<sup>th</sup> – July 1<sup>st</sup>**. Arrival will be 2:00 pm and Pick-Up will be at 4:30 pm.
- ☐ If you are 16 years of age or older, you are required to provide a current VSC once you have been accepted to the summer staff team. This is not necessary if you provided one to us in 2017 - 18. This must be obtained from your local RCMP office. It is for your protection and that of our campers.
- ☐ **REFERENCE FORMS:**
  - **New staff** and staff that have been with us for **less than 3 years** require 2 reference forms.
  - **Returning Staff** that have been with us for 3 years or longer, only need the Pastor / Christian Leader reference form.
  - Reference forms are provided at the end of the application.
  - Fill out the first section of the reference form and give the form, with a stamped envelope addressed to Mount Traber Bible Camp, to your reference person.



## MOUNT TRABER: 2019 SUMMER STAFF APPLICATION

**Mailing Address:** PO Box 36, Middle Musquodoboit, NS, B0N 1X0 **Phone:** 902-384-2238

**Fax:** 902-384-2539 **E-Mail:** office@mounttraber.org **Website:** www.mounttraber.org

**LAST NAME** \_\_\_\_\_ **FIRST NAME** \_\_\_\_\_

**Email Address** \_\_\_\_\_

### Personal Information

Male \_\_\_ Female \_\_\_ Age \_\_\_\_\_ Birth Date (D/M/Y) \_\_\_\_\_ Grade Completing 2019 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ T-Shirt Size: (Adult) Sm Med Lg XL XXL

Parents/Guardians Names \_\_\_\_\_

Mom's work/cell # \_\_\_\_\_ Dad's work/cell # \_\_\_\_\_

One Parents Email Address that is checked regularly: \_\_\_\_\_

Church Attending \_\_\_\_\_

Pastor \_\_\_\_\_ Youth Pastor \_\_\_\_\_

Church Ph. # \_\_\_\_\_

Rate your Attendance (1 as unfaithful - 5 as faithful) Sunday school \_\_\_\_\_ Church \_\_\_\_\_ Youth group \_\_\_\_\_

Please list any ministries that you have been or are involved in, at your church \_\_\_\_\_

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### **Most Recent Employer: (if you have had one)**

Company	Contact Name	Phone #
Responsibilities		

**Medical Information**

All information is confidential. Please fill this out as accurate as possible.

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_  
(This person will be contacted if parents/guardian cannot be reached)

Relationship \_\_\_\_\_ Ph# \_\_\_\_\_ Cell# \_\_\_\_\_

Health Care # \_\_\_\_\_ Expiry Date \_\_\_\_\_

Physical Condition: Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor \_\_\_ Last Tetanus Shot: \_\_\_\_\_

**Allergies: (Please List)**

1. _____	Reaction _____	Degree: Severe Moderate Mild
2. _____	Reaction _____	Degree: Severe Moderate Mild
3. _____	Reaction _____	Degree: Severe Moderate Mild
4. _____	Reaction _____	Degree: Severe Moderate Mild

**Medications:**

All medications needed at camp will be kept in the possession of the camp nurse. Please send medications in their original container. (Please list)

1. _____	Dose _____	Time of day: _____
2. _____	Dose _____	Time of day: _____
3. _____	Dose _____	Time of day: _____

**Health History: (Please check all that apply)**

Have you had any of the following...

\_\_\_ Chicken Pox \_\_\_ Measles \_\_\_ Mumps \_\_\_ Appendectomy \_\_\_ Frequent Colds

Do you have problems with the following...

___ Ears	___ Eyes	___ Heart	___ Skin	___ Hernia	___ Diabetes	___ Seizures
___ Headaches	___ Migraines	___ ADD	___ ADHD	___ Tourettes	___ Anxiety	___ Depression
___ Nose Bleeds	___ Lungs / Asthma	___ Stomach / Indigestion / Nausea / Vomiting				

Do you suffer any medical / emotional conditions that will impede your activities at camp? \_\_\_ YES \_\_\_ NO

If YES, please explain \_\_\_\_\_

Have you been treated by a health professional for any medical conditions in the past 12 month? \_\_\_ YES \_\_\_ NO

If YES, please explain \_\_\_\_\_

Do you have special dietary restrictions? \_\_\_ YES \_\_\_ NO

If YES, please explain \_\_\_\_\_

In case of an emergency, I understand that every effort will be made to contact the parents/guardians or the emergency contact name provided. In the event I cannot be reached or if the urgency of the circumstances makes it necessary, I hereby give permission to MTBC to obtain medical treatment or hospitalization if needed.

Parents Signature \_\_\_\_\_ Relationship to Staff \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Ministry Opportunities**

**Activities:** Write a number ONLY by the activities that you are (1=qualified to lead / 2=interested in leading / 3=able to assist)

☐ Bible teaching    ☐ Worship Leader    ☐ Drama    ☐ Geocaching    ☐ Hiking  
☐ Lifeguard (NLS)    ☐ Sports    ☐ Horses    ☐ Archery    ☐ Wilderness  
☐ Climbing wall    ☐ Arts/Crafts    ☐ Singing    Other \_\_\_\_\_

**Skills:** Check any that apply to you

☐ Guitar    ☐ Bass Guitar    ☐ Vocals    ☐ Drums    ☐ Sign Language  
☐ Sound Tech    ☐ Photography    ☐ Piano    ☐ Puppets    ☐ CPR    ☐ First Aid

Other Musical Instruments \_\_\_\_\_ Are you able to speak another Language? \_\_\_\_\_

What age children do you prefer to work with? 5-8 \_\_\_\_\_ 7-9 \_\_\_\_\_ 10-12 \_\_\_\_\_ 13-15 \_\_\_\_\_ 16-18 \_\_\_\_\_

Check your level of swimming ability. ☐ Non-swimmer    ☐ Weak    ☐ Moderate    ☐ Strong

Is there anything else you would like to tell us about yourself? (Ex. Special abilities, training, hobbies)

\_\_\_\_\_

\_\_\_\_\_

## **Staff Positions** \*staff able to commit their whole summer.

Please place a 1 by your first choice you are applying for, then a 2 and then 3 by other positions in case your requested position has already been filled.

☐ Cabin Leader    ☐ Barn Assistant    ☐ Program Assistant    ☐ Lifeguard Assistant  
☐ Dining Hall Crew    ☐ Housekeeping Crew    ☐ Maintenance Crew    ☐ Kitchen Aide  
☐ Petting Farm    ☐ Camp Nurse    ☐ Arts & Craft Teacher  
☐ \*Barn Leader    ☐ \*Maintenance Leader    ☐ \*Dining Hall and House Keeping Leader  
☐ \*Program Coordinator    ☐ \*Administration & Tuck Shop    ☐ \*Head Lifeguard (NLS)

If interested in working at the barn or Petting farm, please tell us about your riding experience or experience with other animals. We would prefer people working in these areas be able to commit all weeks of camp.

\_\_\_\_\_

\_\_\_\_\_

- **Limited paid positions are available for staff in grades 11, 12, college or university. They will be determined by your position, qualifications and availability as paid positions will be available first to those committing there whole summer to the Lord and the Camp.**
- **Some paid positions can start as early as May. If you are accepted for a paid position there will be additional paper work.**
- **If you can not commit your entire summer there are other options to receive funding for working at Mount Traber that can be discussed at your interview that will also require additional paper work.**

## **Doctrinal Questionnaire**

The doctrinal Questionnaire must be filled out, signed and accompany your staff application before you can be considered to serve at MTBC. For returning staff, we need to update your file every year so please take a moment to fill this out as well. Thank you.

### **1. CONCERNING YOUR SALVATION EXPERIENCE**

- a) How did you come to know Christ as your personal Savior? Please include (WHEN, WHERE, CIRCUMSTANCES etc.) Also include your walk with the Lord now and how you have grown. \_\_\_\_\_

### **2. CONCERNING THE GODHEAD**

- a) What is the Trinity? \_\_\_\_\_
- b) Do you believe this to be true? \_\_\_ Yes \_\_\_ No

### **3. CONCERNING JESUS CHRIST**

- a) Is He the Son of God, born of a virgin? \_\_\_ Yes \_\_\_ no
- b) Who lived a sinless life? Jesus    Everyone    Christians    Certain People
- c) Did He really die, was He buried and did He rise on the third day? \_\_\_ Yes \_\_\_ No

### **4. CONCERNING MAN**

- a) Is man the product of evolution or creation? \_\_\_\_\_
- b) Will someone capable of understanding the Gospel be eternally punished if they do not accept Christ as their personnel savior? \_\_\_\_\_

### **5. CONCERNING SALVATION**

- a) Who are sinners? Christians    Non-Christians    Everyone
- b) Do you believe Christ died in our place for our sins? \_\_\_ Yes \_\_\_ No
- c) Do you believe God saves us if we truly believe in His son Jesus Christ? \_\_\_ Yes \_\_\_ No
- d) Can our good works bring favor to God and save us? \_\_\_ Yes \_\_\_ No
- e) When one is truly born again is their eternal destiny settled forever? \_\_\_ Yes \_\_\_ No
- f) Is everyone born in sin and is a sinner? \_\_\_ Yes \_\_\_ No

### **6. CONCERNING HOLY LIVING**

- a) Do you believe it is God's will for Christians to live an obedient life? \_\_\_ Yes \_\_\_ No
- b) Do you believe God can give us power to overcome sin in our lives? \_\_\_ Yes \_\_\_ No
- c) Do you seek to please God by NOT (drinking, smoking, drugs) \_\_\_ Yes \_\_\_ No
- d) Do you seek to please God in your relationship with the opposite sex? \_\_\_ Yes \_\_\_ No
- e) Do you believe pre-marital sex relationships are a sin? \_\_\_ Yes \_\_\_ No
- f) Do you believe homosexuality is a sin? \_\_\_ Yes \_\_\_ No
- g) At the present time are you living a life that is pleasing to God in the areas stated in c – f? \_\_\_ Yes \_\_\_ No

### **7. CONCERNING FUTURE THINGS**

- a) Where will the believer go when he dies? Hell    Heaven    Nowhere
- b) Where will the unbeliever go when he dies? Hell    Heaven    Nowhere

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Availability**

Weeks you are available to work at camp this summer? Please discuss the weeks you are checking off to work with your parents. We know people's schedules change but it makes it very hard for us to prepare the staff schedule for the summer if we cannot confirm how many staff we have for what weeks. Thank You!

- ☐ July 3-5 (Age 5 - 8) Happy Kamp
- ☐ July 7-12 WEEK ONE (Age 7-9) Jr. Kids Camp / Saddle Up 1 / LTP
- ☐ July 14-19 WEEK TWO (Ages 10-12) Sr. Kids Camp / Adventure / Giddy Up Camp /
- ☐ July 21-26 WEEK THREE (Ages 7-13) Multi-Age / Wilderness Camp / Range Riders Camp
- ☐ July 28-Aug 2 WEEK FOUR (Ages 7-13) Multi-Age / Patterns and Games
- ☐ Aug 4-9 WEEK FIVE (Gr. 7-9) Extreme Teen Camp / Drama / Saddle Up 2 / Rails and Trails
- ☐ Aug 30 -Sept 2 Family Camp

- ☐ I have read and fully understand all the questions requested in this application. I certify that all answers given by me are accurate and complete. I understand that completion and submission of this application does not ensure me a position. I understand that omission and/or misrepresentation of the facts requested may be just cause for immediate dismissal without prior notice.
- ☐ I authorize Mount Traber Bible Camp to contact my references and I release each person from liability for providing this information.
- ☐ If accepted for service, I understand that if I am 16 or older I need to provide a VSC and all information concerning my references and VSC will be treated in a confidential manner.
- ☐ If accepted for service, I agree to abide by all the rules, policies and doctrine of Mount Traber Bible Camp.
- ☐ I have read, understood and agree to the above.

**\*Parent signature is required if the applicant is under 18 years of age.**

**Applicants Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parents / Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Any questions or concerns please contact Mark or Debbie Taylor at  
**Mount Traber Bible Camp**  
P.O. Box 36, Middle Musquodoboit, NS, B0N 1X0  
**Ph:** 902-384-2238 **F:** 902-384-2539 **Email:** office@mounttraber.org

REFERENCE: *Pastor / Christian Leader*

Applicant's Name \_\_\_\_\_

"I hereby voluntarily waive my right of access to any information contained on the reference form and agree that the statement shall remain confidential."

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please fill out reference form and mail or fax directly to MTBC. If faxing please use black pen. Please Print.

REFERENCE COMPLETED BY \_\_\_\_\_

Relationship to the Applicant \_\_\_\_\_

Church \_\_\_\_\_ Home Phone \_\_\_\_\_ Work \_\_\_\_\_

Email Address \_\_\_\_\_

**Reference Questionnaire:**

1. How long have you known the applicant? \_\_\_\_\_
2. How well do you know the applicant? \_\_\_ not very well \_\_\_ fairly well \_\_\_ very well
3. To your knowledge, has the applicant accepted Christ as their personel Lord and Savior? \_\_\_\_\_
4. What evidence have you seen of the applicant's spiritual maturity and relationship with Christ? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. How do you feel the applicant will work with children in a camp setting? \_\_\_\_\_  
\_\_\_\_\_
6. What has been the applicants record as a church member, their attendance and involvement? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check a box to the best of your knowledge. (1- Above Average / 2- Average / 3- ok / 4- Below Average / 5- Unknown)

	1	2	3	4	5		1	2	3	4	5
A good ambassador of Christ						Takes Initiative					
Honest, Trustworthy and Reliable						Will step out of comfort zone					
Emotionally Stable						Firm Christian Values					
Works well with others						Demonstrates love for others					
Positive and Respectful						Displays leadership skills					
Ability to share Christ with others						Social Maturity					

I recommend this applicant as a summer staff member at MTBC \_\_\_ Yes \_\_\_ No \_\_\_ Uncertain

Any Additional comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference Signature \_\_\_\_\_ Date \_\_\_\_\_

Any questions or concerns please contact Mark or Debbie Taylor at,  
**Mount Traber Bible Camp.**  
P.O. Box 36, Middle Musquodoboit, NS, B0N 1X0  
**Ph:** 902-384-2238 **F:** 902-384-2539 **Email:** office@mountraber.org

**REFERENCE: *Teacher or Employer***

**Applicant's Name** \_\_\_\_\_

"I hereby voluntarily waive my right of access to any information contained on the reference form and agree that the statement shall remain confidential."

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please fill out reference form and mail or fax directly to MTBC. If faxing please use black pen. Please Print.**

**REFERENCE COMPLETED BY** \_\_\_\_\_

**Relationship to the applicant** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work** \_\_\_\_\_

### Reference Questionnaire

**1.** How long have you known the applicant? \_\_\_\_\_

**2.** How well do you know the applicant \_\_\_ not very well \_\_\_ fairly well \_\_\_ very well

**3.** What are the applicant's strengths and challenges? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4.** How do you feel the applicant will work with children? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5.** Is there anything that you are aware of that would impede the applicant's success as a team member living on-site with both peers and adults, along with the expectation of handling given tasks responsibly?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please check a box to the best of your knowledge. (1-Above Average / 2-Average / 3-ok / 4-Below Average / 5-Unknown)**

	1	2	3	4	5		1	2	3	4	5
Desire to learn						Takes Initiative					
Honest, Trustworthy and Reliable						Will step out of comfort zone					
Emotionally Stable						Firm Values					
Works well with others						Demonstrates love for others					
Respectful						Displays leadership skills					
Positive Attitude						Social Maturity					

**I recommend this applicant as a summer staff member at MTBC**      **Yes**    **No**    **Uncertain**

**Any Additional comments** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reference Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**FEDERAL COURT**

B E T W E E N :

BCM INTERNATIONAL (CANADA) INC.

Applicant

- and -

CANADA (MINISTER OF EMPLOYMENT, WORKFORCE DEVELOPMENT AND  
LABOUR, and THE ATTORNEY GENERAL OF CANADA)

Respondent

**AFFIDAVIT OF MICHELLE GUSDAL**

I, Michelle Gusdal, of Calgary, Alberta, SWEAR THAT:


1. I am the Office Manager of the Justice Centre for Constitutional Freedoms, and as such I have personal knowledge of the facts herein deposed except where based on information and belief, in which case I verily believe the same to be true.
2. Attached as **Exhibits “A”, “B”, “C” and “D”** to this Affidavit are emails dated May 2, 2019, from Service Canada denying Canada Summer Jobs applications for Hampton Bible Camp, Camp Livingstone, Turtle Mountain Bible Camp, and Maple Springs Bible Camp, respectively, all of which are One Hope Canada camps, according to One Hope Canada’s website: see webpage printouts attached as **Exhibit “E”** to this Affidavit.
3. Each of these four camps were approved for Canada Summer Jobs funding in 2017, and received the following amounts:

Hampton Bible Camp	\$7,670
Camp Livingstone	\$8,663
Turtle Mountain Bible Camp	\$4,400
Maple Springs Bible Camp	\$18,488

See webpage printouts from Canada.ca attached as **Exhibit “F”** to this Affidavit.

4. One Hope Canada describes itself as a “distinctively Christian organization” and requires “that all One Hope Canada year-round missionaries and board members as well as individuals serving (paid or unpaid) in summer missionary positions (referred to as ‘personnel’ in this document) believe and follow both our Statement of Faith and our Code of Christian Conduct, as defined below.” One Hope Canada “Statement of Affirmation Form” attached as **Exhibit “G”** to this Affidavit.
5. On its website, Hampton Bible Camp states that “[p]rior to acceptance as a summer missionary, all applicants must sign One Hope Canada’s Statement of Affirmation to be considered for a summer missionary position.” See Hampton Bible Camp “Application Procedure” webpage printout attached as **Exhibit “H”** to this Affidavit. The Statement of Affirmation is also part of Maple Springs’ “Volunteer Staff Info Package 2019”, available at <https://www.maplesprings.ca/wp-content/uploads/2018/11/Staff-Info-Package-2019.pdf> and attached as **Exhibit “I”** to this Affidavit.
6. I swear this Affidavit for no improper purpose.

SWORN BEFORE ME at Calgary, in the  
Province of Alberta, this 16<sup>th</sup> day of  
September, 2019.

  
\_\_\_\_\_  
Commissioner for Oaths in and  
for the Province of Alberta

**Marty Moore**  
Barrister & Solicitor

)  
)  
)  
)  
)  
)  
)

  
\_\_\_\_\_  
MICHELLE GUSDAL

## Exhibit "A"

THIS IS EXHIBIT " A "  
referred to in the Affidavit of  
Michelle Gvsdal

Sworn before me this 16  
day of September A.D. 20 19

  
A Commissioner in and for the Province of Alberta

Marty Moore  
Barrister & Solicitor

---

**Fwd: Fw: Canada Summer Jobs application**


---

**Ryan Skaling** <rskaling@onehopecanada.ca>  
 To: Bill McCaskell <bmccaskell@onehopecanada.ca>

Thu, May 2, 2019 at 7:26 AM

----- Forwarded message -----

From: **Ben Lawson** <ben@onehopecanada.ca>  
 Date: Thu, May 2, 2019, 7:13 AM  
 Subject: Fw: Canada Summer Jobs application  
 To: Sandi Hicks <sandihicks@onehopecanada.ca>, Ben Ganong <bcanong@onehopecanada.ca>, Greg Gray <greggray7@gmail.com>, Mark Hughes <mark.hughes@windoor.ca>, Ian Tupper <tuppers4@rogers.com>, Nate Bartlett <nbbartlett@gmail.com>, Danielle Thomson <daniellethomson@hotmail.ca>, Sonia Boyd <toddboyd@nbnet.nb.ca>, John Ness <johnmelness@hotmail.com>, Brian Hoyt <dbrian.hoyt@gmail.com>, Ryan Skaling <rskaling@onehopecanada.ca>

For your information. See below.

Ben

Sent from my BlackBerry 10 smartphone on the Koodo network.

---

**From:** SV-SF-CSOS <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>  
**Sent:** Thursday, May 2, 2019 9:05 AM  
**To:** Benjamin Lawson  
**Subject:** Canada Summer Jobs application

---

**\*\*\*This is a system generated e-mail. Please do not reply\*\*\***

2019/05/02

Benjamin Lawson  
 Hampton Bible Camp  
 229 LAKESIDE ROAD  
 HAMPTON NB E5N 6M7

**Project Number:** # 016112260

**Constituency:** Fundy Royal

**Subject:** Canada Summer Jobs application

We appreciate your interest in Canada Summer Jobs.

Thank you for providing additional information. After a full assessment, your application has been deemed ineligible for the following reason(s):

- The proposed project/activity is ineligible - Projects or job activities that restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.

The Department's decisions on Canada Summer Jobs applications are final. However, if you have any questions about the process or the decision made in respect of your application, please contact me at (506) 247-0537.

If you proceed with plans to hire a youth this summer and are interested in advertising your job vacancies, you may visit [www.jobbank.ca](http://www.jobbank.ca). Job Bank offers free job postings to employers, including job listings for students.

Sincerely,

**AR251**

SARAH TOUCHIE, Director, LMSDP/Directrice, PMTDS  
Service Canada  
633 QUEEN STREET  
Fredericton NB E3B 1C3

## Exhibit "B"

THIS IS EXHIBIT " B "  
referred to in the Affidavit of  
Michelle Gurdal

Sworn before me this 16  
day of September A.D. 20 19

[Signature]  
A Commissioner in and for the Province of Alberta

Marty Moore  
Barrister & Solicitor

---

**Fwd: Canada Summer Jobs application - Project Number: 016173528**


---

**Brian Murphy** <brianmurphy@onehopecanada.ca>

Thu, May 2, 2019 at 8:22 AM

To: Terry Kerr &lt;terryk@onehopecanada.ca&gt;, Bill McCaskell &lt;bmccaskell@onehopecanada.ca&gt;

Well this is disappointing

Brian Murphy

Directeur exécutif | Executive Director

Camp Livingstone

(819) 843-2019 office

(819) 239-6184 mobile

www.camplivingstone.ca

----- Forwarded message -----

From: **SV-SF-CSOS** <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>

Date: Thu, May 2, 2019 at 8:56 AM

Subject: Canada Summer Jobs application - Project Number: 016173528

To: Brian Murphy <brianmurphy@onehopecanada.ca>

**\*\*\*This is a system generated e-mail. Please do not reply\*\*\***

2019/05/02

Brian Murphy

One Hope Ministries of Canada (Quebec)

120 RENE

CANTON STANSTEAD QC J1X 3W2

**Project Number:** # 016173528

**Constituency:** Compton-Stanstead

**Subject:** Canada Summer Jobs application

We appreciate your interest in Canada Summer Jobs.

After seeking additional information from you, your application has been deemed ineligible for the following reason(s):

- The application does not demonstrate that measures have been implemented to provide a workplace free of harassment and discrimination.

The Department's decisions on Canada Summer Jobs applications are final. However, if you have any questions about the process or the decision made in respect of your application, please contact me at (866) 233-3194.

If you proceed with plans to hire a youth this summer and are interested in advertising your job vacancies, you may visit [www.jobbank.ca](http://www.jobbank.ca). Job Bank offers free job postings to employers, including job listings for students.

Sincerely,


MARIE-ANDRÉE KATIA BERTRAND, Director, Program Delivery/Directrice de l'exécution des programmes

Service Canada

1001 DE MAISONNEUVE BOULEVARD EAST, 4TH FLOOR/4IÈME ÉTAGE

Montréal QC H2L 4P9

## Exhibit "C"

THIS IS EXHIBIT " C "  
referred to in the Affidavit of  
Michelle Gisdal  
Sworn before me this 16  
day of September A.D. 20 19  
  
A Commissioner in and for the Province of Alberta

**Marty Moore**  
Barrister & Solicitor



---

**Fwd: Canada Summer Jobs application - Project Number: 016252678**


---

**Melanie Mushaluk** <melanie@onehopecanada.ca>  
 To: Bill McCaskell <bmccaskell@onehopecanada.ca>

Thu, May 2, 2019 at 11:28 AM

For your information.

----- Forwarded message -----

From: **Howard Weir** <howard@onehopecanada.ca>  
 Date: Thu, May 2, 2019 at 11:17 AM  
 Subject: Fwd: Canada Summer Jobs application - Project Number: 016252678  
 To: melanie@onehopecanada.ca <melanie@onehopecanada.ca>

Just received this from Canada Summer Jobs.

**Howard Weir**

Turtle Mountain Bible Camp Director  
 a Ministry of One Hope Canada  
 Camp # (204)747-2587, Home # (204)534-6844

*A scroll of remembrance was written in his presence concerning those who feared the LORD and honored his name. "They will be mine," says the LORD Almighty; "in the day when I make up my **treasured possession**." Malachi 3:16a,17*

**NOTE:** This communication, including its attachments, if any, is confidential and intended only for the person(s) to whom it is addressed, and may contain proprietary and/or privileged material. Any unauthorized review, disclosure, copying, other distribution of this communication or taking of any action in reliance on its contents is strictly prohibited. If you have received this message in error, please notify us immediately so that we may amend our records. Then, please delete this message (and its attachments, if any) without reading, copying or forwarding it to anyone.

----- Forwarded message -----

From: **SV-SF-CSOS** <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>  
 Date: Thu, May 2, 2019 at 10:15 AM  
 Subject: Canada Summer Jobs application - Project Number: 016252678  
 To: Howard Weir <howard@onehopecanada.ca>

**\*\*\*This is a system generated e-mail. Please do not reply\*\*\***

2019/05/02

Howard Weir  
 Turtle Mountain Bible Camp  
 BOX 1198  
 BOISSEVAIN MB R0K 0E0

**Project Number:** # 016252678

**Constituency:** Brandon-Souris

**Subject:** Canada Summer Jobs application

We appreciate your interest in Canada Summer Jobs.

After seeking additional information from you, your application has been deemed ineligible for the following reason(s):

- The proposed project/activity is ineligible - Projects or job activities that restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.

The Department's decisions on Canada Summer Jobs applications are final. However, if you have any questions about the process or the decision made in respect of your application, please contact me at (800) 548-2375.

If you proceed with plans to hire a youth this summer and are interested in advertising your job vacancies, you may visit [www.jobbank.ca](http://www.jobbank.ca). Job Bank offers free job postings to employers, including job listings for students.

Sincerely,

JAN FIX, Director/Directrice  
Service Canada  
220 4TH AVENUE SOUTHEAST  
Calgary AB T2G 4X3

--

*Melanie Mushaluk  
Development Admin Coordinator  
One Hope Canada/l'Espoir du Canada  
Toll Free: 1-888-960-2580 (ext. 130)  
Fax: 1-204-663-0246*

## Exhibit "D"

THIS IS EXHIBIT " D "  
referred to in the Affidavit of

Michelle Gurdal

Sworn before me this 16  
day of September A.D. 20 19

[Signature]  
A Commissioner in and for the Province of Alberta

**Marty Moore**  
Barrister & Solicitor

---

**Fwd: Canada Summer Jobs application - Project Number: 016291981**

---

**Maple Springs Director** <director@maplesprings.ca>

Thu, May 2, 2019 at 10:45 AM

To: Bill McCaskell &lt;bmccaskell@onehopecanada.ca&gt;, Pete Stenstrom &lt;petes@onehopecanada.ca&gt;

----- Forwarded message -----

From: **SV-SF-CSOS** <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>

Date: Thu, May 2, 2019, 8:27 AM

Subject: Canada Summer Jobs application - Project Number: 016291981

To: Mark Wilson &lt;director@maplesprings.ca&gt;

**\*\*\*This is a system generated e-mail. Please do not reply\*\*\***

2019/05/02

Mark Wilson  
One Hope Ministries of Canada  
5100 INGA ST  
PEACHLAND BC V0H 1X8

**Project Number:** # 016291981**Constituency:** Central Okanagan-Similkameen-Nicola**Subject:** Canada Summer Jobs application

We appreciate your interest in Canada Summer Jobs.

Thank you for providing additional information. After a full assessment, your application has been deemed ineligible for the following reason(s):

- The proposed project/activity is ineligible - Projects or job activities that restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.

The Department's decisions on Canada Summer Jobs applications are final. However, if you have any questions about the process or the decision made in respect of your application, please contact me at (800) 548-2375.

If you proceed with plans to hire a youth this summer and are interested in advertising your job vacancies, you may visit [www.jobbank.ca](http://www.jobbank.ca). Job Bank offers free job postings to employers, including job listings for students.

Sincerely,

JAN FIX, Director/Directrice  
Service Canada  
220 4TH AVENUE SOUTHEAST  
Calgary AB T2G 4X3

## Exhibit "E"

THIS IS EXHIBIT " E "  
referred to in the Affidavit of

Michelle Gurdal

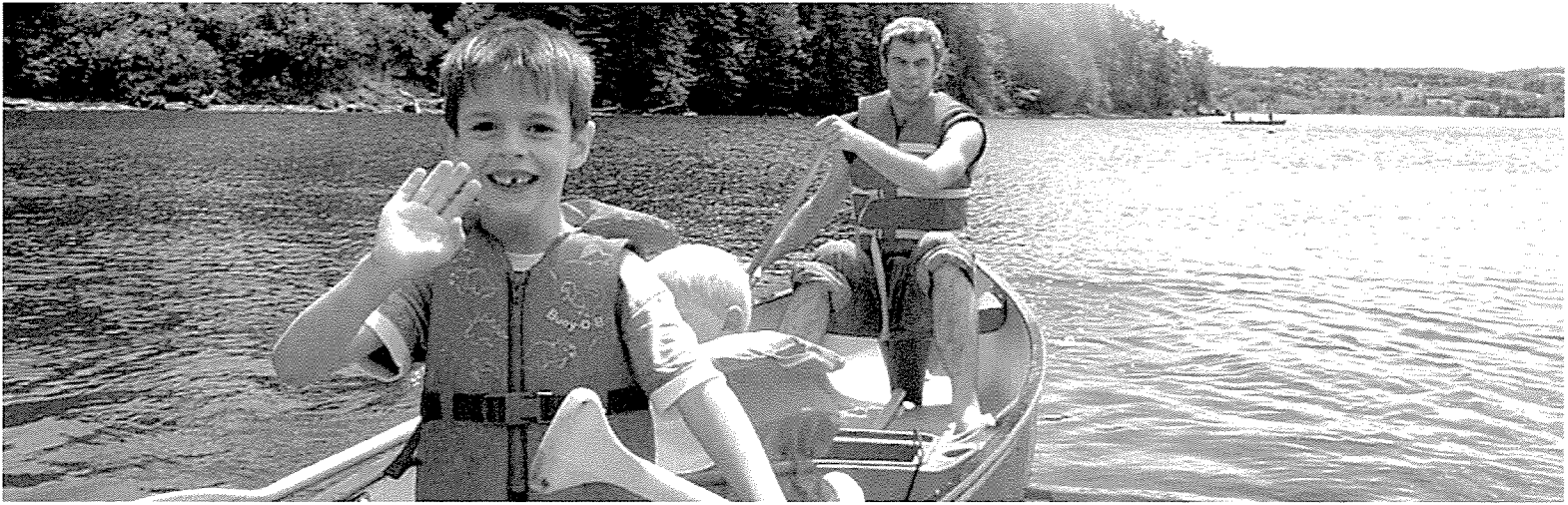
Sworn before me this 16

day of September A.D. 20 19

[Signature]

A Commissioner in and for the Province of Alberta

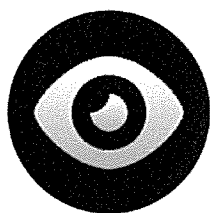
**Marty Moore**  
Barrister & Solicitor



## DISCOVER THE ATLANTIC

*Reaching the maritime provinces with six Bible camps, one creative ministry, and one rural church.*

04:41



**EXPLORE**  
*discover our ministries*



**CONNECT**  
*email or phone us*

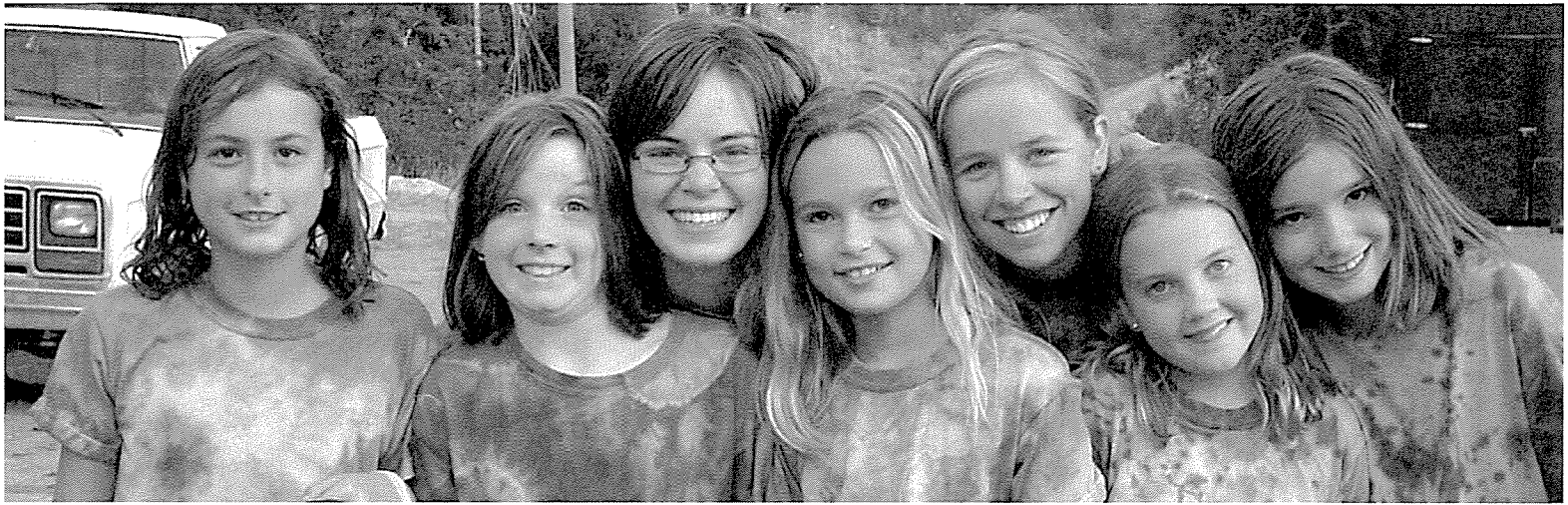
## Discover our Bible Camps and Other Creative Ministries in the Atlantic



In Canada's atlantic provinces we bring the message of Jesus to children and youth in six Bible camps across the maritimes. Added to this is one church and one family in creative ministry. Find out more by clicking on one of the ministries below.

- **Bible Camps**
  - Blomidon Bible Camp (<http://www.onehopecanada.ca/blomidonbiblecamp/>)
  - Cape Breton Bible Camp (<http://www.onehopecanada.ca/capebretonbiblecamp/>)
  - Hampton Bible Camp (<http://www.onehopecanada.ca/hamptonbiblecamp/>)
  - Miramichi Valley Bible Camp (<http://www.onehopecanada.ca/miramichibiblecamp/>)
  - New Found Life Bible Camp (<http://onehopecanada.ca/newfoundlandlifebiblecamp/>)
  - Sandy Cove Bible Camp (<http://www.onehopecanada.ca/sandycovebiblecamp/>)
- Kensington Church
- The Doreys

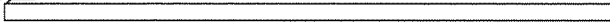
## Contact the Atlantic Field Director



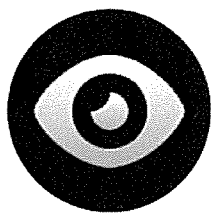
## DISCOVER QUEBEC

*Reaching Canada's French speaking province with two Bible camps.*

03:14







**EXPLORE**  
*discover our ministries*



**CONNECT**  
*email or phone us*

## Discover our Bible Camps in Quebec



**EXPLORE**  
*discover our ministries*

In Canada's french speaking province we bring the message of Jesus to children and youth in two Bible camps in southern Quebec. Find out more by clicking on one of the ministries below.

- **Bible Camps**

- Camp des Iles (<http://www.onehopecanada.ca/campdesiles/>)
- Camp Livingstone (<http://www.onehopecanada.ca/camplivingstone/>)

Top



(<https://www.facebook.com/pages/One-Hope-Canada/627362373966476>)



(<https://twitter.com/OneHopeCanada>)



(<https://vimeo.com/onehopecanada>)



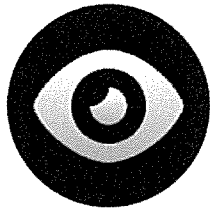
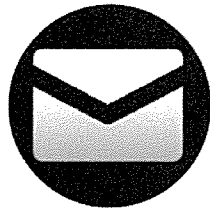
(<https://onehopecanada.ca/blog/>)



## DISCOVER MANITOBA

*Reaching the eastern prairies with five Bible camps and one creative ministry.*

03:43

**EXPLORE***discover our ministries***CONNECT***email or phone us*

## Discover our Bible Camps and Other Creative Ministries in Manitoba



In Canada's eastern prairie province we bring the message of Jesus to children and youth in five Bible camps across southern Manitoba. Added to this one other creative outreach ministries. Setting up in the heart of communities, our Adventure Day Camps ministry reaches children right in their own neighborhoods. Find out more by clicking on one of the ministries below.

- **Bible Camps**
  - Dauphin Bible Camp (<http://www.onehopecanada.ca/dauphinbiblecamp/>)
  - Gimli Bible Camp (<http://www.onehopecanada.ca/gimlibiblecamp/>)
  - Roseau River Bible Camp (<http://www.onehopecanada.ca/roseauriverbiblecamp/>)
  - Turtle Mountain Bible Camp (<http://www.onehopecanada.ca/turtlemountainbiblecamp/>)
  - Valley View Bible Camp (<http://www.onehopecanada.ca/valleyviewbiblecamp/>)
- Adventure Day Camp (<http://www.onehopecanada.ca/adventuredaycampsmb/>)

## Contact the Manitoba Field Director

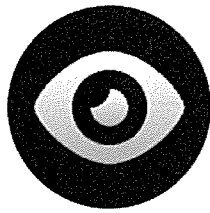


## DISCOVER BRITISH COLUMBIA

*Reaching the west coast with five Bible camps and one creative ministries.*

03:17

---

**EXPLORE***discover our ministries***CONNECT***email or phone us*

## Discover our Bible Camps and Other Creative Ministries in British Columbia



In Canada's west coast province we bring the message of Jesus to children and youth in five Bible camps from the southern Gulf Islands to central BC north of Vanderhoof. Added to this is one creative outreach ministry. Focused on special needs adults, Amasa bring the message of Jesus within summer camps and weekly clubs in the Salmon Arm area of southern BC. Find out more by clicking on one of the ministries below.

### • Bible Camps

- Echo Lake Bible Camp (<https://onehopecanada.ca/echolakebiblecamp>)
- Hope Bay Bible Camp (<https://onehopecanada.ca/hopebaybiblecamp>)
- Lake Of The Trees Bible Camp (<https://onehopecanada.ca/lakeofthetreesbiblecamp>)
- Maple Springs Bible Camp (<https://onehopecanada.ca/maplespringsbiblecamp>)
- Ness Lake Bible Camp (<https://onehopecanada.ca/nesslakebiblecamp>)

- Amasa Camp (<https://www.onehopecanada.ca/amasacamp/>)

## Contact the British Columbia Field Director

## Exhibit "F"

THIS IS EXHIBIT " F "  
referred to in the Affidavit of  
Michelle Gisdal

Sworn before me this 16  
day of September A.D. 20 19

  
A Commissioner in and for the Province of Alberta

**Marty Moore**  
Barrister & Solicitor

## AR269

<b>Organization Name</b>	<b>Amount Paid</b>	<b>Jobs Created</b>
Fawcett's Rest Home	\$3,080	2
Floral Hill Farms Ltd.	\$1,320	1
Florentine Manor Heritage Bed and Breakfast	\$1,540	1
Forest Dale Nursing Home	\$7,021	2
Freddy's New Frenchy's Ltd.	\$1,320	1
Friends of the Kennebecasis Valley Inc.	\$7,114	2
Fundy Guild Inc	\$3,744	1
Fundy Gymnastics Club	\$6,379	2
Fundy Soccer Association	\$10,794	3
Fundy Trail	\$14,721	4
HAMPTON FOOD BASKET	\$2,576	1
Hall Bros. Enterprises Ltd.	\$1,760	1
Hammond River Angling Association	\$9,632	3
Hammond River Survival Camp	\$1,320	1
Hampton Alliance for Lifelong Learning	\$7,424	2
Hampton Area Chamber of Commerce	\$2,808	1
Hampton Bible Camp	\$7,670	2
Hampton Community Club	\$7,040	2
Hampton High School Scholarship and Bursary Foundation Inc	\$3,610	1

## AR270

Organization Name	Amount Paid	Jobs Created
Bishops university / Athletic and Recreation	\$11,486	9
Bleu Massawippi	\$9,469	3
C.I.A.R.C.	\$3,350	1
COGESAF	\$3,424	1
Camp Livingstone	\$8,663	3
Camp Massawippi	\$14,428	4
Camping Beau-Soleil	\$1,027	1
Canton de Sainte-Edwidge-de-Clifton	\$3,153	2
Carrefour jeunesse-emploi du Haut-Saint-François	\$2,700	1
Centennial Theatre	\$1,014	1
Centre Corps Âme et esprit	\$6,300	2
Centre des Jeunes de Lennoxville	\$6,956	2
Chambre de commerce du Haut-Saint-François	\$6,890	2
Cimetière St-Edmond	\$2,578	1
Cine-Parc Orford HD Inc.	\$1,183	1
Circuits Frontières	\$3,438	1
Club Nautique du Petit Lac Magog	\$12,367	3
Club agroenvironnemental de l'Estrie	\$7,060	2
Collège Rivier	\$2,468	1
Collège Servite	\$2,700	1



**AR271**

<b>Organization Name</b>	<b>Amount Paid</b>	<b>Jobs Created</b>
Prairie Partners	\$4,816	1
Prairie West Recreation	\$3,730	1
Rock Lake Health District	\$3,465	1
Samaritan House Ministries Inc..	\$6,925	2
Seniors Helping Hands	\$2,370	1
Shilo MFRC Daycare	\$3,960	1
Souris Heritage Museum & Souris Railway Museum	\$4,177	1
Souris Hillcrest Museum	\$6,897	2
Souris Valley District Recreation Commission	\$13,435	3
Southwest Daycare	\$3,713	1
Ten Thousand Villages	\$2,453	1
The Deloraine Golf Club Inc.	\$4,110	1
The John Howard Society of Brandon	\$3,493	1
The Provincial Exhibition of Manitoba	\$3,460	1
The Women's Resource Centre	\$3,465	1
Tiger Hills Arts Association	\$3,221	1
Tiny Turtle Playroom Inc.	\$4,416	1
Turtle Mountain Bible Camp	\$4,400	1
Turtle Mountain Conservation District	\$3,864	1
United Way of Brandon & District	\$3,842	1

## AR272

Organization Name	Amount Paid	Jobs Created
City Of West Kelowna	\$3,421	2
Coast Range Contracting	\$4,810	3
Coldwater Indian Band	\$9,805	4
CropHealth Advising & Research	\$1,955	1
District of Peachland	\$3,421	2
Emmanuel Church	\$3,906	1
Evangel Church	\$7,324	2
Get to Know Program	\$3,812	1
Grist Mill Foundation	\$10,642	3
Habitat for Humanity	\$4,155	1
Hands in Service	\$6,304	2
Heart and Stroke Foundation of Canada	\$3,779	1
Hedley Museum	\$6,807	2
Hope Mountain Centre for Outdoor Learning	\$7,812	2
Inn From the Cold Kelowna	\$2,148	1
Kelowna Paddle Centre	\$13,147	3
Kettle Valley Steam Railway	\$10,167	3
Logan Lake Wellness Health & Youth Society	\$20,366	8
Lower Similkameen Indian Band	\$7,165	2
Maple Springs Bible Camp	\$18,488	5

## Exhibit "G"

THIS IS EXHIBIT " G "  
referred to in the Affidavit of  
Michelle Gisdal

Sworn before me this 16  
day of September A.D. 20 19

[Signature]  
A Commissioner in and for the Province of Alberta

Marty Moore  
Barrister & Solicitor

*Statement of Faith and Code of Christian Conduct*

One Hope Canada is a distinctively Christian organization whose mission is to present the Gospel—particularly to those having the least opportunity to hear of Christ and especially to children and youth—and disciple believers for living and serving through His Church.

Our policies are built on principles taken from the Holy Bible, the final authority guiding our faith, our actions and our organization. We require that all One Hope Canada year-round missionaries and board members as well as individuals serving (paid or unpaid) in summer missionary positions (referred to as “personnel” in this document) believe and follow both our Statement of Faith and our Code of Christian Conduct, as defined below.

**Abbreviated Statement of Faith**

One Hope Canada has an understanding and interpretation of Scriptures consistent with the evangelical Christian tradition and maintains a Statement of Faith and Code of Christian Conduct based on that understanding and interpretation of Scripture.

In short summary, we believe—

1. The whole Bible is inspired by God and, therefore, our authority for faith and practice.
2. The Trinity is one God: Father, Son and Holy Spirit.
3. Jesus Christ is God and was miraculously conceived, performed miracles, died and was buried, physically rose again, ascended to heaven and will return.
4. In the person of the Holy Spirit, whose ministry is to glorify the Lord Jesus Christ, draw all people to Him, renew the believing sinner, and indwell, guide, instruct and empower the believer for godly living and service.
5. In the existence of Satan, a created being and an enemy of God.
6. All people, though created in the image of God, have rebelled and are totally sinful, unable to please God; all will one day be resurrected and only by being born again through faith in the Lord Jesus Christ alone can they receive salvation and the gift of eternal life, thus escaping conscious eternal punishment.

**Code of Christian Conduct**

One Hope Canada is a community of people united by their common Christian faith. Because One Hope Canada personnel serve as highly visible role models and servant leaders within our communities, they are representatives of our shared faith in Jesus Christ in every aspect of their lives and personal ministries. We require, therefore, that One Hope Canada personnel join in a commitment to believing and living out the Christian faith, according to New Testament biblical standards, in a manner consistent with the faith they believe and represent.

Consistent with the Christian beliefs of One Hope Canada, I agree—

1. To establish spiritual disciplines needed to maintain and promote a deep, intimate relationship with God through Jesus Christ.
2. To consistently attend a local church whose beliefs are consistent with One Hope Canada’s statement of faith, when it is possible.
3. To maintain healthy relationships with family and friends. Even if a relationship is broken and resolution appears impossible, I will fulfill my obligations to the other person(s), including legal responsibilities (i.e., paying child support, alimony, and debts).
4. To express my commitment to the mission of this organization through:
  - a. honouring and serving One Hope Canada personnel and its clients with love and respect and without reservation or discrimination
  - b. recognizing the inherent value—from conception to natural death—of every person as made in the image of God, as designed and gendered according to their biological sex, and as created to do good works
5. To abstain from—and not encourage—behaviour contrary to biblical principles, including but not limited to:
  - a. the use and possession of illicit or non-prescription intoxicating drugs
  - b. the abuse of alcohol
  - c. reading or viewing pornographic materials
  - d. sexual intimacy outside of the sacred bond of marriage between one man and one woman
  - e. harassment, physical aggression, sexual assault or other abusive behaviour
  - f. criminal activity
6. To be a careful, responsible steward of the environment, including One Hope Canada property.

I have read and agree with One Hope Canada’s Abbreviated Statement of Faith and Code of Christian Conduct. I acknowledge that failure to adhere to either is grounds for immediate dismissal.

---

Printed Name

---

Signature

---

Date

---

Ministry Point Name

## Exhibit "H"

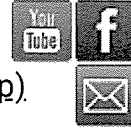
THIS IS EXHIBIT " H "  
referred to in the Affidavit of  
Michelle Gisdal

Sworn before me this 16  
day of September A.D. 20 19

Marty Moore  
A Commissioner in and for the Province of Alberta

Marty Moore  
Barrister & Solicitor

(<http://www.facebook.com/hamptonbiblecamp>).



(<http://www.youtube.com/user/HamptonBibleCamp>).

(</index.php/contact-us>).

# Hampton Bible Camp

(<https://www.hamptonbi>)

📍 [Join Our Team](#) ▶ Application Procedure

## Application Procedure

The heart of Hampton Bible Camp is a caring and enthusiastic team of summer missionaries. If you are at least 14 years of age and are interested in serving with our team:

1. Begin the online application process. You will be asked to provide three references. You should speak to these individuals prior to beginning the process so you can include their email address in the application. One Hope Canada asks that one of these references come from your pastor or youth pastor.

2. All applicants age 18 and over, if approved, must provide a current police background check, and those age 25 and over must also provide a vulnerable sector check, as per One Hope Canada's In Safe Hands (<http://insafehands.ca/>) policy.

3. Summer missionaries age 16 and up are eligible to apply for the Summer Missionary Assistance Program (SMAP). (<http://onehopecanada.ca/smap/>) through which they can raise personal support (financial and prayer partners) for their summer ministry. If interested, this application must be completed no later than June 1 to allow time for communicating with potential supporters. Click here for the SMAP application form. (<http://onehopecanada.ca/smap/>).

4. Prior to acceptance as a summer missionary, all applicants must sign One Hope Canada's Statement of Affirmation to be considered for a summer missionary position. This document is included within the online application page.



(<https://onehopecanada.ca/applyonline/>).

It is ideal to send application forms in as early as possible as we identify candidates and fill our senior positions early. Application must be completed before service at camp begins.

AR278

## Sign up to get our newsletter!

Name

E-mail

Subscribe

© Hampton Bible Camp | Webdesign by [Bankert Marketing Inc.](https://bankert.ca/index.php?utm_source=website&utm_medium=footer&utm_campaign=client_websites) ([https://bankert.ca/index.php?utm\\_source=website&utm\\_medium=footer&utm\\_campaign=client\\_websites](https://bankert.ca/index.php?utm_source=website&utm_medium=footer&utm_campaign=client_websites))



## Exhibit "I"

THIS IS EXHIBIT " I "

referred to in the Affidavit of

Michelle Gisdal

Sworn before me this 16

day of September A.D. 20 19

  
A Commissioner in and for the Province of Alberta

Marty Moore  
Barrister & Solicitor



# maplesprings biblecamp

BUILDING RELATIONSHIPS.CHANGING LIVES



## VOLUNTEER STAFF INFO PACKAGE 2019

A MINISTRY OF  
**one hope**  
CANADA





# WHAT TO EXPECT

## MINISTRY EXPERIENCE

*Our whole summer happens because of our amazing summer staff! There are positions for anyone who loves kids, loves Jesus, is enthusiastic, and eager to serve at camp for 4 or more weeks!*

### SPIRITUAL GROWTH

You will be challenged and stretched as you build relationships and share Christ with campers through daily activities, Bible studies, and chapel times. You will go beyond your normal limits, and as you do so, you will see God work in and through you. We have the privilege of showing kids God's great love for them.

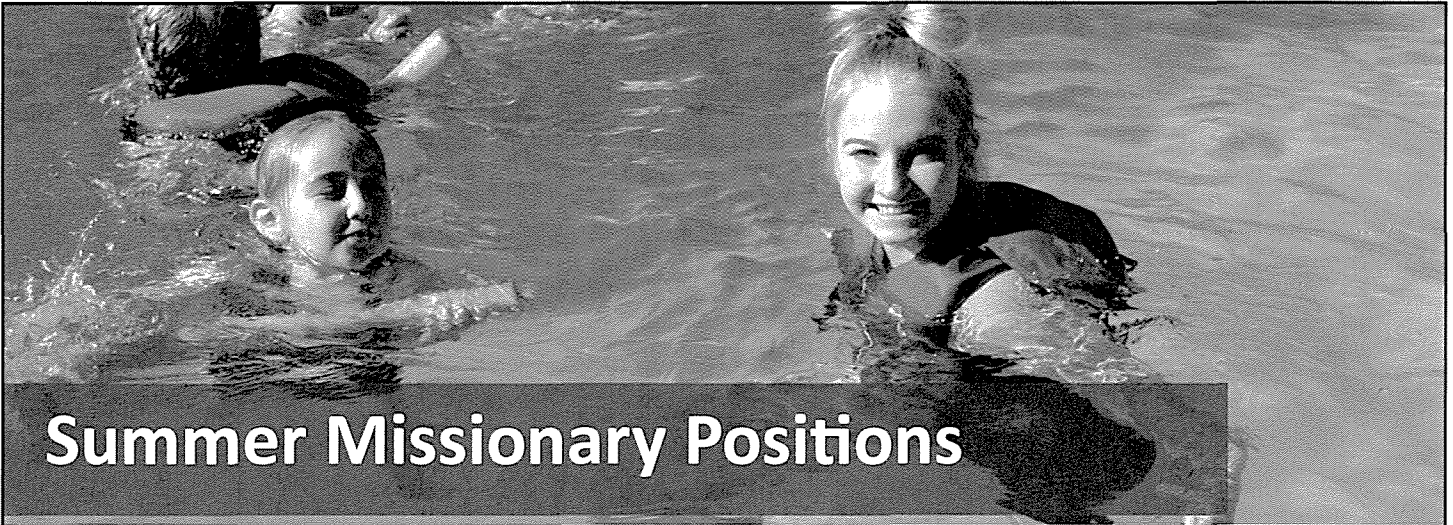
### PERSONAL GROWTH

We believe the volunteer experience is just as important as the experience we offer the campers. Times together at Staff Training and serving together build community. The MSBC staff work hard to foster deep friendships, love, respect, and lots of fun and laughter. It is our hope that the friendships and memories made at camp will last a lifetime! Just ask someone who has been to camp and hear how life-changing it can be.

### SKILL DEVELOPMENT

Maple Springs Bible Camp places an emphasis on skill development. Campers may choose to participate in archery, crafts, drama, wilderness survival, riflery, canoeing, leather working, or water sports. Applicants with training and skills in one or more of these areas are given preference. Regardless you will have the opportunity to learn and participate in a range of activities.

The skills of leadership, teamwork, and organization are the most important for any professional setting. Your experience at camp prepares you for almost any other work, it gives you value as a working person, and it looks great on a resume!



# Summer Missionary Positions

## HONORARIUM POSITIONS

### Senior Cabin Leaders (4 female, 3 male)

Senior Cabin Leaders should have experience in and have a greater responsibility in leading a cabin. They are responsible for leading up to ten kids through their whole camp experience including games, meals, cabin times, activities and more. They are also responsible to care for their physical, social, emotional, and spiritual needs. Sr. Cabin Leaders will work alongside with a Jr Cabin Leader and should be at least 17 years old.

### Video Tech/ Photographer (1)

We are looking for someone passionate about photography and video to take photos and create a promo video! You may have the opportunity to be a cabin leader as well! With your application please describe what equipment you can provide, or have experience using.

### Kitchen Assistant (2)

Help with food preparation & services. Reports to head cook. Must be able to follow directions, work quickly and accurately, and have good physical stamina. No previous experience needed.

### Junior Cabin Leaders ( 4 female, 3 male)

Jr. Cabin Leaders have a similar role as a Sr. cabin leader. Jr. Cabin leader is perfect for those who have done the LIT program! Reports to Sr. Cabin leader & Program Staff. Anyone can apply who are above the age of 16 years old.

### Waterfront/First Aid Director (1)

One lifeguard acts as Waterfront Director at MSBC. This person must be 18 on or before June 30, and overseas First Aid Attendant. must have NLS certification valid until the end of August. Must have current Standard First Aid & CPR-C.

*\*Please provide copies of certifications with application*

### First Aid Attendant (1)

Assisting First Aid Director. Co-responsible for the health and safety of the campers, LITs, and staff, including medical response to injuries, dispensing medication, medical checks, and medical paperwork. This person must have a MINIMUM of Standard First Aid and CPR-C.

*\* Please provide copies of certification with application*



**Summer Program Director (2)**

Works alongside the Program Director to plan and implement the summer program (schedule, games, events, skits, and more).

This position is very demanding, good communication, organizational skills and confidence leading a group is a must!

---

**Leader In Training Director  
(1 female, 1 male)**

Responsible for creating and implementing the LIT program. This includes work times, bible study, games, activities, and outings. LIT Directors function as 'Cabin Leaders' to the LITs. Must love to work hard and enjoy hanging out with teens!

---

**Camper Support Worker (2)**

We are looking for 1-2 leaders who love kids to help our campers that require extra support to follow the camper program, interact with others and to have an awesome time at camp. CSW will receive extra training on some diagnoses campers may have and will have the unique chance to support our awesome kids!

**Chapel Leader (1)**

Responsible for organizing chapels (music, music teams, skits, media, sound, leading worship), coordinating with weekly speakers, and assisting with program as required.

---

**Head Cabin Leader (1 female, 1 male)**

An experienced cabin leader who will lead campers while providing support, enthusiasm and an example for the cabin leading team. Will have additional responsibilities including sharing devotions, and training staff.

---

**Camp Maintenance Intern (2)**

Works closely with the Camp Caretaker and LITs to facilitate general camp maintenance and special projects. Good all around maintenance knowledge is an asset.

---

**Camp House Keeper (1)**

Responsible for laundry and cleaning procedures, inventory, and supervision. May also assist the kitchen with supplies and administration. Will be responsible for organizing the tuck (candy) shop, and camp supplies shopping.





## Missionary Honorarium Amounts

<i><b>Positions</b></i>	<i><b>Amount</b></i>	<i><b>Returning Missionary Bonus</b></i>
Sr. Cabin Leader	\$150.00 per week	\$25.00 per week
Jr. Cabin Leader	\$75.00 per week	\$25.00 per week
Waterfront/First-Aid Director	\$150.00 per week	\$25.00 per week
First Aid Attendant	\$50.00 per week	\$25.00 per week
Summer Program Director	\$150.00 per week	\$25.00 per week
L.I.T Director	\$150.00 per week	\$25.00 per week
Head Cabin Leader	\$150.00 per week	\$25.00 per week
Camper Support Worker	\$50.00 per week	n/a
Chapel Leader	\$50.00 per week	n/a
Photography/Videography	\$50.00 per week	n/a
Kitchen Assistant	\$50.00 per week	n/a
Camp House Keeper	\$50.00 per week	n/a
Maintenance Intern	\$50.00 per week	n/a

### A little note...

These honorariums are given to Summer Missionaries on behalf of Maple Springs Bible Camp.

**We strongly encourage all missionaries to complete S.M.A.P as well.**

Accepting both the honorarium and completing SMAP will help missionaries so that they will be financially capable to serve at MSBC for a minimum of 4 weeks.

Please view following page on how to get started with SMAP!





## SUMMER MISSIONARY ASSISTANCE PROGRAM (SMAP)

We realize that every summer you have a number of options as to what you should do...find a good-paying summer job to save some money, travel with your friends, or maybe, just maybe, spend your time at camp and see the Creator of the universe at work in the lives of hundreds of children.

At One Hope Canada, we think spending your time at camp is a great option, and so we have designed the Summer Missionary Assistance Program (SMAP) - a program that helps you gather a group of people around you who will partner with you in your summer ministry. These people commit to pray for you, support the work financially, and encourage you through the summer. No longer is it just you going to serve at camp...it is your entire support team, partnering with you, to see what God will do.

---

To apply for any Summer Missionary position,  
please visit the link on our website:  
[www.maplesprings.ca/volunteer/](http://www.maplesprings.ca/volunteer/)

# STATEMENT OF AFFIRMATION



## Statement of Faith and Code of Christian Conduct

One Hope Canada is a distinctively Christian organization whose mission is to present the Gospel—particularly to those having the least opportunity to hear of Christ and especially to children and youth—and disciple believers for living and serving through His Church.

Our policies are built on principles taken from the Holy Bible, the final authority guiding our faith, our actions and our organization. We require that all One Hope Canada year-round missionaries and board members as well as individuals serving (paid or unpaid) in summer missionary positions (referred to as “personnel” in this document) believe and follow both our Statement of Faith and our Code of Christian Conduct, as defined below.

### Abbreviated Statement of Faith

One Hope Canada has an understanding and interpretation of Scriptures consistent with the evangelical Christian tradition and maintains a Statement of Faith and Code of Christian Conduct based on that understanding and interpretation of Scripture.

In short summary, we believe—

1. The whole Bible is inspired by God and, therefore, our authority for faith and practice.
2. The Trinity is one God: Father, Son and Holy Spirit.
3. Jesus Christ is God and was miraculously conceived, performed miracles, died and was buried, physically rose again, ascended to heaven and will return.
4. In the person of the Holy Spirit, whose ministry is to glorify the Lord Jesus Christ, draw all people to Him, renew the believing sinner, and indwell, guide, instruct and empower the believer for godly living and service.
5. In the existence of Satan, a created being and an enemy of God.
6. All people, though created in the image of God, have rebelled and are totally sinful, unable to please God; all will one day be resurrected and only by being born again through faith in the Lord Jesus Christ alone can they receive salvation and the gift of eternal life, thus escaping conscious eternal punishment.

### Code of Christian Conduct

One Hope Canada is a community of people united by their common Christian faith. Because One Hope Canada personnel serve as highly visible role models and servant leaders within our communities, they are representatives of our shared faith in Jesus Christ in every aspect of their lives and personal ministries. We require, therefore, that One Hope Canada personnel join in a commitment to believing and living out the Christian faith, according to New Testament biblical standards, in a manner consistent with the faith they believe and represent.

Consistent with the Christian beliefs of One Hope Canada, I agree—

1. To establish spiritual disciplines needed to maintain and promote a deep, intimate relationship with God through Jesus Christ.
2. To consistently attend a local church whose beliefs are consistent with One Hope Canada’s statement of faith, when it is possible.
3. To maintain healthy relationships with family and friends. Even if a relationship is broken and resolution appears impossible, I will fulfill my obligations to the other person(s), including legal responsibilities (i.e., paying child support, alimony, and debts).
4. To express my commitment to the mission of this organization through:
  - a. honouring and serving One Hope Canada personnel and its clients with love and respect and without reservation or discrimination
  - b. recognizing the inherent value—from conception to natural death—of every person as made in the image of God, as designed and gendered according to their biological sex, and as created to do good works
5. To abstain from—and not encourage—behaviour contrary to biblical principles, including but not limited to:
  - a. the use and possession of illicit or non-prescription intoxicating drugs
  - b. the abuse of alcohol
  - c. reading or viewing pornographic materials
  - d. sexual intimacy outside of the sacred bond of marriage between one man and one woman
  - e. harassment, physical aggression, sexual assault or other abusive behaviour
  - f. criminal activity
6. To be a careful, responsible steward of the environment, including One Hope Canada property



Court File No. T-917-19 and T-918-19

FEDERAL COURT

KP/ks

B E T W E E N:

BCM INTERNATIONAL (CANADA) INC.

Applicant

- and -

CANADA (MINISTER OF EMPLOYMENT, WORKFORCE DEVELOPMENT AND  
LABOUR, and THE ATTORNEY GENERAL OF CANADA)

Respondent

- - - - -

This is the Cross-Examination of DR. BARRY ADAM, on his  
Affidavit sworn on the 26th day of November, 2019, taken at  
the offices of VICTORY VERBATIM REPORTING SERVICES INC.,  
Suite 900, Ernst & Young Tower, 222 Bay Street, Toronto,  
Ontario, on the 5th day of February, 2020.

- - - - -

APPEARANCES:

MARTY MOORE

-- for the Applicant

KERRY BOYD

-- for the Respondent

Dr. Barry Adam - 2

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Dr. Barry Adam - 3

1 --- Upon convening at 10:00 a.m.

2 --- Upon commencing at 10:00 a.m.

3  
4 DR. BARRY ADAM, affirmed

5 CROSS-EXAMINATION BY MR. MOORE:

6 1. Q. Thank you, Dr. Adam. And I  
7 understand you affirmed to tell the truth  
8 today. Is that correct?

9 A. I have.

10 2. Q. And is that affirmation binding on  
11 your conscience?

12 A. Yes.

13 3. Q. Okay. Thank you. When were you  
14 asked by counsel for The Government of Canada to  
15 prepare an affidavit in this case? When?

16 A. When?

17 4. Q. When were you asked?

18 A. Oh, when? Oh, it has been a while.

19 5. Q. Sure.

20 A. I'm not sure I remember the day, it  
21 must be at least a year ago.

22 6. Q. Okay. Were you provided with any  
23 instructions or email or letter of instructions  
24 requesting your advice in this matter?

25 A. Yes, I was. And I was in...I was

Dr. Barry Adam - 4

1 requested to provide an opinion, which I quote  
2 here, somewhere, on the negative impacts on LGBTQ  
3 youth when employers or potential employers  
4 discriminate against them.

5 7. Q. Do you have a copy of the  
6 instructions or letter of instructions that you  
7 were given in the request?

8 A. I don't have it with me. I might  
9 have it in like an email backlog.

10 8. Q. Okay. Would that be something that  
11 you would be willing to provide? Just noting that  
12 it's common just code of conduct for expert  
13 witnesses for the letter of instructions maybe to  
14 be attached to the affidavit.

15 A. M'hmm.

16 MR. BOYD: Well, there is no obligation  
17 to provide an undertaking in the  
18 cross-examination on an Affidavit in  
19 Federal Court, so we'll take that under  
20 advisement.

U/A

21 9. MR. MOORE: Sure. Okay.

22  
23 BY MR. MOORE:

24 10. Q. And Dr. Adam, I've reviewed your CV  
25 attached to your Affidavit as Exhibit A.

1 A. Yes.

2 11. Q. And I note your credentials and  
3 academic positions as a professor, Distinguished  
4 University Professor Emeritus at the University of  
5 Windsor and your education and research in the  
6 field of Sociology. Do you have legal training as  
7 well?

8 A. I do not.

9 12. Q. Okay. So, you're not a lawyer?

10 A. No.

11 13. Q. Okay. Do you have particular  
12 expertise in the legal protections afforded by the  
13 Canadian Chart of Rights and Freedoms?

14 A. I do not.

15 14. Q. Do you have particularly legal  
16 expertise concerning the legal protections afforded  
17 by Human Rights Codes in Canada?

18 A. No.

19 15. Q. Were you involved in crafting the  
20 rules for the 2019 Canada Summer Jobs Program?

21 A. I was not.

22 16. Q. Were you involved in the decision  
23 to deem Mount Traber Bible Camp ineligible to  
24 participate in the 2019 Canada Summer Jobs Program?

25 A. Not at all.

1           17.               Q.       Were you involved in the decision  
2                           to deem Mill Stream Bible Camp ineligible to  
3                           participate in the 2019 Canada Summer Job Program?

4                           A.       Not at all.

5           18.               Q.       As you mentioned, you are providing  
6                           an opinion about the negative impacts on LGBTQ  
7                           youth when employers or potential employers  
8                           discriminate against them, and I'm interested in  
9                           your concept of discrimination. Is it your view  
10                          that a religious organization hiring employees who  
11                          share its religious beliefs is discrimination?

12                          A.       Not in and of itself.

13           19.               Q.       Okay. Is it your view, is it  
14                           discrimination against LGBTQ people for a religious  
15                           organization to require that its employees,  
16                           regardless of their sexual orientation or gender  
17                           identity, share the religious beliefs of the  
18                           organization?

19                          A.       I guess I need to step back a  
20                          little bit to talk about how I'm using the notion  
21                          of discrimination in my report. What I've been  
22                          asked to do is to talk about how law can impact on  
23                          the every days lives of people in society, that's  
24                          something that sociologists can do.

25           20.               Q.       Sorry. You're saying how law has

1 an impact?

2 A. Can impact...

3 21. Q. Okay.

4 A. ...on people in a larger society.

5 22. Q. And that's what this expert  
6 Affidavit is?

7 A. Yes. Sociologists can also comment  
8 on how social conditions lead to law, but that's  
9 probably not at issue here. But what I'm saying is  
10 that my job, as it were, is not to determine  
11 whether discrimination has occurred in any  
12 particular instance, but rather, if discrimination  
13 has occurred, what the consequences are.

14 23. Q. And with the question that I asked,  
15 whether it's discrimination against LGBTQ people  
16 for a religious organization to require that its  
17 employees, regardless of their sexual orientation  
18 or gender identify, share the religious beliefs of  
19 the organization, you're telling me you're not  
20 qualified to say whether that is or is not  
21 discrimination?

22 A. Yes. I mean, that sounds to me  
23 like a legal question and that's not what I'm here  
24 to talk about.

25 24. Q. Sure.

1                   A.       I'm here to talk about the  
2 consequences of discrimination or exclusion from  
3 employment.

4       25.               Q.       Okay. And so, when you're talking  
5 about discrimination in your affidavit, you're  
6 referencing really any discrimination by employers  
7 or potential employers, not, your opinion is not  
8 specifically limited to projects or job activities  
9 that restrict access to programs, services or  
10 employment, or otherwise discriminate contrary to  
11 applicable laws, you're talking about general  
12 discrimination by employers?

13                   A.       I'm not sure I understand the  
14 distinction that you've made. I am talking about  
15 the impact of general discrimination. However, the  
16 way in which that discrimination is manifested, it  
17 occurs in specific instances. So I'm not entirely  
18 clear on your distinction.

19       26.               Q.       Okay. As I understand, you're  
20 talking about general discrimination, is what you  
21 said? That answers my question.

22                   A.       I am talking about that. I am  
23 talking about that.

24       27.               Q.       Yes. Okay. And so, you know,  
25 making this distinction then, you would agree with



1 me that you have no legal expertise as to what  
2 actions are contrary to applicable laws in Nova  
3 Scotia or Ontario or Canada?

4 A. Right.

5 28. Q. Yes.

6 A. I don't intend to comment on that.

7 29. Q. Okay. And you would have no legal  
8 expertise to interpret a particular policy that  
9 deems ineligible projects or job activities that  
10 restrict access to program services or employment  
11 or otherwise discriminate contrary to applicable  
12 laws?

13 A. That strikes me as in the purview  
14 of the court, rather than me.

15 30. Q. Okay. So, for this, there is two  
16 matters before us on these, this questioning. And  
17 you wouldn't be then qualified as a legal expert to  
18 say whether Mount Traber's hiring practices are  
19 contrary to the applicable laws in Nova Scotia, for  
20 example?

21 A. No.

22 31. Q. Or whether Mill Stream's hiring  
23 practices are contrary to the applicable laws in  
24 Ontario?

25 A. Right.

1           32.           Q.       Or to maybe generalize it slightly,  
2                       you wouldn't be able to give a legal opinion on  
3                       whether a doctrinal questionnaire used by a  
4                       religious organization is a hiring practices, is a  
5                       hiring practice that is contrary to applicable laws  
6                       in Ontario or Nova Scotia?

7                       A.       No. It strikes me, this is a  
8                       question a court needs to consider.

9           33.           Q.       M'hmm.

10                      A.       That is, what is the relationship  
11                      between the set of criteria set out in the Canada  
12                      Summer Jobs application form, which encourages the  
13                      hiring of youth from eight categories, which have  
14                      been subject to traditional inequities, youths such  
15                      as youths with disabilities, recent immigrants,  
16                      LGBTQ youth.

17                      So I think the court has to look at that  
18                      and look at the Codes of Conduct of the  
19                      organizations that you've mentioned. However, it's  
20                      not for me to make that decision, I don't have that  
21                      kind of authority. My purview is to look at the  
22                      social science research of the consequences of  
23                      those decisions.

24           34.           Q.       Dr. Adam, do you advocate for the  
25                       LGBTQ community, including for legal and policy

Dr. Barry Adam - 11

1 reform in Canada?

2 A. Do I advocate for them? I'm first  
3 and foremost a social scientist. So I'm interested  
4 and have done research on the broad area of the  
5 social status of LGBTQ people in Canada, and  
6 including a number of specific studies, also  
7 concerning the HIV studies and the health of  
8 populations affected by HIV, including gay and  
9 bisexual men.

10 Does that constitute advocacy? I think it  
11 depends on how that research is then read by other  
12 people. So I'll leave it at that.

13 35. Q. I would like to show you, it's a  
14 printout from the public Facebook page of Barry  
15 Adam. And perhaps if you could identify whether or  
16 not this is your public Facebook page.

17 A. Okay.

18 36. Q. Or excerpts printed from it?

19 A. Yes, it could be.

20 37. Q. Okay. If I could direct your  
21 attention to the first tab. I think it's there.  
22 There is a post regarding a 2018 post where you  
23 link to the Ontario NDP Health Platform and which  
24 quotes, for example,

25 "...Better health care for the LGBTQIA2S+

1 community...",  
2 including removing barriers to transition related  
3 surgeries and covering the costs of transition  
4 drugs. Is that your post?

5 A. Yes.

6 38. Q. Okay. And then I'll direct your  
7 attention to the next tab there, and this is a 2017  
8 post on your Facebook page, which links to an  
9 article and a statement that, quote,

10 "...Sorry, Justin. Your apology to LGBTQ  
11 people doesn't let you off the hook.

12 There are a half dozen outdated laws that  
13 should be abolished including section  
14 159..."

15 And then, I believe your comment on that post is  
16 stating,

17 "...Overdue law reform..."

18 Is that correct?

19 A. I believe I am reading this  
20 correctly, that this comes from, the actual quote  
21 comes from someone else, the Gay West Community  
22 Network.

23 39. Q. Right. And then you reposted it...

24 A. Okay.

25 40. Q. ...and added your own comment of

1 same, stating,

2 "...Overdue law reform..."

3 A. Right. Okay. Yes.

4 41. MR. MOORE: All right. I would  
5 potentially mark this as an exhibit to the  
6 Cross-Examination.

7 MR. BOYD: No objection.

8 42. MR. MOORE: Okay.

9  
10 --- EXHIBIT NO. 1: Printout of Facebook page of  
11 Dr. Barry Adam and 2017 post  
12 on Facebook with link to  
13 article

14  
15 43. MR. MOORE: I have no further questions  
16 for today. So, I will conclude my  
17 Cross-Examination for today.

18 MR. BOYD: I might have a couple of  
19 questions just in re-direct.

20 44. MR. MOORE: Yes.

21  
22 RE-EXAMINATION BY MR. BOYD:

23 45. Q. Just for context, Dr. Adam, you  
24 were asked about this excerpt from a Facebook post,  
25 and it references section 159. Do you know what

Dr. Barry Adam - 14

1 section 159 is?

2 A. I don't know it by name.

3 46. MR. BOYD: Those are all my questions,  
4 it's my only question.

5  
6 --- Upon adjourning at 10:15 a.m

7

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INDEX OF EXHIBITS

<u>EXHIBIT NUMBER</u>	<u>DESCRIPTION</u>	<u>PAGE NUMBER</u>
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PAGE  
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QUESTION  
NUMBER

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4

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EXHIBIT  
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REPORTER'S NOTE:

Please be advised that any undertakings, objections, under advisements and refusals are provided as a service to all counsel, for their guidance only, and do not purport to be legally binding or necessarily accurate and are not binding upon Victory Verbatim Reporting Services Inc.

I hereby certify the foregoing to be a true and accurate transcription of the above-noted proceedings held before me on the **5th DAY OF FEBRUARY, 2020**, and taken to the best of my skill, ability and understanding.

**Certified Correct:**

*[Signature]*

---

**Keri Power**  
Verbatim Reporter





GILLESPIE REPORTING SERVICES, A Division of 709387 Ontario Inc., 200-130 Slater St. Ottawa Ontario K1P 6E2

Tel: 613-238-8501

Fax: 613-238-1045

Toll Free 1-800-267-3926

Examination No. 20-0112

Court File No. T-917-19

T-918-19

FEDERAL COURT

B E T W E E N:

BCM INTERNATIONAL (CANADA) INC.

Applicant

- and -

CANADA (MINISTER OF EMPLOYMENT,  
WORKFORCE, AND LABOUR) AND  
THE ATTORNEY GENERAL OF CANADA

Respondents

\*\*\*\*\*

CROSS-EXAMINATION OF DR. ELLEN FAULKNER ON AFFIDAVIT SWORN  
November 27, 2019, pursuant to an appointment made on  
consent of the parties, to be reported by Gillespie  
Reporting Services, on February 6, 2020, commencing at the  
hour of 9:57 in the forenoon.

\*\*\*\*\*

APPEARANCES:

Marty Moore,

Jennifer Lee,

**ORIGINAL**

for the Applicant

for the Respondents

The Cross-Examination was reported by Gillespie Reporting Services  
at Ottawa, Ontario, having been duly appointed for the purpose.

GILLESPIE REPORTING SERVICES, A Division of 709387 Ontario Inc., 200-130 Slater St. Ottawa Ontario K1P 6E2

Tel: 613-238-8501

Fax: 613-238-1045

Toll Free 1-800-267-3926

(i)

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NAME OF WITNESS: DR. ELLEN FAULKNER

CROSS-EXAMINATION BY: MR. MOORE

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EXHIBITS

(NONE ENTERED)

DATE TRANSCRIPT ORDERED: FEBRUARY 6, 2020

DATE TRANSCRIPT COMPLETED: FEBRUARY 8, 2020

1 DR. ELLEN FAULKNER, AFFIRMED:

2 CROSS-EXAMINATION BY MR. MOORE:

3 1. Q. Dr. Faulkner, could you state your name for  
4 the record, please?

5 A. Dr. Ellen Faulkner.

6 2. Q. Thank you. Dr. Faulkner, you have affirmed to  
7 tell the truth today and that affirmation is binding on  
8 your conscience, correct?

9 A. Yes.

10 3. Q. Your counsel notified us that you would like  
11 to make a couple corrections on the record to your  
12 affidavit that you have provided so I'll let you go ahead  
13 and do that.

14 MS. LEE: I'll just point Dr. Faulkner to it. The  
15 first one is at paragraph 15.

16 THE WITNESS: Paragraph 15 I state that workplaces  
17 are the third most common locations of anti-gay and anti-  
18 lesbian attacks based on my research. I would like to  
19 make a correction to that. They are the second most  
20 common locations of anti-gay and anti-lesbian attacks  
21 based on the findings from my Calgary research on anti-gay  
22 and lesbian violence and the fourth and fifth most common  
23 locations of anti-gay and lesbian violence in the  
24 Fredericton and Toronto research.

25 MR. MOORE: Thank you. I have that noted now

1 here.

2 MS. LEE: The second correction is on page 10,  
3 footnote 19.

4 THE WITNESS: Footnote 19 should state 2014  
5 instead of 2017.

6 MR. MOORE: Thank you. I have that.

7 4. Q. Dr. Faulkner, you have received education and  
8 done research in the field of sociology, correct?

9 A. Yes.

10 5. Q. Would you say that you have expertise in  
11 regard to the area of discrimination?

12 A. Yes.

13 6. Q. Have you done research into the effect of  
14 discrimination by government against persons and groups on  
15 account of their religious beliefs?

16 A. No.

17 7. Q. Do you have legal education? Do you have a  
18 law degree?

19 A. No.

20 8. Q. So you're not qualified to provide a legal  
21 opinion as to what is discrimination contrary to law?

22 A. I'm trained as a sociologist so some of my  
23 work looks at the impact of laws on sexual minorities but  
24 no, I'm not trained as a lawyer, as a legal expert. My  
25 main expertise is sociology and I look at broad, general

1 patterns in terms of forms of discrimination as they  
2 affect sexual minorities.

3 9. Q. So for clarification, you're not qualified to  
4 provide legal expertise concerning the Charter of Rights  
5 and Freedoms and the legal values that underlie the  
6 charter?

7 A. No. I'm trained as a sociologist and I've  
8 been asked to comment on the impact of discrimination that  
9 sexual minorities experience in the workplace. I'm not  
10 trained as a lawyer and I don't feel that I'm qualified to  
11 comment on legal issues. My expertise is in the area of  
12 identifying broader social issues or impacts in terms of  
13 discrimination that LGBTQs experience.

14 10. Q. Following up on this line, since you don't  
15 have legal expertise then you're not going to be providing  
16 legal expertise in regards to freedom of thought and  
17 expression, opinion, or freedom of conscience and  
18 religion? Those aren't in your area of expertise either?  
19 The legal concepts as they are protected by the charter,  
20 that's not your expertise?

21 A. I'm aware of some of the impacts of these  
22 issues in terms of some previous legal cases that I've  
23 looked at in terms of freedom of expression but no, this  
24 is not my area of expertise and I don't feel that I have  
25 training or legal background to comment on anything

1 related to the Charter of Freedom of Expression.

2 11. Q. Thank you for that. When it comes to talking  
3 about specific hiring practices, you wouldn't have the  
4 legal expertise to say whether they're constitutionally  
5 protected by the charter or whether they are subject to  
6 particular human rights codes, whether they violate  
7 particular human rights codes? That wouldn't be something  
8 in your expertise purview?

9 A. No. I would say that as a sociologist, my  
10 area of expertise is the impact of discrimination on  
11 LGBTQs but I'm not trained in that area and I don't feel  
12 comfortable commenting on anything related to the legal  
13 realm in my testimony today.

14 12. Q. Moving on then, you were asked by the  
15 Government of Canada to prepare an affidavit in this case.  
16 When were you asked to prepare your expert affidavit in  
17 this case?

18 A. I can't recall the exact month. I believe it  
19 was sometime in 2018.

20 13. Q. This case originated in 2019, this particular  
21 matter. Were you provided with any letter or email  
22 instructions in regard to preparing an affidavit?

23 A. Yes.

24 14. Q. Do you have a copy of that letter or email  
25 instructions in your possession?



1 A. I'm not sure. Possibly.

2 15. Q. I asked the same question with Carrie  
3 yesterday in regards to the cross-examination of Dr.  
4 Adams. I would submit a request for a copy of that.

5 MS. LEE: Mr. Boyd said the same thing yesterday.  
6 It's our position you can't give undertakings at cross-  
7 examinations but we'll take that under advisement. That  
8 might be something that we could provide to you.

\*A\*

9 MR. MOORE: Along with that, I would make a  
10 specific request for clarification as to the date that Dr.  
11 Faulkner was requested to provide an expert opinion in  
12 this matter.

13 MS. LEE: Sure. If we could just go off the  
14 record for a second?

\*A\*

15 (SHORT RECESS)

16 MR. MOORE:

17 16. Q. At paragraph 1 of your affidavit you indicate  
18 that your opinion is addressing the negative impacts on  
19 youth and to the Canadian society as whole of employers  
20 who discriminate against LGBTQ2+ persons. When you're  
21 talking about employers who discriminate, are you  
22 referring generally to employers who discriminate or  
23 specifically to religious organisations that require their  
24 staff to share their own beliefs?

25 A. I would say generally but I was writing this

1 and conducting research for this affidavit thinking about  
2 the impact of LGBTQs working within religious  
3 organisations and what the impact might be given the  
4 information I was provided with.

5 17. Q. The research that you site in this opinion  
6 that you provided, that research is directed generally at  
7 employers who discriminate, not specifically at religious  
8 organisations that require employees to share their own  
9 beliefs, correct?

10 A. Yes, I would agree with that.

11 18. Q. When you reference the term discrimination,  
12 you're talking about that term from a sociological  
13 perspective and not particularly discrimination that is  
14 contrary to law in a strictly legal term? Is that  
15 correct?

16 A. Yes. I am using the sociological definition  
17 of discrimination.

18 19. Q. Dr. Faulkner, is it your opinion that the  
19 religious belief that homosexual intimacy is a sin, is  
20 that belief a discriminatory view, in your opinion?

21 A. Yes, I do based on the potential harms and the  
22 impact of that discriminatory view on LGBTQs particularly  
23 in the workplace and in religious organisations that they  
24 may be working with and the impact in terms of all of the  
25 harms that I discuss in my affidavit.

1 20. Q. Is it your opinion that the religious belief  
2 that marriage is between one man and one woman, is that  
3 belief a discriminatory view in your opinion as well?

4 A. In the context of the affidavit that I have  
5 prepared and the research I have conducted focusing on the  
6 specific issue of employment of LGBTQs in camps such as  
7 BCM summer camps, the questions that LGBTQ youth are being  
8 asked in the screening process in terms of whether  
9 marriage is between one man and one woman, I believe is  
10 potentially discriminatory because of the impact on LGBTQ  
11 youth may be perceiving that they would not be accepted  
12 within that community if they were hired and the potential  
13 outcome in terms of the impact of going back in the closet  
14 in order to maintain employment, perceptions of not being  
15 part of the community and all of the other harms that I  
16 mention in my affidavit. Yes, I do feel that the notion  
17 that marriage is between one man and one woman is  
18 discriminatory in terms of the symbolic message it sends  
19 to LGBTQ youth who may be working or trying to obtain work  
20 in these religious organisation and may already be  
21 employed and feeling that they have to maintain a certain  
22 level of closetry in order to maintain their employment.

23 21. Q. Did you prepare this affidavit specifically in  
24 regards to BCM or did you prepare this affidavit more  
25 generally for more than just in regard to BCM?

1           A. I was asked to prepare this affidavit focusing  
2           on BCM and the materials that I received with regard to  
3           BCM.

4 22.           Q. Is this affidavit filed in any other matters?  
5           Do you know?

6           A. Yes. I believe it's filed in the Redeemer  
7           matter.

8 23.           Q. Was this affidavit prepared in regard to the  
9           Redeemer matter as well?

10          A. Yes.

11 24.           Q. So it's not prepared just for the BCM matter?

12          A. No.

13 25.           Q. In your affidavit you reference LGBTQ beliefs.  
14           What are LGBTQ beliefs?

15           A. I would say that LGBTQ beliefs go back to the  
16           notion of the personal is the political and begin with the  
17           attempt by LGBTQs to obtain liberation and recognition  
18           within the state in terms of their human rights. LGBTQ  
19           beliefs are based in the notion that their experiences of  
20           discrimination in society are relevant to their everyday  
21           experiences in terms of employment, discrimination in  
22           relationships. As a sociologist I look at the experiences  
23           of LGBTQs at the micro and the macro level, how their  
24           interpersonal experiences impact their institutional  
25           experiences. In terms of discrimination, LGBTQ beliefs

1 explore the connection between the individual experiences  
2 of LGBTQ persons and communities and the impact in terms  
3 of their institutional experiences. Beliefs are connected  
4 to ideology and the notion that LGBTQs should be treated  
5 with respect and equally in society and that their human  
6 rights should be protected.

7 26. Q. Do LGBTQ beliefs conflict with traditional  
8 Christian beliefs?

9 A. I believe that LGBTQs have challenged  
10 religious beliefs on many levels because of some of the  
11 core Christian values. When LGBTQs began organising and  
12 resisting their pathologisation by the state and social  
13 institutions, they turned to examine religious  
14 institutions and how they had been demonised and  
15 pathologised and so the notion that homosexuals are  
16 sinners, for example, or the notion that marriage can only  
17 be between one man and one woman are propositions that  
18 have been made by some religious organisations and LGBTQs  
19 have resisted these notions because they perceive that  
20 these values or notions or beliefs that are promoted by  
21 some religious institutions have contributed to their  
22 minority status or discrimination in society. Yes, I  
23 believe that based on my research and my opinion and my  
24 own experience, that LGBTQs have resisted some beliefs  
25 promoted by religious institutions.

1 27. Q. Are these LGBTQ beliefs catalogued by someone  
2 or listed in some particular place?

3 A. I'm sure there are many researchers working in  
4 this area but I can't think of a name of an academic  
5 researcher off the top of my head.

6 28. Q. How does something become an LGBTQ belief?  
7 How is something identified as an LGBTQ belief?

8 A. I think through research and political  
9 activism and organising and writing and collaboration with  
10 one's peers, through discussion, LGBTQ groups have  
11 discussed these issues and conducted research and  
12 collaborated and deconstructed some of the dominant  
13 devaluing perceptions or discriminatory perceptions that  
14 have existed within our social institutions and through  
15 that collaboration, they have written and published their  
16 work and much of this work is now in the public domain and  
17 has influenced our society and our laws in terms of  
18 changing the social perceptions about LGBTQ persons and  
19 communities.

20 29. Q. You've referenced your own personal  
21 experience. Is that something you would be willing to  
22 expound on? Have you personally been the recipient of  
23 discrimination in this regard?

24 A. Just for clarification, can you point to where  
25 I comment on my own personal experience?

1 30. Q. We were talking about LGBTQ beliefs and we  
2 were talking about discrimination that they have  
3 experienced and those matters and you referenced personal  
4 experience. I'm just wondering if you care to clarify  
5 what you mean by that.

6 A. Yes. I've had a lot of experiences of  
7 discrimination as a lesbian woman and so my own personal  
8 experience has been a source of motivation for the  
9 research that I conduct and my political activism, without  
10 getting into a lot of detail. I mean we could sit here  
11 for a long time possibly and talk about those experiences.  
12 Yes, I've experienced bullying, harassment in the  
13 workplace. I've left jobs because of my experience of  
14 harassment and discrimination as a lesbian woman. Yes,  
15 I've had a lot of personal experiences that impacted me.

16 31. Q. I'm very sorry to hear that. Have you  
17 experienced this kind of discrimination from religious  
18 communities as well?

19 MS. LEE: If you want to take a break, we can.

20 MR. MOORE: We can go off the record.

21 (SHORT RECESS)

22 MR. MOORE:

23 32. Q. Dr. Faulkner, I recognise that this is a very  
24 personal and emotional issue and so I'm not going to be  
25 asking any kind of details as regards to the previous

1 question that I had asked which was had you personally  
2 experienced discrimination from a religious organisation.  
3 You don't need to elaborate. If you want to respond with  
4 a one-word answer, that's fine.

5 A. My one word answer would be yes. I have  
6 attended evangelical camps and I would say that I've  
7 attended evangelical camps and I was raised in the  
8 Anglican Church. I would say generally my experience has  
9 been that I recognise the exclusion in those religious  
10 organisations in terms of my own experience and identity  
11 as an LGBTQ person and that awareness was one that  
12 developed over time when I began to understand who I was  
13 and my identity as a lesbian woman. I think that that  
14 exclusion or that perception of exclusion has been my  
15 experience with religious institutions. I'm not sure if  
16 that answers your question.

17 33. Q. If you don't mind just one follow-up on that?  
18 Approximately what timeframe did you attend evangelical  
19 camps?

20 A. I believe it was when I was 19 and also when I  
21 was eight or nine my parents sent me to an evangelical  
22 summer camp.

23 34. Q. The camp ay 19, was that a summer camp as  
24 well?

25 A. It was a combination of adults and children



1 attending summer camp.

2 35. Q. Were you staff at this camp when you were 19?

3 A. No. I was a guest of a family that attended  
4 the camp.

5 36. Q. Perhaps for clarification on this, would there  
6 be a particular decade in which these ages occur? I'm not  
7 good with math.

8 A. I'm almost 60 now so I was nine in - I was  
9 born in 1960 and I attended the first camp maybe at the  
10 age of eight or nine, 1968 or 1969. The second camp would  
11 have been 1979 when I was 19.

12 37. Q. Would you agree with me that not all LGBTQ  
13 persons share the same beliefs?

14 A. Yes, I would agree with that.

15 38. Q. Would you agree with me that LGBTQ persons can  
16 hold traditional Christian beliefs?

17 A. Yes, I would agree with that.

18 39. Q. Are you aware of any LGBTQ persons who have  
19 religious beliefs, for example that the only expression of  
20 sexual intimacy approved by God is within a marriage  
21 between one man and one woman? Are you aware of LGBTQ  
22 persons who hold that belief?

23 A. Personally?

24 40. Q. Or by knowledge otherwise.

25 A. No.

1 41. Q. Would you deny that LGBTQ persons who hold a  
2 traditional belief about marriage being between one man  
3 and one woman, you wouldn't deny that such persons exists  
4 though, would you?

5 A. Hypothetically they could exist but I don't  
6 know of any.

7 42. Q. Are you aware that some LGBTQ people chose to  
8 remain faithful to their personal religious beliefs and  
9 not engage in sexual intimacy contrary to their personal  
10 religious beliefs?

11 A. Sorry. Could you repeat that again?

12 43. Q. Are you aware that some LGBTQ people chose to  
13 remain faithful to their religious beliefs and not engage  
14 in sexual activity contrary to their religious beliefs?

15 A. Just for clarification, the question is am I  
16 aware of any LGBTQ people who engage in behaviour contrary  
17 to their religious beliefs? Is that the question?

18 44. Q. No. No problem. Let me try and rephrase.  
19 Are you aware of LGBTQ people who have religious beliefs  
20 concerning sexuality that they choose to follow?

21 A. Personally, no.

22 45. Q. You wouldn't deny that there are LGBTQ people  
23 that have personal religious beliefs concerning sexuality  
24 that they choose to follow?

25 A. Possibly but I don't know of any.

1 46. Q. Would you agree with me that an LGBTQ person's  
2 religious beliefs are not necessarily dictated by their  
3 sexual orientation?

4 A. Again I find that to be a very broad question  
5 and a hypothetical question.

6 47. Q. Could I ask maybe more specifically, if you  
7 would like?

8 A. Yes.

9 48. Q. Would a person's sexual orientation dictate  
10 whether they are or are not a Christian?

11 MS. LEE: I think we're getting a bit beyond the -  
12 I almost think those are getting into psychiatric  
13 questions. Perhaps if it's rephrased in a different way I  
14 wouldn't be objecting to it here.

\*O\*

15 MR. MOORE: Did you object to the first rendition  
16 of the question? You would agree with me that a person's  
17 LGBTQ beliefs are not dictated by their sexual  
18 orientation?

19 MS. LEE: I guess if it's based on her expertise  
20 as a sociologist.

21 MR. MOORE: Sure.

22 THE WITNESS: The question is could LGBTQ beliefs  
23 not be impacted by their sexual orientation? Is that the  
24 question?

25 MR. MOORE:

1 49. Q. No. It's whether a person's religious beliefs  
2 are dictated by their sexual orientation.

3 A. They could be but again, I find it a  
4 hypothetical question. It's very broad. Their religious  
5 beliefs could be impacted by their sexual orientation.

6 50. Q. But are their religious beliefs necessarily  
7 dictated by their sexual orientation?

8 A. Again I find the question very difficult to  
9 respond to because it's a very broad hypothetical  
10 question. It's not a yes or a no question. A lot of  
11 variables could come into a person's religious beliefs,  
12 whether they identify as lesbian or heterosexual. I'm not  
13 sure. Would you like to ask the question again?

14 51. Q. Sure. In other words, different LGBTQ persons  
15 could have different religious beliefs? The fact that  
16 they may have a particular sexual orientation does not  
17 dictate a particular religious belief? Is that correct?

18 A. I would agree with that.

19 52. Q. For clarification though, you don't have any  
20 particular education concerning religion or theology to  
21 provide any expertise on religious points?

22 A. No. My area of expertise is sociology.

23 53. Q. You're not qualified as an expert in religion  
24 so we won't be asking you opinions about your expertise in  
25 religion. We'll move on from that. Were you involved in

1       crafting the rules for the 2019 Canada Summer Jobs  
2       program?

3               A.   No.

4   54.           Q.   Were you involved in the decision to deem  
5       Mount Traber Bible Camp ineligible to participate in the  
6       Canada Summer Jobs program?

7               A.   No.

8   55.           Q.   Were you consulted by the people administering  
9       the Canada Summer Jobs program before they decided to deem  
10      Mount Traber ineligible to participate in the Canada  
11      Summer Jobs program in 2019?

12              A.   No.

13   56.           Q.   The same questions for Mill Stream. Were you  
14      involved in the decision to deem Mill Stream ineligible  
15      for the 2019 Canada Summer Jobs program?

16              A.   No.

17              MR. MOORE: I have no further questions in that.  
18      With that, I will close my questioning, subject to any  
19      questions that your counsel may have.

20              MS. LEE: Just one minute. No, no rebuttal.

21              -- THE CROSS-EXAMINATION ADJOURNED AT THE HOUR OF  
22      10:44 IN THE FORENOON.

23              WE HEREBY CERTIFY THAT the foregoing was  
24      transcribed to the best of our skill and ability.

25      .....  ..... G R S / S P

**FEDERAL COURT**

**Between:**

**BCM INTERNATIONAL (CANADA) INC.**

**Applicant**

**and**

**CANADA (MINISTER OF EMPLOYMENT, WORKFORCE DEVELOPMENT AND  
LABOUR, and THE ATTORNEY GENERAL OF CANADA)**

**Respondent**

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**CERTIFIED MATERIALS OF THE RESPONDENT**

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Cameron**

**Counsel for the Applicant**

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<b>1</b>	Certification by Tom Azouz dated July 15, 2019.	001-274
<b>2</b>	Certification by Tahiya Bakht dated July 16, 2019.	275-561

Certification

The Notice of Application in Federal Court File No. T-918-19 dated June 3, 2019 contains a request pursuant to Rule 317 of the *Federal Courts Rules* for material. The Rule 317 request includes a request for the following material (the "Request"):

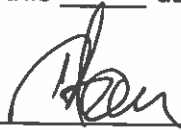
1. The record of all documents and other materials before the Minister or delegates informing the Minister's Mill Stream Decision.
2. The record of all documents and other materials in the possession or control of the Minister regarding BCM in relation to BCM's 2018 CSJ application for Mill Stream and the reasons for its denial.
4. Such further and other material that may be in the possession, power or control of the Minister and which may be relevant to these proceedings.

The Notice of Application defines the "Mill Stream Decision" as:

"a decision of the Respondent Minister of Employment, Workforce, and Labour (the "Minister"), through her delegate, a representative of Service Canada, a department of the Ministry of Employment, Workforce, and Labour (the "Ministry"), denying the Canada Summer Jobs ("CSJ") application of BCM International (Canada) Inc. ("BCM") for grants supporting youth employment at a summer camp...."

In response to the Request, I certify that the attached are true copies of all the documents and other materials relevant to the Mill Stream Decision in the possession of the decision-maker – the Regional Assistant Deputy Minister, Ontario - which the Crown does not object to producing.

Dated this 15 day of July, 2019.

  
\_\_\_\_\_

Tom Azouz,

Director General, Ontario Region, Program Delivery Branch, on behalf of Her Majesty



# CANADA SUMMER JOBS

## OPERATIONAL DIRECTIVES

**Version 2.0**

**2019**

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## Version Updates

Version	Date	Changes
1.0	Dec.17/18	Updated to reflect latest comments
2.0	Dec. 20/2018  January 7th, 2019  January 17	<p>Updated Annexes, Edits to sections 8, 12 and 15.</p> <p>Added details in section 10.2 – Delegated Authorities.</p> <p>8.1 (Program Checklist); clarification provided around use of “missing information/clarification” letter for questions 4, 5, 9, 13 and 14.</p> <p>8.4 (Escalation Protocol) Clarification of prompts for Escalation Protocol during assessment AND clarification that an application being escalated must still receive the “missing information/clarification” letter prior to a final decision.</p> <p><a href="#">Annex J</a>: RAMM language updated for Factor 6 (work environment)</p> <p><a href="#">Annex F</a>: Missing Information/Clarification Letter revised.</p> <p>Minor editorial changes throughout for clarity.</p>
	Feb.5, 2019	<p>Adjusted the number of days to send the acknowledgement of receipt in section 7.</p> <p>Adjusted the question Objective 1, 3(a) in section 8.3.5.</p>
	Feb. 15, 2019	<p>Section 8.1 – Program Checklist - revised clarifications for questions 13 and 14.</p> <p><a href="#">Appendix I</a> - Assessment Scoring Grid – Mentoring and Supervision</p> <p><a href="#">Appendix L</a> - Escalation Committees Terms of Reference (Annex 3-tracker)</p>
	Feb. 18, 2019	Revised Section 8.1 – Program Checklist - # 14.
	Feb 19, 2019	<p>Revised Section 8.7 Finalizing Lists prior to MP Review</p> <p>Section 9 – MP Review – Conflict of interest declaration.</p>
	Feb. 25, 2019	Adjustments – <a href="#">Appendix L</a>
	Mar.5, 2019	10.3 Approval and Notification Process: days MPs can contact organizations changed from 5 days to 3 days

## Glossary

Term	Definition
Employer	The Employer, identified by the “Legal Name of the Organization” provided on the Application/Agreement, is solely and absolutely responsible for the hiring, management, supervision and control of the Job(s).
Funding Period	The period during which the Job is taking place as indicated in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document.
Job	The job activities and related information described in Part B – Job Details in the Application/Agreement.
Mandatory Employment-Related Costs	Payments that the Employer is required by law to make in respect of participants including, but not restricted to, those required for Employment Insurance premiums, Canada or Quebec Pension Plan contributions, vacation pay, Workers' Compensation Premiums or equivalent liability insurance (if applicable), Health Services Fund, Quebec Parental Insurance premiums, Commission des normes, de l'équité, de la santé et de la sécurité du travail in Quebec, Health and Post-Secondary Education Tax in Newfoundland and Labrador, Health and Post-secondary Education Levy in Manitoba, and Employer Health Tax where applicable.
Overhead Costs	Costs, other than wages and Mandatory Employment Related Costs, incurred by the Employer, which are in compliance with the conditions governing eligible costs set out in the Articles of Agreement.
Participant	<p>An individual who is hired by the Employer for a Job during the period set out in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document and who:</p> <ul style="list-style-type: none"> <li>a) is between 15 and 30 years of age (inclusive) at the start of employment;</li> <li>b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and</li> <li>c) is legally entitled to work according to the relevant provincial/territorial legislation and regulations.</li> </ul>

	*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.
Partisan Political Activities	A partisan political activity is any activity that provides direct or indirect support or opposition to any political party at any time, whether during an election period or not, or to a candidate for public office.
Prohibited Grounds	Prohibited grounds of discrimination include but are not limited to sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, gender identity or expression.
Project	The hiring, administration of, job activities, and organization's activities as described in the Application Form and Articles of Agreement.
Sexual and Reproductive Health Services	Sexual and reproductive health services include comprehensive sexuality education, family planning, prevention and response to sexual and gender-based violence, safe and legal abortion, and post-abortion care.
Undermine or restrict the exercise of rights legally protected in Canada.	To "undermine or restrict" means to weaken or limit the ability to exercise rights legally protected in Canada.

## 1. INTRODUCTION

### 1.1 About Operational Directives

Operational directives are detailed instructions related to the administration of specified programs and services. A key objective of all operational directives is to ensure the consistent delivery of quality services to our clients and partners. Questions pertaining to these directives are to be directed through normal channels to the Labour Market and Social Development Program Operations Directorate at National Headquarters (NHQ).

### 1.2 Purpose of Canada Summer Jobs Operational Directives

The following directives are to be used for the delivery of the Canada Summer Jobs (CSJ) program by Employment and Social Development Canada (ESDC)/Service Canada (SC) staff. These directives are specific to CSJ and are to be used in conjunction with the [Terms and Conditions for the Youth Employment Strategy](#), the [Treasury Board Policy and Directive on Transfer Payments](#), and guidance provided in the [Operations Guide](#) for Grants and Contributions.

## 2. KEY PARAMETERS

### 2.1 Terms and Conditions for Summer Work Experience

CSJ is an initiative within the Summer Work Experience program, a component of the Government of Canada's Youth Employment Strategy (YES). The [Terms and Conditions for the Youth Employment Strategy](#) contain the authorities approved by the Treasury Board Secretariat for the delivery of the program.

### 2.2 Treasury Board Policy and Directive on Transfer Payments

The Treasury Board Secretariat's [Policy](#) and [Directive](#) on Transfer Payments (effective October 1, 2008) sets out clear guidelines on the control and management of agreements, commitments, payments and recovery of overpayments related to grants and contributions. All agreements must be compliant with the Policy and Directive.

### 2.3 Operations Guide for Grants and Contributions

The [Operations Guide](#) is a practical, online reference tool meant to guide program delivery staff in delivering effective grants and contributions programming and, as such, provides:

- a. An overview of the work context;
- b. A detailed explanation of the project life cycle;
- c. Clear descriptions of program delivery staff roles and responsibilities;
- d. Step-by-step procedural instructions; and,
- e. Links to reference materials such as current legislation, regulations, terms and conditions, policies, directives, branch-specific resources (where available online) and other supporting materials.



### 3. OVERVIEW OF CANADA SUMMER JOBS

CSJ provides a financial contribution to help employers, not-for-profit and public sector organizations, and small private sector employers (with 50 or fewer full-time employees across Canada) create summer jobs for youth aged 15 to 30 years.

#### 3.1 Objectives

CSJ has three objectives:

- Providing quality work experiences for youth;
- Responding to national and local priorities to improve access to the labour market for youth who face unique barriers; and,
- Providing opportunities for youth to develop and improve their skills.

In delivering on these objectives, the Government of Canada seeks to ensure that youth employment opportunities funded by the Canada Summer Jobs program are quality jobs that take place in a safe, inclusive and healthy environment.

For the purposes of CSJ, the Laeken Indicators of Job Quality are being used to assess quality work experiences. They have been widely used since 2001 and have among their strengths objective variables, inclusion of dynamic variables and because they have been used for a number of years allow for cross country comparison. Under Laeken, indicators are clustered under two dimensions.

- 1) Characteristics of the job itself
  - Intrinsic job quality
  - Lifelong learning and career development
  - Gender equality
  - Health and safety at work
  - Flexibility and security
  - Inclusion and access to the labour market
- 2) The work and wider labour market context
  - Work organization and work-life balance
  - Social dialogue and workers' involvement
  - Diversity and non-discrimination
  - Overall economic performance and productivity (including wages)

**National priorities** are established to enable the program to achieve its objectives of helping young people, particularly those facing barriers to employment, to transition to the labour market.

CSJ 2019 supports the following national priorities:

1. Organizations that:
  - a. Provide services to youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market; or,
  - b. Express intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market.

Underrepresented youth are any of the following:

- Recent immigrant youth and recent refugee youth (recent defined as having arrived in Canada in the past 5 years);
  - Youth who have not previously been employed and for whom this would be their first job experience;
  - Indigenous;
  - Youth with disabilities;
  - Youth who have not completed high school;
  - Visible minorities;
  - LGBTQ2 youth; and,
  - Women in science, technology, engineering and mathematics (STEM).
2. Opportunities for youth to gain work experience related to the skilled trades;
  3. Opportunities for youth in rural areas (RAs) and remote communities and Official Language Minority Communities (OLMCs);
  4. Small businesses, in recognition of their contribution to the creation of jobs; and,
  5. Organizations which deliver supports or services to seniors.

### **3.2 Budget**

Since 2011, the base budget for CSJ has been \$107.5 million annually. On February 12, 2016, the Government of Canada announced a new, three-year funding amount of \$108 million annually to create additional summer jobs for youth (2018 was the third year of this incremental funding). Through Budget 2018, the Government announced that it will provide an additional \$448.5 million over five years, starting in 2018–2019, to the Youth Employment Strategy. This funding will support the continued doubling of the number of job placements funded under the CSJ program in 2019–20. With this incremental funding, the annual program budget for CSJ 2019 amounts to approximately \$263 million.

### **3.3 Announcement and Briefing of Members of Parliament**

The annual call for CSJ applications is announced by ESDC's Minister. Members of Parliament (MPs) receive an information package on CSJ sent by the Minister. NHQ also prepares the operational directives for staff to respond to information enquiries.

### **3.4 Role of Members of Parliament**

Each MP has the opportunity to participate in the following activities for their constituency:

- Promoting CSJ;
- Establishing local priorities;
- Reviewing and providing feedback on the list of projects recommended for funding;
- Notifying successful applicants; and,
- Youth recruitment.

### **3.5 Local Priority-Setting Process**

Local priorities are a key element of the assessment criteria for CSJ. The objective of the local priority-setting process is to recognize that circumstances, needs and priorities vary widely from one community to another. Emphasis is placed on the needs and interests specific to each

constituency. However, a local priority can neither name a specific employer nor be so precise as to essentially designate an individual employer.

NHQ informs the Regions when to launch the local priority-setting process with MPs. MPs are encouraged by Service Canada officials to determine local priorities for their constituency, taking into account vital community services and local events, local labour market information, including sectors experiencing labour shortages, and national priorities. They are advised that, in the interest of accountability and transparency, their input into local priorities will be documented, and made available through Access to Information requests.

In cases where the MP has chosen not to participate in the local priority-setting process, a written confirmation from the MP's office must be sent to the Service Canada Director. Service Canada representatives will then use the initial local priorities prepared by Service Canada and update if required. This process is also followed should the riding be vacant at the time of establishing local priorities.

In cases where there is a disagreement on local priorities suggested by MPs, the local Director should contact the regional Director responsible for CSJ to find a resolution. If necessary, the regional Director will contact NHQ to explore options to reach a final decision on a resolution. If NHQ is unable to resolve the matter, it will be escalated to the Minister.

All local priorities within a region are signed off by the regional Director General. A final list of local priorities is posted on the [CSJ](#) website when the application period begins. If MPs do not provide input prior to the launch of the application period, the local priorities from the previous year will be used. Updates will be made to local priorities during the Application Period in cases where warranted, i.e. when local circumstances change unexpectedly, such as in the exceptional case of a local disaster or the late announcement of a significant local event. See **Appendix A** for the Local Priority-Setting details.

## 4. APPLICATION

### 4.1 Application Period

The application period is from December 17, 2018 to January 25, 2019. During the application period, all information related to CSJ 2019 is available on the [CSJ](#) website, including the Applicant Guide, the Application/Agreement form (EMP 5396A) and the local priorities for each constituency.

Program officers must encourage employers to apply using the Grants and Contributions Online Services (GCOS). Employers must start the GCOS registration process before the end of the application period as it may take several business days to complete.

Employers will be able to apply online or download a paper application form.

Deadlines for submissions:

**Online:** Online applications must be submitted by 23:59 (Pacific time) on January 25, 2019.

**In person:** Applications must be received before close of business at a Service Canada Centre on January 25, 2019.

**By mail:** Applications must be postmarked by Canada Post on or before January 25, 2019.

**IMPORTANT:** Applications received or postmarked after the closing date or received by fax or email will not be considered eligible.

However, these applications must still be entered in the Common System for Grants and Contributions (CSGC) to record their receipt and the reason for ineligibility. This documentation will be critical in helping to respond to subsequent inquiries.

Employers applying by mail or in person must be sent an email acknowledgement of receipt within 10 business days. For those submitting an online application through GCOS, they will instantly receive an electronic confirmation which will be considered as an acknowledgment of receipt.

### 4.2 Employer Outreach

The outreach strategy will ensure that efforts made by the program in the Regions and at NHQ, by Public Affairs and Stakeholder Relations Branch (PASRB), are coordinated and comprehensive in order to engage Members of Parliament (MPs) and reach as many employers as possible at the local level. Regions will plan and report weekly on their outreach activities (timelines, resources, etc.) as well as on their delivery (recipients, participants, questions received, etc.).

#### **Stakeholder Information Sessions**

PowerPoint presentations with speaking notes have been developed for employers and include tips on how to prepare a complete application (see **Appendix B**). Service Canada officials can moderate information sessions for employers using this presentation. [Video versions](#) have also been recorded and made available on YouTube.

Regions will send invitations to all MPs offering to moderate information sessions for the local employers in their constituencies. MPs will determine if the sessions should be offered in person, by telephone or by videoconference, depending on local geographical circumstances and participant availability. The video link will also be provided in the invitation.

### **Email to Past Applicants and New Employers**

An email will be provided for regions to send to employers that applied for CSJ funding in 2017 and in 2018 advising them of the application period and encouraging them to reapply for 2019. It includes the application period, basic eligibility criteria, a link to the application form and accompanying guide, and program contacts for more information.

Regions will be provided with the list of contacts for the past applicants as well as the email template. The email will be sent twice: first at the start of the application period to announce the launch, the second will be in January as a reminder.

The same email will be used to advise potential new employers of the availability of CSJ funding to hire youth.

Refer to **Appendix Y** for the email template.

### **Outreach to Local/Regional Stakeholder Organizations**

Regions will contact local or regional stakeholder organizations about the availability of CSJ funding to hire youth.

Local stakeholder organizations may include Chambers of Commerce, trade organizations, business associations, public sector groups and other stakeholder groups that could represent the program's national priorities (i.e. underrepresented groups such as recent immigrant youth and recent refugee youth - defined as having arrived in Canada in the past 5 years, Indigenous youth, youth with disabilities, youth who have not completed high school, visible minorities, LGBTQ2 youth and women in science, technology, engineering and mathematics - STEM).

Provincial partners should also be contacted and informed of the application deadline for CSJ 2019.

### **Local/Community Promotion**

Regions will determine what local/community promotion should be undertaken.

### **Reporting**

If issues are raised during any of the outreach activities that require immediate attention, please send them to the Regional Director responsible for CSJ.

Regional officials should inform the NHQ Director on any and all issues raised. For any enquiries that Regions are unable to address, the enquiry should be forwarded to the NHQ Director for response.

## 5. ELIGIBILITY

### 5.1 Eligible Employers

Eligible Canadian employers are not-for-profit and public sector and private sector organizations (with 50 full-time employees or fewer across Canada) as explained in the following sections.

The employer type is determined based on the source of the organization's operating revenue as well as to whom it must account for its activities. This stipulation is important to note in cases where, for example, a not-for-profit organization is applying for CSJ funding, however its revenues are from, and its accountability is to, a public sector organization (e.g. a municipality or town).

The Employer Attestation is required for the application to be considered complete and eligible for assessment. The Department will rely on applicants to attest of their eligibility through the Employer Attestation contained in their application. If Program Officers do become aware of a project proposal or project that may be ineligible, they are to follow the escalation protocol (see Section 8.4) or the revocation protocol (see Section 14.1).

#### 5.1.1 Not-for-Profit Employers

Not-for-profit employers are eligible. These organizations are established for purposes other than financial gain for their members. Below are some examples of not-for-profit organizations:

- Community, charitable and voluntary organizations;
- Associations of workers or employers as well as professional and industrial organizations;
- Indigenous not-for-profit organizations;
- National non-governmental organizations;
- Unions;
- Sector councils; and,
- Not-for-profit Band Councils.

#### 5.1.2 Public Sector Employers

Public sector employers include public health, public educational institutions and municipal governments. Below are some examples of public sector organizations:

- Public community colleges and vocational schools;
- Public health (including public hospitals, nursing homes, senior citizen homes, rehabilitation homes);
- Public degree-granting universities and colleges;
- Municipal governments and agencies including regional legislative bodies and departments; and,
- School boards and elementary/secondary institutions.

### 5.1.3 Private Sector Employers

Private sector employers must have 50 or fewer full-time (i.e. 30 hours or more per week) employees across Canada to be eligible.

In a regular year-round business activity, the number of employees is based on the number of full-time employees at the time of the application. In the case of a seasonal business with a summer peak, the number of employees is based on the number of full-time employees (not including youth and casual employees) on July 1, of the previous summer. In some cases, it may be necessary to seek more information from the employer to determine eligibility with regard to the numbers of employees.

Private sector employers are established in order to generate a profit or to provide an economic advantage to their proprietors, members or shareholders. Below are some examples of private sector organizations:

- Bodies, incorporated or unincorporated, including partnerships and sole proprietorships;
- Financial Institutions;
- Business, incorporated or unincorporated bodies, which include:
  - Federal Crown corporations operating in a competitive environment and not ordinarily dependent on appropriations for operating purposes as indicated in Schedule III, Part II of the Financial Administration Act;
  - Provincial and territorial Crown corporations recognized as operating in a competitive environment and not ordinarily dependent on appropriations for operating purposes;
  - Private health and educational institutions; and,
  - Independent owners of franchises. Franchise operators are eligible if there are 50 or fewer full-time employees working in the franchise owner's operations across Canada, regardless of the number of business numbers involved;
- Indian Band corporation;
- Private Band Council; and
- Private university or college.

### 5.2 Eligible Youth

Eligible youth must:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*. All supporting documentation for refugees must be documented in the CSGC. Persons awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa (e.g. foreign youth) are ineligible. These types of youth usually have a Social Insurance Number that starts with "9"; and,
- Have a valid Social Insurance Number at the start of (and throughout) the employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. In a province or territory where labour and employment standards legislation states a different minimum age for employment (i.e. over 15 years of

age), the age of eligibility for the program must be adjusted to reflect that legislative requirement.

International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

A youth who is a volunteer member of a not-for-profit organization may be considered eligible for a CSJ-funded job with that organization as long as the youth does not exercise any signing authority for the organization. Also, a youth who has been working part-time with an employer during the school year may be hired by the employer for a full-time CSJ-funded job. Finally, a youth who is working for an employer as part of a co-op placement is also eligible for a CSJ-funded job.

Youth hired for a CSJ-funded job cannot displace or replace existing employees or volunteers, employees that have been laid-off and are awaiting recall, employees absent due to a labour dispute, employees on vacation, or employees on maternity or parental leave.

It is the responsibility of the employer to ensure that they hire youth who meet the eligibility criteria. If an employer hires an ineligible youth, a CSGC-generated letter of ineligibility of the youth will be sent by email by the Program Officer and the costs expended by the employer for the ineligible youth will not be reimbursed.

In the interest of fair access by youth to summer job opportunities, a youth is not permitted to be employed in more than one CSJ-funded job at a time. However, the youth's job may be funded by other sources as long as the total funding from all sources (including the CSJ contribution) does not exceed the youth's total wages. This can be verified by reviewing the employer's funding agreements if the CSJ position is funded by multiple sources.

## **5.3 Eligible Costs**

### **5.3.1 Wage Contribution**

Not-for-profit employers are eligible for funding of up to 100% of the provincial or territorial adult minimum hourly wage. Public and private-sector employers are eligible for funding of up to 50% of the provincial or territorial adult minimum hourly wage. Employers will receive the maximum contribution rate unless a lower level is requested in the application.

Youth must be paid at least the adult minimum wage that is specified in the provincial or territorial labour standards. Consult the [Labour Program](#) website to find out the minimum wage rates by province and territory. Applications will not be deemed ineligible on the basis of minimum wage as the employer may not be aware of the current rate. However, all agreements must respect provincial and territorial minimum wage rates therefore calculations during the assessment phase must be adjusted and based on the minimum wage in place at the time of employment.

However, during the assessment of applications priority will be placed on organizations who commit to offer a salary above the minimum wage in recognition that there is a correlation between higher quality jobs and higher salaries.



### 5.3.2 Mandatory Employment-Related Costs

All CSJ contribution recipients must remit Mandatory Employment-Related Costs (MERCs) on behalf of youth participants. These payments, which employers are required by law to make in relation to their employees, include:

- Employment Insurance premiums, Canada or Quebec Pension Plan contributions;
- Vacation pay;
- Workers' Compensation premiums or equivalent liability insurance (if applicable);
- Health Services Fund, Quebec parental insurance premiums, and Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) in Quebec;
- Health and Post-Secondary Education Tax in Newfoundland and Labrador;
- Health and Post-Secondary Education Tax Levy in Manitoba; and,
- Employer Health Tax where applicable.

**Not-for-profit employers are eligible for reimbursement of MERCs of up to 100% of the adult minimum wage in the province or territory.** Not-for-profit employers must indicate in their application if reimbursement of MERCs is being requested and, if so, for what amount.

MERCs rates are different in each province and territory; please consult the [CRA](#) website to confirm the applicable rate.

Premium rates for Workers' Compensation are established by the organizations responsible for workers' health and safety legislation in each province and territory. Employers must refer to these organizations to register and to obtain the premium rate.

A "blanket coverage" agreement for Workers' Compensation has been arranged by Service Canada for not-for-profit employers in the following provinces: New Brunswick, Newfoundland and Labrador, Nova Scotia, Prince Edward Island and Quebec. In these provinces, not-for-profit employers do not have to pay the coverage for youth hired under CSJ, it is covered by the provincial blanket agreement. In all other provinces and territories, not-for-profit employers can be reimbursed for Workers' Compensation or Liability Insurance costs as part of their final claim.

Service Canada's Comprehensive General Liability Insurance (CGLI) covers all projects, project employees and youth engaged in CSJ-funded activities. However, this insurance only applies when the employer's insurance is insufficient to cover the costs of a claim for damages involving the project's youth or activities. The existence of Service Canada's CGLI does not exempt employers from the requirement to obtain Workers' Compensation or equivalent coverage for all youth. Furthermore, Service Canada's CGLI is subject to certain exclusions, in particular the use or ownership of a vehicle. The Program Officer must inform CSJ employers that they are required to have adequate automobile insurance coverage if the tasks and responsibilities of the job details indicate the youth will be operating or riding in a vehicle for job-related purposes.

Some employers already hold comprehensive liability insurance policies that may cover activities without further cost. It is essential for employers who already have such insurance to confirm with their insurer whether it applies to all activities undertaken by the youth and the locations where these activities will take place (e.g. personal premises).

For further information, please see Service Canada's CGLI policy in **Appendix C**.

### 5.3.3 Additional Subsidy for Accommodation Measures

All applicants may be eligible for additional funding of up to \$3,000 per youth with a disability to accommodate these youth within the work environment. The goal of this assistance is to provide support required by youth with a disability in order for them to participate in project activities; it is not to upgrade the employer's equipment. Only personal tools and adaptations and professional support services (e.g. visual language interpreters) required by a youth in order to accomplish the tasks outlined in the agreement are eligible. Funding for such accommodations is claimed as an overhead expense. Employers must submit receipts of the actual expenses with their final payment claim and activity report.

As these costs are not known at the time of application, they are to be included through an amendment after a discussion with the employer. Please refer to section 12 for more information on amendments.

At the end of the agreement, any capital assets, costing \$1,000 (before taxes) or more that were acquired for youth with disabilities, must be disposed of in accordance with Section 23-Disposition of Assets in the Articles of Agreement, as follows:

- 23.1** The Employer shall preserve any assets acquired with the contribution and use them for the purposes of carrying out the Job(s) outlined in the Application/Agreement, unless Canada authorizes their disposition.
- 23.2** At the end of the Funding Period, or upon termination of this Agreement, if earlier, and if directed to do so by Canada, any assets referred to in section 23.1 costing \$1,000 (before taxes) or more that have been preserved by the Employer shall be:
  - a) sold at a fair market value and that the funds realized from such sale be applied to the eligible costs under this Agreement to offset Canada's contribution;
  - b) turned over to another person or organization designated or approved by Canada; or
  - c) disposed of in such other manner as may be determined by Canada.

## 5.4 Eligible and Ineligible Projects

### 5.4.1 Eligible Projects

To be eligible, projects must provide quality job placements that:

- Provide full-time work experience from April to September in Canada for a minimum of six weeks. Full-time employees are those working 30 hours or more per week;
- Provide a work experience in an inclusive non-discriminatory work environment that respects the rights of all Canadians; and,
- Support skills acquisition and development.

Priority will be given to projects that respond to the national and/or local priorities established for CSJ 2019. Eligible activities are those that provide meaningful work experience for the youth.

#### Examples of Eligible Projects:

##### Example #1 (Church Daycare)

A local church plans to hire four recent immigrant youth to work in the church daycare centre over the summer months to care for children.

The church serves the entire community; however, a large proportion of their children are newcomers to Canada.

The youth will be tasked with planning, organizing and delivering a special summer-long project for the children. The youth will lead both a recreational and an educational piece that aren't part of the normal day-to-day operation of the church. The recreational aspect will include an introduction to various summer sports and a competition over the course of several weeks.

The youth workers will help the children learn more about their own countries of heritage and the countries of the others.

Outcomes for the youth will be learning how to care for children, how to plan and develop a project and to provide recreational and educational activities for participants. Those youth who had a successful experience and are thinking of pursuing a career as an Early Childhood Educator could be retained by the employer at the conclusion of the summer placement.

*A project like this would receive additional assessment points as it responds to one of the program's national priorities. See Section 8.2-Objective 3 for more information.*

##### Example #2 (Rural Municipality)

A rural municipality plans to hire five local youth from the community to deliver summer camps.

Under the supervision of the Recreation Coordinator, the youth will develop a number of age-appropriate camps for the community. The camps will be tailored to meet the needs of the participants and focus on varying areas of community interest such as sports, science and nature.

Outcomes for the youth will be to gain meaningful work experience in planning and developing activities, working with others and leading teams. It will also provide an opportunity for the youth to work in their community and not have to seek employment in an urban setting. Providing employment opportunities for youth in their home communities is an important goal for rural and remote areas.

*A project like this would receive additional assessment points as it responds to one of the program's national priorities. See Section 8.2-Objective 3 for more information.*

#### **Example #3 (Official Language Minority Community)**

A francophone organization seeks to hire three francophone youth to provide guide services to tourists in the city's French quarter. The community is predominantly English speaking. These services will support a number of francophone non-for-profit museums and historical sites.

The various sites will be able to continue operating and offer guided tours throughout the day to tourists and school field-trips. This will enable the community to maintain its linguistic French vitality. Outcomes for the youth will include the ability to work in their French language and to support their francophone community develop and prosper.

*A project like this would receive additional assessment points as it responds to one of the program's national priorities. See Section 8.2-Objective 3 for more information.*

#### **Example #4 (Small business)**

A small, private tech company seeks to hire a youth to help develop new, innovative apps in their research and development section.

The youth will work among a team of professionals in the technology sector. Outcomes for the youth will be to gain experience in a professional office setting and to work as part of a team in developing innovative technology tools. This career-related experience may lead the youth to an educational path that wouldn't normally be an option.

*A project like this would receive additional assessment points as it responds to one of the program's national priorities. See Section 8.2-Objective 3 for more information.*

#### **Example #5 (Seniors)**

A seniors' assisted-living facility will be hiring two youth with barriers to employment to work with the residents throughout the day in several areas such as arts and crafts, recreation, nutrition and music.

The youth will perform various tasks with the residents connecting the seniors with a younger generation and developing intergenerational links. The outcomes for the youth will be to gain meaningful work experience to give them insight into the job market and to develop employment skills they can transfer to any job.

*A project like this would receive additional assessment points as it responds to one of the program's national priorities. See Section 8.2-Objective 3 for more information.*

### **5.4.2 Ineligibility Criteria**

#### **Ineligible Employers:**

- Members of the House of Commons and the Senate
- Federal Government Departments and Agencies
- Provincial and Territorial Departments and Agencies
- Organizations that engage in partisan political activities

**Ineligible Projects and Job Activities:**

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant; or
- Projects or job activities that:
  - restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - advocate intolerance, discrimination and/or prejudice; or
  - actively work to undermine or restrict a woman's access to sexual and reproductive health services.

**5.5 Amounts Owing**

If the employer owes an amount to the Government of Canada, it does not make the employer ineligible to receive funding. However, any amount the employer owes to the Government of Canada may be deducted from a CSJ contribution, should their application be approved.

If the application is recommended for funding, documentation that provides evidence of the arrangements made by the employer with the Government of Canada to pay back the amount owing must be received by Service Canada and uploaded in the CSGC prior to signing an agreement.

## 6. OTHER KEY COMPONENTS

### 6.1 Duration

The minimum duration of projects is six weeks and the maximum is 16 weeks. The Program Officer may recommend a project for fewer weeks than requested by the employer. However, the minimum and maximum duration must be respected to the extent that is possible. If an employer provides employment that is shorter than the minimum duration (e.g. seven weeks are approved, but the employer provides only four), the job may be deemed ineligible and costs may not be reimbursed. However, if the youth chooses to end the employment after fewer than six weeks of work, the costs related to the weeks worked would be eligible for reimbursement. Durations shorter than six weeks may be permitted in other situations beyond the employer's control (i.e., natural disaster, illness, injury, etc.). Regional Business Expertise and NHQ can provide advice and guidance on a case-by-case basis.

Generally, the weeks of employment will be consecutive, but exceptions will be assessed on a case-by-case basis. For example, the employment period may allow for circumstances when the youth is unable to work (e.g. due to weather or other acceptable circumstances), or when the youth has requested time off. However, only the number of hours and weeks worked within the agreement duration will be reimbursed.

### 6.2 Hours of Work

Employers must intend to provide a work experience of at least 30 hours per week at the time of submitting their application.

Youth will normally be required to work at least 30 and no more than 40 hours per week.

Youth with disabilities or those with barriers to full-time employment (e.g. single parents) are eligible to work part-time. Service Canada must approve the arrangement before the youth begins working weeks with fewer than 30 hours.

Part-time work may also be permitted in situations that are beyond the employer's control, such as in the case of a natural disaster, illness or injury. To the extent that is possible, Service Canada must approve the arrangement before the youth begins working weeks with fewer than 30 hours.

However, if it is discovered during monitoring or close-out that a youth has been working weeks with fewer than 30 hours, these weeks may be considered eligible for a reimbursement provided the justification is considered reasonable. Regional Business Expertise and NHQ can provide advice and guidance on a case-by-case basis.

### 6.3 Maximum Contribution

If the value of the contribution requested in the application exceeds \$100,000, information on funding from other sources is mandatory. The employer must declare, in Section 8 of the Articles of Agreement, the amount and origin of funding from other sources or declare that they will not be receiving any other financial assistance. If the employer has not attached the completed Section 8 declaration to their application, the Program Officer will need to receive it before finalizing the agreement, if the application is approved for funding. If the employer declares that a request has been made for financial assistance from other sources but the contribution requested is \$100,000 or less, they are not required to list those other sources of funding.

## **6.4 Number of Youth**

There is no maximum number of jobs that may be approved in an agreement. However, it is possible that an application will get approved but not all jobs will be funded. The number of jobs approved for any single application will depend on the total number of applications received for the constituency and amount of available funding per constituency.

## **6.5 Supervision of Youth**

The provision of supervision for youth is mandatory. In the application, the employer must provide a satisfactory supervision plan that specifies who will supervise the youth, what the nature of the supervision will be, the frequency of contact, etc. Supervision should be on-site, but if this is not possible, the employer must indicate what mechanisms will be put in place to supervise the youth.

Most importantly, the employer must offer a work environment where the youth's safety can be assured. If this condition is not met, the application will not be approved. The health and safety details provided by the employer must correspond to the level of potential risk of the job and / or the location. For example, a position working in a factory setting should have greater emphasis on the details of health and safety as compared to a position in an office environment.

Arrangements that involve youth working remotely, at personal premises (e.g. employer's home), away from the supervisor's location (e.g. youth's home), or from somewhere else outside of a traditional work environment, require the employer to ensure that there is sufficient training and supervision to support the youth in obtaining a meaningful work experience. The employer must outline the provisions for training, supervision and the development of work-related skills and must ensure the job is carried out in a safe environment by providing health and safety information to the youth, ensuring adequate liability coverage for the remote location (e.g. personal premises). Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth. See Section 8.2 for more details.

## **6.6 Mentoring of Youth**

The provision of a mentoring plan for each youth is mandatory. In the application, the employer must provide a satisfactory mentoring plan that specifies who will mentor the youth, what the nature of the mentoring will be, the frequency of contact, etc. The plan should be focused on the long-term career development of the youth and explain how the employer will help the youth develop basic skills. Mentoring should be on-site, but if this is not possible, the employer must indicate what mechanisms will be put in place to mentor the youth.

## **6.7 Hiring Practices and Work Environments Free From Harassment and Discrimination**

The employer must offer a work experience where hiring practices and work environments are free from harassment and discrimination. For more information, refer to Section 8.2, Objective 1, Question #3.

## 7. PROJECT SET-UP

The CSGC is used to manage projects. For information on the CSGC, please consult the [CSGC User Guide](#) (PLC Module).

Applications received in paper format must be entered into the CSGC as soon as they are received. A service standard of 10 business days has been established for sending the acknowledgement letter. The actual date that this letter is sent is captured in the Correspondence screen of the CSGC.

In order to ensure fair and equitable assessment, and to produce reports and answer follow up enquiries, **the entire content of the paper application must be fully entered in the CSGC.** The budget information must also be entered on the CSJ Funding Summary screen. The start and end dates as per the application must be entered in the CSGC. Appendices submitted with the application should also be uploaded to the CSGC. The complete list of documents that must be uploaded in the CSGC is outlined in the Project Content List in **Appendix D**.

If an employer identifies as being from the not-for-profit sector but is using a public sector business number, the employer must be advised that in order to be considered as a not-for-profit and to be eligible for funding of up to 100% of the minimum wage, a separate business number must be obtained. If there is any doubt, the employer is responsible for providing proof regarding their employer type to Service Canada.

Regional Business Expertise will review a sample of projects that are at the Project Set-up phase to ensure the quality and consistency of data entry. **Appendix E** provides the details of this review. Any identified compliance issues need to be discussed with NHQ and followed by an appropriate plan such as training, further reviews, etc.

### 7.1 Bundling of Applications

Employers are encouraged to submit only one application if job activities take place in the same constituency. However, if the same employer submits several applications within the same constituency, the Program Officer must bundle the applications. Bundling means that all applications submitted by the same employer based on the business number for the same constituency will be assessed as one application and grouped into one project in the CSGC.

The bundling of applications submitted using the same business number must be done if all the following conditions are met:

- At least one of the projects is in the Project Set-up phase;
- All the jobs will take place within the same constituency; and,
- The signatories are the same.

When the employer submits more than one application or uses different methods of applying for the same project, the Program Officer must choose the GCOS application over the online (IFFS) or paper application. Similarly, the Program Officer must choose the online application if the employer has submitted an online and a paper application. The Program Officer will add all the jobs from the different applications to the chosen project. If there are any discrepancies between the different applications, the Project Officer should note them on file.

All the original information included in the application as well as a copy of all the original applications received must be uploaded in the CSGC in the bundled project. In addition, a note



to file explaining that applications have been bundled must be included in the CSGC. You must send a request to NHQ for “cancelled” projects to be abandoned in the CSGC.

Bundling of applications is mandatory. However, in some cases, it may be beneficial to keep multiple applications from the same employer separate, particularly when applications are submitted by various departments within one organization (e.g. universities and municipal governments). If the bundling is not done, discussions amongst Program Officers are strongly encouraged in such situations to ensure a coordinated approach to the assessment of all applications submitted by an employer.

## 7.2 Applications Sent to the Wrong Region

When a CSJ project document is sent to a Service Canada Centre in a different region than the one where the location of the proposed activities will take place, Program Officers must send it as quickly as possible to the appropriate region.

### Mailed Applications –

- Scan all the pages of the document including the envelope. Please ensure that the date postmarked by Canada Post is readable on the scanned copy.
- Save the scanned document under the appropriate regional folder in the region's common drive. The title of the document must be: *Name of the organization\_Date from the Canada Post postmark*.
- Send the application and envelope to the appropriate region. Indicate on a *post-it* that a copy of the application has already been sent in order to reduce the risk of duplication.

### Applications received at a Service Canada Centre –

- Scan all the pages of the document. Please ensure that the date stamped by the Service Canada office is readable on the scanned copy.
- Save the scanned document under the appropriate regional folder in the region's common drive. The title of the document must be: *Name of the organization\_Date stamped by the Service Canada office*.
- Send the application to the appropriate region. Indicate on a *post-it* that a copy of the application has already been transferred in order to reduce the risk of duplication.

Once the document has been transferred to the appropriate Program Officer, delete it from the Working Group's common drive.

## 8. ASSESSMENT

The eligibility determination of applications is conducted by Program Officers through a consistent screening and assessment process.

### 8.1 Program Checklist

Each application will initially be assessed against the fifteen eligibility requirements as part of the program checklist included below in the CSGC. If Program Officers deem that all requirements are met, the application can proceed to a full assessment.

If all requirements are not met, the organization will be emailed the “missing information or request for clarification” letter ([Annex F](#)). In order to prevent multiple missing information letters being sent to organizations, Program Officers must ensure the information in the application is fully reviewed prior to sending any correspondence.

**Program Officers must only select the option ‘Screened Out’ for those applications deemed ineligible during the Project Setup or Assessment Phase. Do not use ‘Rejected.’**

Question	Clarification
1. Was the application received or postmarked on or before the closing date?	Any application received after the deadline is deemed ineligible. <b>Employer will not be contacted.</b>
2. Has the employer completed the Employer Attestation?	<p>If incomplete or modified (paper application only), email the missing information letter to the organization, which will in turn have five (5) business days following the date on which the email was sent to provide the requested information.</p> <p>Examples:  <u>Incomplete</u> – The “I attest” box has not been checked.  <u>Modified</u> – Words have been crossed out or replaced with language inconsistent with the Attestation or additional wording has been added to indicate that the applicant does not intend to honour the requirement.</p> <p><b>If the organization does not respond within the specified timeframe, or provide an appropriate response, the application will be deemed ineligible.</b></p> <p>If there is any uncertainty, the application should be reviewed through the Escalation Protocol (Section 8.4).</p>
3. Has the application form been fully completed and signed, and does it include the CRA business number?  A Signature is not required at screening stage for online applications.	<p>If incomplete or unclear, email the missing information letter to the organization, which will in turn have five (5) business days following the date on which the email was sent to provide the requested information.</p>

Question	Clarification
	<p><b>If the organization does not respond within the specified timeframe, or provide an appropriate response, the application will be deemed ineligible.</b></p>
<p>4. Is the employer eligible under the program's eligibility criteria? If it is a private-sector employer, is it a small business with 50 or fewer full-time employees across Canada? Refer to Section 5.1 for all eligible employers and Section 5.4.2 for all ineligibility criteria.</p>	<p>The employer must demonstrate that they are aligned with the employer eligibility criteria.</p> <p>Check the description of the organization's activities as described in the Application, against the list of ineligibility criteria in Section 5.4.2.</p> <p>If the employer appears to be ineligible, follow the steps outlined in Section 8.4 Escalation Protocol. If incomplete or unclear, email the missing information letter to the organization. Using the "Other and/or Additional Information" field, identify the information requiring clarification in order for Service Canada to reach a decision of eligibility for the employer. The employer will in turn have five (5) business days following the date on which the email was sent to provide the requested information.</p> <p><b>If the organization does not respond within the specified timeframe, or provide an appropriate response, the application will be deemed ineligible.</b></p>
<p>5. Are the proposed activities eligible? Refer to Section 5.4.2 for all ineligibility criteria.</p>	<p>Check the description of the proposed job activities as described in the Application, against the list of ineligibility criteria in Section 5.4.2.</p> <p>If the project or the activities appear to be ineligible, follow the steps outlined in Section 8.4 Escalation Protocol. If incomplete or unclear, email the missing information letter to the organization. Using the "Other and/or Additional Information" field, identify the information requiring clarification in order for Service Canada to reach a decision of eligibility for the proposed project or activities. The employer will in turn have five (5) business days following the date on which the email was sent to provide the requested information.</p> <p>The employer must demonstrate that the projects and job activities are aligned with program eligibility criteria and do not include any of the activities listed in the ineligible projects and job activities.</p> <p><b>If the organization does not respond within the specified timeframe, or provide an appropriate response, the application will be deemed ineligible.</b></p>

Question	Clarification
6. Is the duration of the requested job between 6 and 16 consecutive weeks?	<p>If the duration of the requested job is not between 6 and 16 consecutive weeks, email the missing information letter to the organization, which will in turn have five (5) business days following the date on which the email was sent to provide the requested information.</p> <p><b>If the organization does not respond within the specified timeframe, or provide an appropriate response, the application will be deemed ineligible.</b></p>
7. Is the job full-time (i.e. 30 to 40 hours per week)?	<p>If the job is not full-time (30-40 hours per week), email the missing information letter to the organization, which will in turn have five (5) business days following the date on which the email was sent to provide the requested information.</p> <p><b>If the organization does not respond within the specified timeframe, or provide an appropriate response, the application will be deemed ineligible.</b></p> <p><b>Important:</b> Youth with disabilities or those with barriers to full-time employment (e.g. single parents) are eligible to work part-time.</p>
8. Has the employer declared that other sources of funding will not be used to duplicate funding provided by ESDC for the job outlined in the application?	<p>Email the employer if the total funding from other sources, including CSJ funding, exceeds 100% of the salary to be paid to the youth.</p> <p><b>If the organization does not respond within the specified timeframe, does not provide an appropriate response, or does not provide details, the application will be deemed ineligible.</b></p>
9. Does the youth's proposed salary meet the provincial or territorial minimum wage requirements with respect to the location of the proposed activities?	<p>The wage paid to the youth must be equal to or higher than the adult minimum wage rate for the province or territory in which the youth will work.</p> <p>Applications will not be deemed ineligible if the employer indicated that the wage paid to the youth is lower than the minimum wage as the employer may not be aware of the current minimum wage. If the issue is that a known upcoming minimum wage increase is not reflected, Program Officers can adjust hourly wage accordingly as per the correct rates at the time of employment. If the issue is that the proposed hourly wage to be paid to the participant is below minimum wage, email the missing information letter to the organization. The employer will in turn have five (5) business days following the date on</p>

Question	Clarification
	<p>which the email was sent to provide an updated hourly wage or an explanation of the proposed hourly wage.</p> <p><b>If the organization does not respond within the specified timeframe, or provide an appropriate response, the application will be deemed ineligible.</b></p>
<p>10. Has the employer declared that they owe money to the Government of Canada?</p>	<p>Regardless of the answer, verification in the Departmental Accounts Receivable System (DARS) must be carried out. If the employer owes an amount to the Government of Canada, it does not make the employer ineligible to receive funding. However, any amount the employer owes to the government may be deducted from the contributions that would otherwise be received, should their application be approved.</p> <p>If the application is recommended for funding, documentation that provides evidence of the arrangements made to pay back the amount owing must be received by Service Canada and uploaded in the CSGC prior to signing an agreement.</p>
<p>11. Has the employer implemented measures to ensure youth awareness of health and safety practices in the work environment?</p> <p>(Defined in the Canada Labour Code as <i>'anywhere an employee is engaged in work for the employee's employer'</i>).</p>	<p>Applicants must indicate which of the measures are implemented in their work environment and describe how they are implemented. These health and safety practices may take the form of meetings, on-site training, inspections, and job hazard analyses.</p> <p>Health and safety measures should correspond directly to the risk potential of the job and / or the job location.</p> <p>Screening for eligibility also requires verification in CSGC whether previous ESDC agreements associated with the employer contain documented evidence of occupational health and safety violations or issues.</p> <p>If the employer hasn't described the various measures to ensure youth awareness of health and safety in the work environment, email the missing information letter to the organization, which will in turn have five (5) business days following the date on which the email was sent to provide the requested information.</p> <p><b>If the organization does not respond within the specified timeframe, or provide an appropriate response, the application will be deemed ineligible.</b></p>

Question	Clarification
<p>12. Has the employer declared that they have implemented measures to ensure hiring and termination practices and work environments are free of harassment and discrimination?</p>	<p>Employers should describe measures such as providing advice, tools and resources to resolve conflicts, demonstrating action when inappropriate behavior takes place and providing training and support to better understand the spectrum of harassment.</p> <p>If the employer hasn't described the measures, email the missing information letter to the organization, which will in turn have five (5) business days following the date on which the email was sent to provide the requested information.</p> <p><b>If the organization does not respond within the specified timeframe, or provide an appropriate response, the application will be deemed ineligible.</b></p>
<p>13. Has the employer provided a supervision plan for the youth?</p>	<p>To be eligible, the employer must provide at minimum the name or title of the person who will supervise the youth.</p> <p>The "Missing Information and Request for Clarification Letter" should be sent to all employers that do not provide a detailed supervision plan that specifies who will supervise the youth (the job title); the nature of the supervision, and the frequency of contact. The organization will in turn have five (5) business days following the date on which the email was sent to provide the requested information.</p> <p><b>The application will be deemed eligible as long as the application or the applicant's response to the "Missing Information and Request for Clarification Letter" provides the name or title of the person who will supervise the youth, regardless of whether additional detail is provided.</b></p> <p><b>The application will be deemed ineligible if the applicant does not provide the name or title of the supervisor within the specified time frame.</b></p>

Question	Clarification
14. Has the employer provided a mentoring plan for the youth?	<p>To be eligible, the employer must provide at minimum the name or title of the person who will mentor the youth.</p> <p>The “Missing Information and Request for Clarification Letter” should be sent to all employers that do not provide a detailed mentoring plan that specifies information such as: who will mentor the youth (the job title), what opportunities will be provided for early work and career-related experience, how the youth will be matched with a mentor, and the skills that will be developed with the youth. The organization will in turn have five (5) business days following the date on which the email was sent to provide the requested information.</p> <p><b>The application will be deemed eligible as long as the application or the applicant’s response to the “Missing Information and Request for Clarification Letter” provides the name or title of the person who will mentor the youth, regardless of whether additional detail is provided.</b></p> <p><b>The application will be deemed ineligible if the applicant does not provide the name or title of the mentor within the specified time frame.</b></p>
15. Are all ESDC files associated with this employer free of any documentation that would render this application non-acceptable, based on documented evidence from previous agreements with the Department?	<p>If there is documented evidence that indicates issues with performance or achievement of results in previous agreements such as health and safety, harassment or discrimination or financial mismanagement, late or not submitting payment claims, the application will need to go through the Escalation Protocol (section 8.4).</p> <p>Should the Program Officer contact the employer to determine whether issues remain unresolved or unmitigated, the application will be referred to the escalation protocol.</p> <p>Program Officers <b><u>must ensure that there is reasonable and documented evidence on file to support the escalation committee.</u></b></p>

If information is missing or incomplete, the Program Officer will have to send an email to the employer requesting this information. Using the “Other and/or Additional Information” field, identify the information requiring clarification in order for Service Canada to reach a decision of eligibility for the application. The organization will have five (5) business days to provide a response. To ensure a consistent approach when contacting the applicant, the use of the “missing information or request for clarification” letter is required ([Appendix F](#)). When responding to the request for a missing

supervision and/or mentoring plan, the employer must provide the supervision and/or mentoring plan and not simply state they have a plan(s).

**If the organization does not respond within the specified timeframe or does not provide the appropriate additional information consistent with the Department's request, the application will be deemed ineligible.**

However, ineligible applications must still be entered in the CSGC to record their receipt and the reason for ineligibility. This will be critical in helping to respond to any subsequent inquiries. Those that are determined to be ineligible will not be assessed and a letter of ineligibility will be sent by email to the contact person.

**Employers must not be notified about the ineligibility of their application until NHQ provides approval for Regions to do so.**

**Note: Do not contact employers if the application is received late.**

Once NHQ provides approval to notify employers, employers should be notified within ten working days from the date of the decision in the CSGC. The letter for notifying employers that their application is ineligible is generated through the CSGC (see [Appendix G](#)).

**Note:**

- If the organization has not retained a copy of its initial application, the Department can share a copy with the organization. It should be sent to the email address provided in the application only and the Department should ensure the requestor is an authorized person according to the application. If the requestor is not listed, authorization must be obtained from the applicant.

## 8.2 Assessment Criteria

In order to ensure that the program remains responsive to the needs of youth, the objectives for CSJ have changed for the summer of 2019. The formerly student-focused approach required that students planned to return to school at the end of their work placements and was designed, in part, to support them in furthering and financing their education.

However, for CSJ 2019, the program objectives have been broadened in order to encourage all youth, including youth who face unique barriers, to take part in quality work experience that are designed to give them an opportunity to develop their skills.

The three program objectives, as well as criteria that will be used to assess whether applications respond to the policy intent of these objectives is outlined below. See [Appendix I](#) for details on assessment scoring.

### **Objective 1: Provide quality work experiences for youth (40 total points)**

The criteria used to assess job quality as part of the assessment process are:

1. **Does the job provide a salary above the provincial or territorial minimum wage? Does the organization intend to retain the youth as an employee following the end of the CSJ agreement? (10 points)**



- Priority will be placed on offering funding to organizations who commit to offer a salary above the minimum wage in recognition there is a correlation between higher quality jobs and higher salaries [add available evidence]. This will signal that the Government of Canada supports employers who are willing to invest in youth, by paying them a fair wage that represents the level of skill and expertise required for certain jobs in a competitive labour market.
  - Priority will also be placed on funding those organizations which plan to extend a youth's placement beyond the duration of the work experience funded through CSJ. This recognizes the benefits that can be realized for both the young employee in having a longer period to develop skills and relevant work experience, as well as encouraging organizations to consider retaining the youth for a period outside of the funded experience (e.g., if they had staffing needs for a short period in the fall).
  - In both cases, the organization would still be required to declare that the work experience funded through CSJ would not be created in the absence of support from the Government of Canada at the time of application.
2. **(a) How will the organization provide supervision? (10 points)**
- For many participants, a CSJ-funded work experience is likely one of their first experiences in the labour market. Therefore, priority should be placed on funding organizations which commit to the development of their young employees by providing a supervision plan.
    - A supervision plan is mandatory. Points are awarded to organizations based on the quality of the supervision plan outlined in the application form.
    - A plan for supervision must specify:
      - (1) who will supervise the youth (job title)
      - (2) what the nature of the supervision will be and/or
      - (3) the frequency of contact
    - Supervision should be done on-site, but if this is not possible, the employer must indicate what mechanisms will be put in place to supervise the youth.
- (b) How will the organization provide mentoring? (10 points)**
- The aspect of the plan focused on mentoring will explain the structured approach to be taken to help the youth develop their skills such as problem-solving, decision-making and working with others, or specific skills associated with an occupation. There is an expectation that this plan will be linked to the skills outlined below under Objective 2 to explain how the mentor(s) will help the youth acquire these skills.
3. **(a) How will the organization provide a safe work environment? (5 points)**
- It is mandatory that each application include measures to ensure youth awareness of health and safety practices in the work environment. Points are to be awarded based on the quality of the explanations of the measures as detailed in the application form. The application form describes four possible measures and provides a space for applicants to describe any additional measures beyond these four:
    - **Providing Information on the Workplace Hazardous Materials Information System (WHMIS):** WHMIS is Canada's national hazard communication standard. All of the provincial, territorial and federal agencies responsible for occupational safety and health have established WHMIS employer requirements within their respective jurisdictions. Employer

requirements ensure that hazardous products used, stored, handled or disposed of in the workplace are properly labelled, that Safety Data Sheets are made available to workers, and that workers receive education and training to ensure the safe storage, handling, use and disposal of controlled products in the workplace;

- **Listing Workplace Hazards:** Hazards may include chemical, ergonomic, physical, and psychosocial, all of which can cause harm or adverse effects in the workplace;
- **Providing Necessary Certifications:** When the proposed job activities require safety certifications, the employer is responsible for providing the youth with the necessary training and certification;
- **Demonstrating Workplace Safety:** As part of training and supervision, the employer must demonstrate safe workplace practices, including an appropriate understanding of overall work safety procedures, knowledge of the safe use of workplace tools and equipment, and awareness of known and foreseeable workplace hazards; and,
- **Other:** Anything that does not fit in the categories above.

**(b) How will the organization provide a work environment free of harassment and discrimination? (5 points)**

- It is mandatory that each application include measures to prevent workplace harassment and discrimination. Ways to provide a safe and respectful work environment include:
  - providing advice, tools and resources to help all employees to prevent and resolve conflicts, to feel safe to bring forward issues and complaints, and to navigate what can be a complex process;
  - having leaders at all levels demonstrate a commitment to a work environment that is free from harassment, reinforce a respectful organizational culture, and take action when inappropriate behaviour occurs;
  - providing employees and managers with training and support to better understand civil and respectful work environments.

In addition, the CSJ Articles of Agreement outline the employer's obligations:

- ensure the Job(s) are carried out in a safe environment (9.1 (c));
- provide the participant with all the information concerning health and safety standards and regulations regarding their work environment and, if necessary inform them about the safety equipment required to accomplish their tasks (9.1 (d));
- inform the Government of Canada promptly in writing forthwith of any injury suffered by the participant(s) while carrying out the Job(s) (9.1 (e)); and,
- The employer shall carry out the Project in compliance with all applicable laws, by-laws and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project (31.1).

## Objective 2: Provide youth with opportunity to develop and improve their skills: (20 total points)

- While there are many different skills that will be important for youth as they move throughout their careers, for CSJ 2019, employers will need to demonstrate in their applications how the work experience will build both the job-specific skills (e.g., client service, digital skills) and transferable skills (e.g., teamwork, leadership, communication). Skills development is also a required component of the mandatory supervision and mentoring plans (see Objective #1).
  - **Client Service:** Client Service refers to the ability to communicate efficiently and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.
  - **Teamwork:** Teamwork refers to the skills needed to interact with other people (one or more). At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.
  - **Communication:** Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally (by speaking, listening and using non-verbal cues, such as body language) or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.
  - **Digital Skills:** Digital technology refers to the skills needed to understand and use digital systems, tools and applications, and to process digital information. At work, people use digital technology skills to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones and other digital devices.
  - **Leadership:** Leadership refers to a number of skills, including communication, honesty, relationship building, and the ability to delegate. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for the completion of tasks that require multiple employees.
- These skills are used in nearly every job and at different levels of complexity. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to change in the work environment.
- These skills are particularly important in the context of the expanded eligibility to the program to all youth (not just students), as well as a focus on assisting more vulnerable youth and younger youth through the program. This provides a valuable opportunity to help these groups develop their basic employability skills which will aid them continuing to participate in the labour market or pursuing education.
- At the same time, youth also stand to benefit from work experiences that will help them hone their existing skills and build upon them at a higher level.
- Full points will be awarded to organizations whose placements will assist youth in developing four or more skills in the two areas (job-specific and transferable) although partial points will be awarded if they can assist them in developing some of them. No points will be awarded if the organization cannot explain how the skills will be developed as part of the work experience.

**Objective 3: Respond to national and local priorities to improve access to the labour market for youth who face unique barriers. (40 total points)**

**1. The job(s) responds to one or more national priorities (20 points)**

In line with the broadening of CSJ 2019 to include all youth as well as the objective to encourage national priorities which help youth who face unique barriers, the following national priorities are proposed:

**a) Organizations that:**

- **Provide services to youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market; or**
- **Express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market:**

Underrepresented youth are any of the following:

- Recent immigrant youth and recent refugee youth (recent defined as having arrived in Canada in the past 5 years);
- Youth who have not previously been employed and for whom this would be their first job experience;
- Indigenous youth;
- Youth with disabilities;
- Youth who have not completed high school;
- Visible minorities;
- LGBTQ2 youth; and,
- Women in science, technology, engineering and mathematics (STEM).

**b) Opportunities for youth to gain work experience related to the skilled trades**

- Additional points will be awarded to employers who express an intention to hire youth who will gain exposure and work experience related to the skilled trades.
- For the purpose of this priority, skilled trades are defined as [Red Seal trades](#).
- This type of work experience would be similar to that of a trades helper, which would allow youth to gain exposure to the skilled trades and shadow an experienced skilled trades person.
- For the purpose of this priority, employers must have the intention to hire youth who are not already working as registered apprentices and who will not be working in the capacity as an apprentice during their CSJ placement.
- Additional information included in [Appendix H](#).

**c) Opportunities for youth in rural areas (RAs) and remote communities and Official Language Minority Communities (OLMCs)**

- Additional points will be awarded to employers who offer jobs located in geographically disadvantaged areas, including rural and remote communities; and OLMCs.

**Rural or Remote**

- As per Statistics Canada, a rural area is a community with a population of less than 1,000 and a population density below 400 inhabitants per square mile and a remote area is located in a “no metropolitan influenced zone.”
- Based on the above definitions, a table is provided in excel format to assist Program Officers in verifying if the job activities take place in a rural or remote area. Table and search instructions can be found here - [CSJ Reference Library](#).

**Official Language Minority Communities**

- An official-language minority is either a French-speaker or French-speaking population living outside of Quebec, where English is predominant, or an English-speaker or English-speaking population living in Quebec, where French is predominant. The government, in its Official Languages Act of 1988, committed to “enhancing the vitality of the English and French linguistic minority communities in Canada.”
- Organizations which commit to employ members of the OLMC in their area, or who offer services or supports to these communities, will be awarded additional points.

A list of communities can be found here: <https://www.canada.ca/en/treasury-board-secretariat/services/values-ethics/official-languages/linguistic-minority-populations-first-official-language-spoken-2011-census-data.html>

**d) Small businesses, in recognition of their contribution to the creation of jobs**

- All private sector organizations must have 50 or fewer employees across Canada in order to be eligible for CSJ. If an applicant is deemed eligible as a private sector organization, they will automatically be awarded points under this national priority.

**e) Organizations which deliver supports or services to seniors**

- Additional points will be awarded to organizations which deliver supports or services to seniors.

**2. The job(s) responds to one or more local priorities (20 points)**

Applications must clearly explain how the job responds to one or more [local priorities](#). If organizations do not provide an explanation, they will not be awarded points for this assessment criterion. Organizations which can demonstrate that they meet more than one local priority will be awarded additional points.

The assessment of applications will be carried out on a constituency-by-constituency basis.

Job duration may be between 6 and 16 weeks and 30-40 hours per week. The average duration of a job placement for CSJ 2019 is 8 weeks at 35 hours per week.

Please see [Appendix I](#) for the Assessment Scoring Grid.

**8.3 Risk Assessment**

The Department's approach to identifying risk has four parts:

- A. Identify potential risks during the screening and assessment phase that may render a project ineligible;
- B. Review risks to inform funding recommendations;
- C. Respond appropriately to issues identified after agreements have already been signed (including adjustments to monitoring levels and possible revocation of funding and termination of agreement); and,
- D. Document all issues to inform future decision-making related to eligibility and funding recommendations as well as monitoring.

Risk management is recognized as a core element of effective public administration. The effective management of risk contributes to improved decision-making, better allocation of resources and, ultimately, better results for Canadians.

Risk management is a requirement of the Treasury Board Secretariat *Policy and Directive on Transfer Payments*. The effective management of risk contributes to improved decision-making, better allocation of resources and, ultimately, better results for Canadians.

In 2009 ESDC implemented a risk assessment approach to address the Treasury Board Secretariat policy requirement. The Risk Assessment, Management and Mitigation (RAMM)

approach is used to identify the level of risk of the project and identifies mitigation activities to limit areas of risk. In the case of CSJ, the RAMM is used to support decisions related to an applicant's eligibility and recommended funding levels, as well as inform the level of monitoring.

Due to the high-volume and short duration of CSJ funded projects, the RAMM is conducted at the screening and assessment stage to help ensure that youth are not subjected to unsafe, non-inclusive or unhealthy work environments and/or so that funds could be reinvested in new projects during the same program cycle.

Approach to identifying and assessing risks:

When completing the risk assessment, Program Officers will review information from the sources listed below:

- CSJ application form:
  - As has been the case in previous years, Program Officers will review the nature of the job activities, the organization's name and activities description based on the information contained in the application form. The information will be reviewed to determine alignment with program objectives.
- CSGC documentation from previous agreements:
  - During screening for eligibility, as has been the case in previous years, program officers review any evidence documented in CSGC that indicates risk of a serious nature. Risks could relate to financial concerns, the security of the youth, or possible non-compliance with program objectives or eligibility criteria.
- The public domain (e.g. internet searches and media articles):
  - Program Officers will conduct searches in the public domain (e.g. internet and media searches) to verify if an employer or the proposed job activities will not comply with the program objectives.

The RAMM will assess each application against the following risks:

- Organizational risk;
- Financial risk;
- Activity risk; and
- Results risk.

The RAMM approach assesses the following factors against the four overarching risks above (for more information, refer to [Appendix J](#)):

1. Project Value – refers to the amount of the proposed agreement
2. Number of Project Participants
3. Complexity of Activities – refers to the complexity of the activities of the proposed project, based on specific project design features and delivery requirements
4. Organizational Administration – assess the ability of the organization to effectively administer projects based on documented evidence
5. Concerns about Occupational Health and Safety
6. Concerns about the work environment, including policies and practices
7. Impact – there is public interest in the organization

The seven factors align with the four overarching risks as follows:

Risk Matrix	Organizational Risk	Financial Risk	Activity Risk	Results Risk
1. Project Value		x		x
2. # of Participants		x		x
3. Complexity of Activities		x		x
4. Organizational Administration	x	x		x
5. Occupational Health and Safety	x		x	x
6. Work Environment	x		x	x
7. Impact			x	x

Using the RAMM, the CSGC will determine the level of risk which will be used to recommend an applicant's eligibility, the recommended funding levels described in Section 8.7, as well as inform the level of monitoring based on the total number of points awarded across the seven risk factors, as described in Section 12. Each criterion will be assessed as being low risk (0 point) or high risk (10 points).

Projects with two or more high risk factors (20 points) will immediately go through the escalation process (Section 8.4).

### 8.3.1 Project Value

This refers to the amount of the proposed agreement at the time of the original approval - the greater the dollar value, the greater the risk. The Common System for Grants and Contributions (CSGC) automatically attributes a level of risk based on the total dollar value of the agreement. Projects that are \$25,000 or more are assigned a high risk score.

### 8.3.2 Number of Project Participants

This refers to the number of youth who receive a "contribution" - the greater the number of jobs, the greater the risk. The CSGC automatically attributes a level of risk based on the number of jobs. Projects that have more than 10 participants are assigned a high risk score.

### 8.3.3 Complexity of Activities

The complexity of the activities of the proposed project is based on specific project design features and delivery requirements. Complex activities or tasks may include:

- One or more partners who are involved with the project activities.
- The intention to offer employment and/or services to one or more of the following client groups:
  - o Homeless people and those at risk of homelessness;
  - o Persons with disabilities; and,
  - o Youth at risk.
- Proposed activities take place in multiple locations.
- Supervision will be provided remotely.

An organization that undertakes complex activities with considerable horizontal scope within the same project may have greater challenges with project management, communication and delivery.

Projects that have any of the characteristics listed above would be deemed high risk.



### 8.3.4 Organizational Administration

The ability of the organization to effectively administer a CSJ project is assessed by looking at whether the organization has effectively administered a CSJ project in the past. Organizational administration can be determined through:

- i. Administrative policies and practices that support the efficient management and sound administration of the project(s);
- ii. Ability to achieve results in previous agreements with the Department;
- iii. Capacity to maintain proper financial records based on past agreements with the Department;
- iv. Capacity to carry out activities based on past agreements with the Department; and
- v. Stability of the board or the organization.

In order to determine whether there is an increased risk to achieving program objectives, for items i to iv above, Program Officers should do the following:

- Look in CSGC to examine documentation related to all previous agreements with the Department to identify any financial anomalies, issues with payment claims (late or non-submission). If there were any issues, the project should be deemed high risk.
- Look at CSJ results from previous years to determine the ability of the organization to create the number of CSJ jobs for which they were approved. If the organization did not create the jobs for which they were approved, the project should be deemed high risk.
- If the organization had no CSJ agreements in the previous year, look in CSGC to see if there were agreements under other programs. If there were issues related to the budget, activities, or payment claims, the project should be deemed high risk.
- In cases where the CSGC or documentation from previous agreements does not provide sufficient information, or if the organization has not applied in previous years, program officers can also:
  - o For not-for-profit organizations, verify if they have a charitable status and whether it has been revoked. Note that a revoked status does not automatically mean that the organization is not eligible;
  - o Use a search engine's news function by searching the organization name and organization acronym. Any information gathered via the internet should be documented and sources should be verified to ensure they are credible.

For item v, Program Officers should document all information and submit the project for escalation.

In cases where the organization has committed fraud against the Government of Canada, the project must be escalated where the Assistant Deputy Minister will deem the organization ineligible.

**If there are concerns related to this risk factor, the application should receive a high rating on the RAMM score in this category. See [Appendix J](#) for details.**

### 8.3.5 Concerns about Occupational Health and Safety

In order to determine whether there is an increased risk to achieving program objectives related to providing youth with a safe, inclusive and healthy work environment, Program Officers should:

- Search the organization's website and official social media accounts for public statements, activities, or published material that appear to be conducting ineligible activities;
- For not-for-profit organizations, verify if they have a charitable status and whether it has been revoked. Note that a revoked status does not automatically mean that the organization is not eligible;
- Use a search engine's news function by searching the organization name and organization acronym along with the following keywords: Code of Conduct, Harassment, Health and Safety.
- Verify information sources for credibility; i.e. referenced reputable sites, including social media platforms.

If the applicant received a low assessment score (less than 5 points) related to assessment criteria Objective 1. 3 (a) **How will the organization provide a safe work environment**, the project will be deemed high risk in this category.

**If there are concerns related to this risk factor, the application should receive a high rating on the RAMM score in this category. See [Appendix J](#) for details.**

### 8.3.6 Concern about Work Environment

To ensure that job placements occur in a work environment that is safe, equitable and free of harassment and discrimination, the Department will take the following steps:

- Review the applicant's information on how they support practices that encourage healthy and equitable work environments such as promoting mental wellness and promoting equal opportunity for employees, regardless of sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
- During screening for eligibility, the Department takes into consideration past issues related to work environment;
- The Department will also review information from applicants that were not funded in the previous years; and
- Record the issue to inform future funding decisions.

If the applicant received a low assessment score (less than 5 points) related to assessment criteria Objective 1. 3 (b) **How will the organization provide an inclusive work environment free from harassment and discrimination**, the project will be deemed high risk in this category.

**If the application does not meet the requirements on any of the items listed above, it should receive a high rating on the RAMM score in this category. See [Appendix J](#) for details.**

### 8.3.7 Concerns about Impact

This refers to the level of sensitivity related to the work being undertaken or to the nature of the organization, as well as the possible impact of the project on the public. Use information in the public domain to determine whether there is a risk that the applicant will not be able to provide a quality work experience for the youth.

If there is reason to believe, based on the application form, documentation in CSGC, information in the public domain, that the nature of the organization or the project activities will not comply with the program objectives or eligibility criteria, deem the risk level as high.

Program Officers must document all relevant sources of information to the project file / to the CSGC, to validate the score. Some examples would be website screenshots, newspaper articles, notes-to-file from financial or on-site monitors conducted in previous years, etc.

### 8.3.8 Conclusion

All information used to make decisions regarding funding, monitoring or eligibility must be documented. The justification boxes in the risk assessment screen of the CSGC capture this information. In addition, a separate text box within this same screen captures information on any additional risk mitigation strategies that have, if applicable, been implemented.

## 8.4 Escalation Protocol During Assessment

The objective of this Protocol is to provide a clear and rapid path for escalating and resolving CSJ assessment issues to achieve effective and consistent decisions to ensure all CSJ projects adhere to the eligibility criteria of the program. The Escalation Protocol is expected to result in:

- Timely identification and resolution of assessment issues through their progressive escalation at an organizational level which is consistent with and commensurate with the nature of the issues to be resolved;
- Improved and consistent risk management and mitigation across the department; and,
- Issues being documented appropriately to ensure transparency and fairness in the decision-making process.

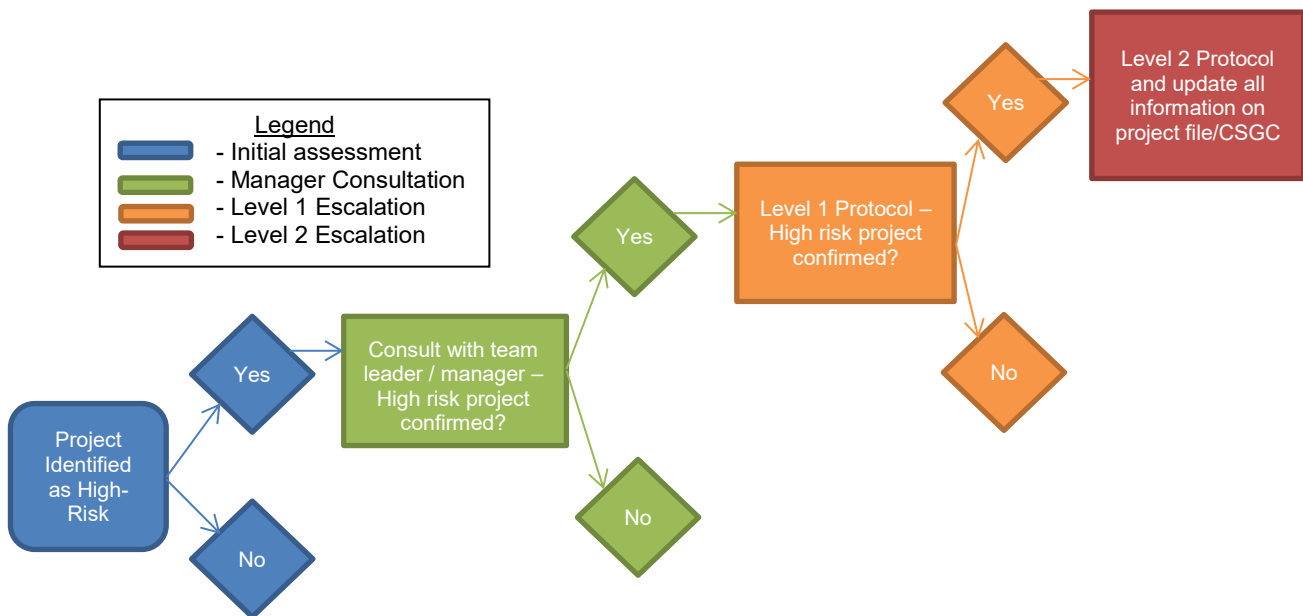
When information is discovered during the Escalation process that indicates that a project **may not be eligible** on the grounds of the ineligibility criteria, the Escalation Committee will clearly indicate the information discovered and the sections of the application that do not reflect the information discovered (i.e. a signed attestation or Organizational Activities captured in the Application that do not align with publicly available information).

When assessing CSJ applications that are deemed high-risk (two or more factors deemed high-risk) or have assessment issues, Program Officers must promptly assess the situation at hand and begin the process of escalation.

## Escalation process for making a determination on the eligibility of an application

### Documentation

If a project receives an overall high-risk score or has an assessment issue, Program Officers must document all relevant sources of information to the project file / to the CSGC, to validate proceeding to the escalation. Some examples would be information from the organization's website or publications by the organization, screenshots, media reports and social media posts, newspaper articles, notes on file from monitors from previous years, etc.



If the issue is validated and confirmed by the Manager, the project moves to Level 1.

**Level 1:** Level 1 represents the level where the program delivery Director (EX01) will, in close partnership with the PM06, discuss the issue and:

- Submit the project for review by the Director Escalation Committee ([Appendix L](#)).

Should the outcome of the committee's discussion validate the issue, the Director Escalation Committee Chair will:

- Escalate to Level 2

The necessary information will then be relayed back through the manager to the Program Officer so relevant facts and information documented to the project file / to the CSGC.

**Level 2:** Level 2 represents the highest level of escalation. The Director General Escalation Committee ([Appendix L](#)) will review the information obtained through Level 1.

Should the outcome of the committee's discussion validate the issue, the Director General Escalation Committee Chair will:

- Arrange and provide briefings to the regional Assistant Deputy Minister/the designated program Assistant Deputy Minister (ADM) and to the ADM of the Public Affairs and Stakeholder Relations Branch as appropriate if there is a risk that this could become a public communications issue; and,
- Regional program delivery Director Generals will submit to their respective regional Assistant Deputy Ministers, a briefing note requesting a decision on the determination of eligibility of the application. This decision will be based on the applicant's ability to meet eligibility criteria and the assessment and risk scores. Should a high risk project be determined to be eligible, the ADM may also recommend funding modifications and level of monitoring.

The necessary information will then be relayed back to the Program Officer through the director and manager so follow up action can be implemented as required and relevant facts and information documented to the project file / to the CSGC. The level of the individual interacting with the employer to relay the information must be determined based on the sensitivity of the information to communicate.

If during the Escalation Protocol it is determined that the application is ineligible, and the applicant has not yet received the "Missing Information and Request for Clarification" Letter at an earlier stage of screening or assessment, the Program Officer should send this letter to the applicant. As per the processes detailed in Section 8.1 (Program Checklist), the applicant will have five (5) business days following the date on which the email was sent to provide the requested information.

**Projects deemed ineligible should have their status changed to 'Screened Out' only and not 'Rejected.' Ineligible letters should not be sent until NHQ provides the green light to do so.** See [Appendix M](#) for a more detailed process diagram of the Escalation Process.

### **Eligibility Determination**

Risk assessment scores will be used to make a determination of eligibility for projects deemed high risk.

### **Funding Recommendation**

If a high risk project is determined to be eligible, the information that led to the high risk rating must be taken into consideration when finalizing the list of recommended projects for approval as described in Section 8.7.

### **Level of Monitoring**

High risk projects (two or more factors deemed high-risk) that are determined to be eligible will be subject to monitoring as described in Section 12.

For further details on required participants and the frequency of escalation committee meetings, please refer to [Appendix L](#).

## 8.5 Standardized Applicant Information Validation Process

The Program Officer must pay particular attention to the information found in the application form to identify any information that may affect the eligibility of the organization. In cases of doubt, the Program Officer could, for example, conduct a verification of the information by checking the website of the organization or comparing the nature of the activities and location of activities by searching the location of the activities on the Internet.

The Centre of Expertise for Grants and Contributions implemented the [Directive for the Standardized Applicant Information Validation Process for Grants and Contributions](#) to validate and monitor the integrity of applicant information received via paper applications and IFFS applications.

For CSJ, applicant validation must be performed for the following:

- All first time recipients (i.e. no previous CSJ agreement); and,
- All high-risk projects.

Note: For CSJ the applicant validation MUST be completed before issuing a payment. However, Regions may decide (in consultation with NHQ) to undertake this validation process at the time of application intake and pre-screening, during assessment prior to recommendation, or following MP Review.

Employer validations remain active for a period of 5 years.

## 8.6 Tied Scores for Applications

Once all applications are assessed, scored and ranked, funding cut-off points for constituencies may fall between applications that have the same assessment score (tied applications). It is preferable that the adjustment of jobs and weeks be used as a means to accommodate applications in this situation, i.e. to avoid having a cut-off point that falls between these applications. However, if that approach is not adequate, the following process will be applied in the following order to finalize the application ranking:

1. Quality of the work placement and wage for the youth;
2. Skills and training opportunities for the youth; and,
3. Safe, healthy and inclusive work environment

This ranking would not affect the application scores from the assessment process. Therefore, the result of the revised ranking of tied applications following this process must be recorded as a note to file in the CSGC for each of the applications involved to help respond to any enquiries that may be received.

## 8.7 Finalizing Lists prior to MP Review

At the conclusion of the assessment phase, all aspects of each project that will be recommended for funding, including those where negotiation/adjustment were required, must be finalized and funding amounts identified. **Do not move a project to recommendation if the eligibility has not yet been confirmed.**

NHQ produces, for each constituency, a report which outlines the projects in ranked order, indicating the base budget line, temporary incremental funding line and the authorized commitment level line. The report will indicate for each eligible application the requested and assessed number of jobs, weeks, and contribution amount, as well as the number of hours assessed (Ref: Comparison Report).

The comparison report takes into consideration only the scoring but also shows the recommendation status; it should align with the CSGC Recommendation Report, 3.2.50D, but you may see a difference in the order for projects with the same score but different recommendation. In those cases, a tiebreaker strategy would need to be applied.

The proposed lists of recommended projects prior to MP review will be reviewed by NHQ and adjustments to the lists made may need to be done accordingly. The Regional ADM will then need to agree on the lists prior to starting MP review.

The regions will generate the constituencies' reports from CSGC (3.2.50D) and share them with NHQ. NHQ will then generate the detailed lists of projects (including jobs description, location and scoring).

Lists will be provided to MPs only when authorized by the NHQ ADM.

Projects recommended under CSJ are not subject to Internal Review Committee requirements. However, if a region is recommending a high value project (\$25K and above, as per the RAMM), it may be prudent to undertake a formal review before recommending the project.

Regional Business Expertise will review a sample of files that are at the Assessment phase. [Appendix E](#) provides the details of this review. Compliance issues need to be discussed with the CSJ Operations team at NHQ and followed by an appropriate plan such as training, further reviews, etc.

## 9. MP REVIEW

Following direction from the ADM, Service Canada Directors will send an email to all MPs, using a template provided by NHQ, inviting them to participate in reviewing the list of recommended projects for their constituency. The list of projects established as a result of the assessment process will be included in the email. The list of projects must be generated from the CSGC using the report 3.2.50D – Canada Summer Jobs List of Recommended Projects. It ranks all eligible projects for the constituency by assessment score in decreasing order and shows the 'reached maximum funding for recommendation' line, below which are the eligible projects for which no funding is available. Other supplementary documents will be attached, as instructed by NHQ.

Service Canada Directors will contact each MP after the email has been sent. Approved speaking points will be provided to give details of the elements that should be discussed. During the discussion, directors will assist MPs in understanding their role during the review and will ensure the information and materials provided are clear and helpful to them for the process. They will explain the assessment and the process for MPs to recommend changes to projects within their constituency budget.

They will inform MPs that in reviewing the list of projects and taking into consideration the assessment criteria, particularly the national and local priorities, they may recommend changes to the number of jobs and weeks and that specific projects be funded and others not be funded (as the budget allows). MPs will be advised that, in the interest of fairness and transparency, their changes must be documented and MPs will be asked (but not required) to select the reasons for their changes from a drop down list of options using a report template that will be provided. They will be informed that these changes will be made available in the event of Access to Information requests.

Service Canada Directors will encourage MPs to share any concerns they might have on some organizations included in their list of projects (e.g. capacity considerations, organization not known, etc.).

In cases where an MP decides not to participate in the review process, **the MP must advise Service Canada in writing. If a constituency is vacant, Service Canada will proceed with the list of projects as determined by the assessment.** When MPs recommend changes to their list of projects, Service Canada will review the proposed changes and make the final determination on the list of projects.

Service Canada will produce a final list, which MPs then sign and date to confirm their participation in the review process. (As an alternative, the original list can be signed and dated with the MP's initials beside all changes requested by the MP before changes are made in CSGC.) Once MPs have signed the list for their constituency, it will not be possible for them to recommend any further changes. MPs will be advised that the Department approves the final list of projects for each constituency.

The MP's signature will also capture their Conflict of Interest declaration –

*"I have been reminded of my obligations under the Conflict of Interest Code for Members of the House of Commons that precludes me "from acting in any way that would further [my] private interests or those of a member of [my] family, or to improperly further another person's or entity's private interests" (Article 8), and I have been requested to contact the*



*Office of the Conflict of Interest and Ethics Commissioner if I require any advice before finalizing my recommendations.*

*I will not make any changes to the recommendation for a project on the list if the changes further the private interest of a member of my family, or improperly further another person's or entity's private interests.*

*I understand that recommendations put forward by myself or my office are subject to disclosure requirements and therefore may be shared by the Department of Employment and Social Development Canada.”*

A copy of the signed list along with the original list must be retained on file, as well as the Request for Changes to the List of recommended Projects form ([Appendix N](#)). Scanned lists will be shared with NHQ.

Furthermore, all changes made by the MPs must be documented in the Additional Comments textbox in the Recommendation and Rationale screen of the CSGC.

There will then be a review of the lists at NHQ, post MP Review, before moving to the approval process.

## **9.1 Escalation Protocol During MP Review**

In cases where there is a disagreement concerning the changes requested by MPs, the local Director will contact the Regional Director responsible for CSJ to determine how best to resolve it. If the disagreement cannot be resolved by the local office, the Regional Director will contact NHQ to explore options for a resolution.

If it is determined by NHQ that the matter cannot be resolved, the issue will be escalated as follows:

1. A 'Non-Concurrence Report for Escalation' ([Appendix O](#)) will be completed;
2. The regional ADM will be briefed on the situation; and,
3. The regional ADM will send the 'Non-Concurrence Report for Escalation' to the POB ADM.

If the situation is still not resolved, it will be escalated to the Minister for decision.

The following are examples of situations to be escalated:

- The MP has extended the job duration for multiple applicants significantly reducing the number of jobs to be offered, therefore reducing the likelihood of meeting the national target of jobs created.
- The MP has requested that an organization, with a high score and meeting some national priorities, be moved below the funding line without an acceptable rationale.
- The MP has asked that an organization not be funded under any circumstances without providing a rationale (e.g., could look like a partisan request).
- There is evidence of a conflict of interest (i.e., the requested change would result in personal gain or advantage for the MP or the MP's immediate family).

## **9.2 Additional Funding Requested by Members of Parliament**

Following the increase to the Authorized Commitment Level for CSJ, the Department is no longer accepting requests from MPs for additional funds.

## **9.3 Administrative Adjustments**

Administrative adjustments may be required where a project included an incorrect assessment, whereby a non-recommended project should have been recommended or a project appeared under the wrong constituency, etc.

In circumstances where administrative adjustments are required and the MP has already signed his/her list of projects, the regional ADMs will send the completed *Request for Additional Funds* template for approval to NHQ. Once a decision has been made by NHQ, the regional ADMs will be notified of the approval or non-approval of the requests. However, administrative errors representing an amount less than \$100 may be approved at the regional level. Amounts of \$100 or more must be discussed with NHQ.

All the administrative errors identified after the approval phase can be approved at the regional level pending availability of funds.

## 10. RECOMMENDATION AND APPROVAL

### 10.1 Recommended Projects

For all recommended projects, any unresolved issues outstanding from the Program Checklist, the assessment process, and/or MP Review, must be addressed prior to the projects being approved by the delegated authority. For example, there may be questions or issues related to health and safety provisions for youth that will need to be resolved. Also, there may be outstanding items related to the issues listed below.

**Overpayment Documentation:** Details regarding overpayments and/or other debts owed to Canada must be documented and put on file. This must include (but is not limited to) a print-out from the DARS and details of the arrangements made to pay back the amount owing.

**Workers' Compensation Insurance (or equivalent):** Employers are required to have adequate work-related accident coverage for youth. If the job involves providing service on personal property, the employer must also ensure that there is appropriate insurance coverage for these work circumstances.

Depending on the province/territory, employers can obtain coverage through a provincial/territorial Workers' Compensation Board plan. In some Regions, where coverage for employers is not possible through WCB, the employer must purchase insurance with a private insurer in order to offer protection in the case of an accident. (Note: Some Regions provide "blanket coverage" for not-for-profit organizations. This approach is used by the following provinces: Quebec, New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island.)=

### Bundling of Projects

Once instructed by NHQ, Service Canada will prepare bundles and proceed with the electronic approval of regional ADMs (i.e. bulk approval) where they have the delegation of authority. Note that ADMs will also have to review the full lists (including the list of projects for which no funding is available, not recommended by MPs, high-risk projects, etc.). The review will be supported by the report on request for changes made by the MPs.

### 10.2 Delegated Authorities

To determine the level at which projects are approved, please refer to the [Delegation of Authority for Youth Employment Strategy – Summer Work Experience](#).

Note that any projects that have a value over \$25,000 must be routed through the regional office to NHQ to obtain approval by the Minister. To ensure timely and consistent decisions, some projects that have a value below \$25,000 may be referred to the Minister for a decision.

Projects originating within the Minister's riding will be routed to the ESDC Deputy Minister for approval.

### 10.3 Approval and Notification Process

Only when ADMs have been authorized by NHQ to proceed with the notification phase, can Service Canada representatives begin notifying successful applicants.

All MPs will be informed by local Service Canada Directors that they can notify successful applicants in their constituency including MPs who declined to participate in the review process. MPs must be advised that they have up to 3 calendar days to initiate calls to successful applicants. The Service Canada Director will send an email to all MPs with an attached list of approved projects with contact information (CSGC Report 4.2.22). Should an MP not wish to participate in the notification process, Regio3s can waive the 5 calendar day period and can contact organizations directly to notify them of the results of their applications.

### 10.3.1 Applications Approved

All approvals must be communicated in writing (preferably by email); however, to expedite the timely communication of results, applicants can first be notified by telephone. If the employer is notified by telephone, the items discussed and the date the call was made must be documented as a note to file in the CSGC and written confirmation must be sent later.

The approval letter generated through the CSGC must be used to ensure consistency in messaging to employers.

### 10.3.2 Applications Not Approved for Funding

For those applications not approved for funding, Program Officers will email the CSGC-generated letter advising the employer of the unsuccessful application. This letter for notifying unsuccessful applicants must be used to ensure consistency in messaging to employers. **Employers must not be notified until NHQ advises Regions.**

Applicants are informed that decisions regarding the assessment of applications are final. There is no appeal process. The letter provides contact information should the unsuccessful applicant want further information related to the assessment of his/her application.

## 10.4 Recording Approval in the CSGC

The names of the approval authority for projects, along with the date of approval, must be entered into the CSGC as per usual.

Regional Business Expertise Consultants will review a sample of files that are at the Recommendation and Approval phase. [Appendix E](#) provides the details of this review. Compliance issues need to be discussed with NHQ and followed by an appropriate plan such as training, further reviews, etc.

## 11. AGREEMENT IMPLEMENTATION

### 11.1 Agreement Signing

For applications received via the online form (IFFS), the system automatically generates the employer's signature in the CSGC. In addition, the signature by the employer on the approved application is not necessary, as signatures will be obtained through other means (i.e. Employer/Employee Declarations and Payment Claim forms) unless the agreement has been assessed as high risk in the risk assessment process. A signature could also be requested for other online applications with valid justification. The rationale should be added in the CSGC as a note to file.

For applications submitted through GCOS, the employer must accept the agreement by clicking on "Sign the agreement" in their GCOS account, as requested in the approval letter.

When a paper application (or a print of the online application) is approved and signed by the appropriate delegated authority for Canada, it becomes the agreement between the employer and the Government of Canada. A copy of the signed "Calculation of Approved Canada Summer Jobs Contribution Amount" document is returned to the employer along with the following documents that, together, form the approval package:

- Approval Letter (generated from CSGC) ([Appendix P](#))
- Employer/Employee Declaration (EMP 5397) ([Appendix Q](#))
- Payment Claim/Activity Report (EMP 5398) ([Appendix R](#))
- *Are you in Danger?* - Health and Safety brochure ([Appendix S](#))
- Career Tool Information Sheet ([Appendix T](#))

Agreements are to be signed for the Government of Canada as per the [Delegation of Authority for Youth Employment Strategy – Summer Work Experience](#). Once the signature of the Department's delegated authority is obtained, the agreements are considered complete.

All approved jobs will be posted on [Job Bank](#).

### 11.2 Articles of Agreement

This section provides an explanation of those sections of the Articles of Agreement (see [Appendix K](#)) which are most likely to generate questions from Service Canada staff and/or CSJ applicants. (Please note that, for ease of comparison, the section numbers below refer to the numbered Articles of Agreement.)

- |                 |  |
|-----------------|--|
| <b>4.1</b>      | Canada's contribution towards costs incurred by the Employer will not exceed the amount in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document.  |
| <b>8.2-8.3.</b> | These Articles apply only where the contribution is over \$100,000.  |
| <b>13.1(c)</b>  | <i>"The Employer represents, declares and warrants that...(c) No other contribution will be received or claimed for the same portion of a Job and for the same period unless provided under an agreement between the Government of Canada and a Provincial/Territorial government, or with the</i> |

*approval of Canada*” means that no other contribution besides CSJ can be received for the same portion of the same hours and days for the same job during the CSJ agreement period. However, an employer who receives \$8 per hour from CSJ and also receives \$5 an hour from another funding source (that is, for the same youth position and for the same period of time), and pays the youth the entire \$13 per hour, is permitted to do so under CSJ. It is important that the youth receives all of the monies from both (or all) funding sources and that the employer is not retaining any funds.

- 16.1-16.2** These Articles state that Canada is not entering into any partnership or employer-employee relationship with the agreement holder and that Canada is not to be held responsible for any loss or harm suffered to the employer or others caused by or related to the CSJ-supported jobs.

CSJ approves funding to support employer-employee relationships between employers and the youth only. While an employer-employee relationship **must** exist between the employer and the youth, an employer-employee relationship must **not** exist between ESDC / Service Canada and the employer.

The following are examples of variables denoting an employer-employee relationship:

- An employer exercises supervisory control over the youth on a day-to-day basis;
- An employer has the power to discipline the youth;
- An employer is responsible for monitoring the youth’s work;
- An employer supplies tools, equipment, facilities, premises or materials that it owns or has leased;
- An employer makes payment to the youth, on the basis of time and at regular intervals, subject to source deductions; and/or,
- The youth becomes integrated into the employer’s organization (e.g. internal meetings).

If an employer-employee relationship between the employer and the youth does not exist, the local Service Canada Centre must advise the employer that the situation must be rectified in order for the employer to be eligible for reimbursement under the initiative. If the employer does not rectify the situation, costs will be deemed ineligible and will not be reimbursed under CSJ. For more information, refer to section 8.9 of the [Operations Guide](#) for Grants and Contributions for information on Employer-Employee Relationship.

- 19.** This Article deals with nepotism, or the employment of family member(s). Refer to the [Operations Guide](#) for Grants and Contributions for more information on nepotism.

## 11.3 Hiring of Youth

An employer cannot hire a youth for a proposed CSJ-funded position before receiving notification of approval by Service Canada. When a youth is hired prior to notification of approval, it is seen as an indication that the employer would have hired the youth without CSJ funding. This renders costs related to the youth's employment as ineligible for funding.

A youth cannot begin employment prior to the start date approved by Service Canada. The earliest possible start date is April 23, 2019. Any costs incurred by the employer prior to the approved start date will not be reimbursed under the CSJ agreement.

When it is required before work can commence, a youth may be hired for a training period that precedes participation in a CSJ-funded job, i.e. in advance of approval. The intent of this provision is to allow the employer to hire a youth early if there is mandatory, structured training taking place before the approved CSJ start date, i.e. training that the youth needs but otherwise would miss. This provision does not allow employers to hire youth in advance to provide training that typically would be provided during the approved funding period. **Furthermore, no costs incurred by an employer prior to the approved start date for a youth job may be covered under a CSJ agreement.**

When Service Canada approves a position described in an application, the hired youth must be assigned to the position as described and approved, i.e. job title, duties and responsibilities, start date, number of weeks, number of hours per week and hourly wage as per the application. If the employer wants to change any of these job details, s/he must contact the responsible Program Officer to obtain approval for the changes. Service Canada reimbursement of costs will only cover the actual expenditures up to the amount as indicated in the "Calculation of Approved Canada Summer Jobs Amount" document, regardless of how long the youth may be employed by the applicant.

Funding cannot be provided for any period prior to the date of signing the agreement. In **rare and exceptional circumstances**, as outlined in the Chief Financial Officer Branch Grants and Contributions Policy 5.19.3, an employer may receive approval and be given permission to incur costs for a short period while the agreement is being signed. Each situation must be discussed with NHQ prior to granting an approval.

Replacement of a youth employee is permitted if the timeframe of the agreement will allow the replacement to work for at least six weeks. Hiring a replacement for less than six weeks **may** be allowed in those cases where not replacing a youth worker would have a significant detrimental effect on the project. In either instance, authorization for a replacement must be sought from Service Canada and the employer must outline the reasons for the request. If the employer is authorized to hire a replacement, an Employer/Employee Declaration must be completed for the new youth.

#### 11.4 Employer/Employee Declaration

Employers will be informed that they must ask all youth to complete the Employer/Employee Declaration form ([Appendix Q](#)). The employer must submit the completed forms to Service Canada or enter the information in GCOS within seven days of the youth beginning employment.

The employer is encouraged to submit their form by mail or in person as the document includes Protected B information. However, if the employer submits the form by other means, the Program Officer must still accept it. The Program Officer is to contact the employer to inform them of the security risks associated with sending information in an unsecured manner. The Program Officer

must document on the file that the employer was advised of the security risks related to this mode of transmission.

Once completed, the form contains Protected B information and must be stored in a key locked cabinet. Information sent from our department must be in a double enveloped and gum-sealed, with no security marking on the outside. The interior envelope should be marked "Protected" and the outer envelope should be addressed to the appropriate addressee.

As soon as the Employer/Employee Declaration is received, it is important that the SIN is verified using Step 1 of the Employer/Employee Declaration screen in the CSGC. This will be done through the *mod10* verification in the CSGC which is a mathematical calculation.

**New in 2019, as soon as the Employer/Employee Declaration form is received, it must be entirely entered in the Employer/Employee Declaration screens in CSGC. In addition, all Employer/ Employee Declarations must be entered in CSGC (100%).**

If a declaration form (with or without other sources of information) demonstrates that a youth hired is ineligible, the employer must be notified immediately by the CSGC-generated letter ([see Appendix U](#)) of our intention to suspend any contributions associated with that youth employment. If the employer wishes to hire another person who meets the eligibility requirements, the period of employment must fall within the parameters for duration and start and end dates.

## 11.5 Processing Advances and Payments

### 11.5.1 Direct Deposit

Project officers must encourage employers who submitted paper applications or via IFFS to register for GCOS to obtain their first payment.

Program Officers should actively offer and encourage eligible employers to use direct deposit as their method of receiving payment by providing the employer with the Grants and Contributions Direct Deposit Request form (SC NAS5050). Direct deposit is only available to organizations with an active grant or contribution agreement (with at least one payment remaining). New organizations will be offered direct deposit only at such time that the agreement is signed.

The organization's bank account information may require a due diligence test if the bank account information was not previously confirmed via the due diligence process in another project in the last two years or the payment is \$5,000 and over. A due diligence test payment of \$5 should then be issued. The next payment can be used as a due diligence test payment if it is up to \$4,999. The due diligence test can only be performed when the project is in the Agreement, Agreement Management, Amendment or Close-Out phase, with project funds available. If the bank account information was previously confirmed via the due diligence process in another project, direct deposit can be established as the payment method for future payments without doing another due diligence test. Refer to the [Direct Deposit Desk Aid](#) from the Centre of Expertise for Grants and Contributions for additional information.

### 11.5.2 Advances

Only not-for-profit employers are eligible for advances under CSJ. In order to reduce the likelihood of an overpayment situation, advance payments will only be issued after Service Canada confirms,



through the receipt of the completed Employer/Employee Declaration, that an eligible youth has been employed.

Program Officers must strongly encourage employers who submitted paper applications or via IFFS to register for GCOS to obtain their first payment.

The number of youth hired according to the received Employer/Employee Declarations must be entered on the CSJ Employer/Employee Declaration screen of the CSGC in order for an advance to be issued.

In cases where an advance payment is necessary, the following applies to agreements of less than four months:

- A Forecast of Cash Flow (EMP 5216), completed and signed by the employer, is required for agreements of \$100,001 or more;
- When the agreement value is up to and including \$100,000, the maximum advance for CSJ is 75%; and,
- When the agreement value is from \$100,001 to \$500,000, inclusively, the maximum initial advance is 50%.

For an advance, only the delegated authority's signature is required on the claim form, not the employer's.

For all agreements \$100,000 or less made with CSJ, the information provided by the employer (number of youth, hours of work, number of weeks of the agreement, hourly rate of reimbursement, MERCs information, etc.) is sufficient to be considered a cash flow forecast and meets the provisions of the Treasury Board Secretariat Policy on Transfer Payments.

When making advance payments, the Program Officer should use the Subsequent Advance approval forms rendered by the CSGC. Program Officers must complete the appropriate CSGC fields with respect to advances and payments (Financial Management phase). Once these sections have been completed, the CSGC will automatically assign financial coding values.

### **11.5.3 Payments**

Project officers must strongly encourage employers who submitted paper applications or via IFFS to register for GCOS to obtain their first payment.

Payments to CSJ employers will be made upon receipt of a duly completed CSJ Payment Claim and Activity Report form (EMP 5398) for expenses incurred and subsequently certified by Service Canada officials as being compliant with the terms and conditions of the contribution agreement. Claims must provide the information necessary to verify expenditures. Normally, the information on the EMP 5398 will be sufficient. However, if warranted by inconsistencies or other factors, more documentation can be requested from the employer. In the case of costs for the accommodation of youth with a disability, for example, receipts must be requested to ensure that Service Canada is paying only the actual costs of the personal tools or adaptations.

Refer to section 9 of the [Operations Guide](#) for Grants and Contributions for further information on processing payments.

Employers will be informed in the letter accompanying the agreement that they must submit the payment claim no later than 30 days after the youth completes the CSJ work experience and at the latest at the end of September for projects ending at the end of August. Failure to do so may lead to an overpayment situation. A letter to remind employers of the final claim process must be sent by mid-August and clearly outline the deadline for submission of payment claims (i.e., within 30 days of the termination of the jobs covered in the agreement). In addition, final reminder letters must be sent in mid-September to those employers from whom a final claim has not been received. Program Officers generate these letters through the CSGC.

It is not necessary to request payroll records to process the Payment Claim and to check whether the youth worked the minimum 30 hours per week. In the CSJ Payment Claim and Activity Report, the employer must indicate for each youth the period of work (Col. 2), the number of weeks per youth (Col. 3) and the total hours per youth (Col. 4). Without having information for each week, we can calculate an average (Col. 4/Col. 3). If the average is equal to or higher than 30 hours, it can be considered as complete weeks. If the average is lower than 30 hours, obtain clarification from the employer.

All employment under CSJ must be full-time (i.e., 30-40 hours per week), except jobs for youth with disabilities or with other barriers to full-time employment. When the agreement is for full-time jobs, weeks less than 30 hours should not be reimbursed, except when the absence was authorized. For example, in case of illness, or other reasons considered valid by the employer, or other situations beyond the employer's control, such as in the case of a natural disaster. In these situations, reimbursement by Service Canada will only be for those hours worked, and a documented rationale must be put on the file.

The minimum of six weeks applies at the time the agreement is signed. If the youth ceases employment and there is no replacement, reimbursement is for costs incurred for the weeks that the youth worked.

**Note: For CSJ 2019, the duration of each job created must be entered in CSGC. New data fields will be added in order to capture this information when employers submit their claims.**

## 11.6 Novation

Novation is a way of assigning a contribution agreement to another recipient. It may be used if the recipient changes or merges with another organization, or is replaced because of such issues as ill health, death or other unforeseeable circumstances. Activities of the agreement remain the same. A novation is not required if only the legal name of the recipient changes; in these cases only an amendment is required. An updated risk assessment will be conducted.

Further guidance on when and how to use novation is available in section 8.2 of the [Operations Guide](#) for Grants and Contributions.

Regional Business Expertise Consultants will review a sample of files that are at the Agreement phase. [Appendix E](#) provides the details of this review. Compliance issues need to be discussed with NHQ and followed by an appropriate plan such as training, further reviews, etc.

## 12. MONITORING

All CSJ agreements must be monitored as a proactive measure for managing, reviewing and problem-solving. It involves the review of the project activities, health and safety, impact and financial records to ensure that all CSJ contribution agreements are implemented as intended and that the employer is compliant with the terms and conditions of the CSJ agreement.

The Risk Assessment Management Mitigation (RAMM) approach enables a comprehensive assessment of the risk factors for individual projects and enables a more targeted approach to manage risk, with additional monitoring efforts directed at previously identified risks. The RAMM was implemented to ensure a consistent monitoring process is used across the country.

For all CSJ agreements, the frequency and intensity of financial and activity monitoring should be in proportion to the project's identified risk. A minimum amount of monitoring must be completed to ensure agreement compliance and program integrity.

The RAMM was defined based on program characteristics and the requirements of the Grants and Contributions Risk Assessment and Monitoring Policy.

When issues are identified during the course of an agreement, Program Officers must return to the RAMM tool and re-assess the RAMM factors. If the risk assessment changes from low risk to high, the Program Officer must **immediately**:

- Change the level of risk in CSGC;
- Revise the justification and mitigation strategy;
- Save the information; and,
- Follow the Revocation Protocol in Section 13.1 and the appropriate action will be determined (e.g. expedited on-site monitoring, demand to provide documentation within 7 calendar days, suspension of payment, termination of the agreement).

**Monitoring plans must be revised whenever the project's risk assessment changes. All decisions made in regards to mitigating risks, and any action taken pertaining to a project, must be documented.** Please see Section 12 for direction on monitoring activities for funded CSJ projects.

### 12.1 Guiding Principles of the RAMM Approach

Regardless of the risk level, all monitoring must be documented and captured appropriately in the CSGC, and any paper documentation must be kept in the project's paper file.

There are three types of monitoring:

- Claim Review which applies to all projects;
- Financial and Activity monitoring which applies to all projects; and,
- Results monitoring which applies to high risk projects (two or more factors deemed as high-risk).

Results monitoring is not required for low risk projects since they must complete a Claim Review and a Financial and Activity monitoring thereby meeting the requirements of the Grants and Contributions Risk Assessment and Monitoring Policy.

On-site monitoring is currently conducted for all projects deemed high-risk. In addition, on-site monitoring can be conducted in response to issues that are identified after agreements have already been signed.

For CSJ 2019, an expedited on-site monitoring process is being introduced. Site visits are to be conducted within 5 business days of an issue being discovered, where possible, and the timeline for employers to submit required documentation has been reduced from 30 days to 7 business days after the expedited on-site monitoring.

### **Claim Review (all projects)**

This type of review involves the processing of payment claims and activity reports submitted by the employer. Once the completed and signed Payment Claim and Activity Report form (EMP 5398) is received by Service Canada, the Program Officer will review the information and validate it in comparison with the agreement.

#### **Claim Review includes:**

- Auditing and validating the following information, by comparing it to information included in the agreement:
  - Employment start and end dates;
  - Number of jobs;
  - Number of hours worked per week;
  - Hourly rate paid to the youth;
  - Salary paid; and,
  - Calculation of recovered MERCs (for not-for-profit organizations only).
- Ensuring that the completed activities are consistent with those in the Tasks and Responsibilities section of the agreement.

Data included in the payment claim is then entered into the CSGC and processed pursuant to the approved amounts stipulated in the agreement. In most cases, the Claim Review monitoring will be captured in the close-out phase of the project since only the final payment claim is received for CSJ projects.

### **Financial and Activity monitoring (all projects)**

This type of monitoring involves reviewing and validating the Employer/Employee Declaration form (EMP 5397). Once the completed and signed form is received by Service Canada, the Program Officer will review the information in comparison to the agreement, and validate the eligibility of the hired youth.

#### **The Financial and Activity monitoring includes:**

- Validating the following information by comparing it to the information included in the agreement:
  - Employment start and end dates;
  - Number of hours worked per week; and,
  - Hourly rate paid to the youth.
- Ensuring that the hired youth is eligible based on the CSJ eligibility criteria. These criteria are included in section 5.2 Eligible Youth.

Data included in the Employer/Employee Declaration form is then entered in the Financial and Activity Monitoring screen in the Monitoring phase of the CSGC. Please refer to the [CSGC Desk Aid](#) for more information.

### **Results monitoring (high risk projects)**

This type of monitoring involves completing an on-site review and evaluating whether expected results were achieved. Once the on-site monitoring is completed, the Program Officer will complete the Monitoring Report (EMP 5400 – [Appendix V](#)) form and have it signed by his/her manager. Also, once the Employer/Employee Declaration form and the Payment Claim and Activity Report form are received by Service Canada, the Program Officer will then evaluate whether the expected results were achieved.

In order to allow employees who are less familiar with the program to carry out the on-site visits, a Simplified Monitoring Report is available. If this form is used for on-site monitoring, the remaining elements will be completed by telephone or by email. The simplified report will be attached to the EMP 5400 form completed by the Service Canada Program Officer.

#### **The Results monitoring includes:**

- Completing an on-site monitoring. Once completed, the Program Officer will compare the information collected to the information included in the agreement.
- Evaluating whether the expected results were achieved once all mandatory forms are received.

Data from the Monitoring Report form is then entered in the Record Results Monitoring Details screen in the Monitoring phase of the CSGC. The Monitoring Report form should be uploaded in the CSGC. Once all the monitoring data is captured, the Program Officer will save the Record Results Monitoring Details screen in order to return to it later to enter the outcome of the evaluation of results achieved.

Once all mandatory forms are received, the Program Officer will evaluate whether the expected results of the project were achieved. The outcome of the evaluation is entered in the Record Results Monitoring Details screen in the Monitoring phase of the CSGC. Please refer to the [CSGC Desk Aid](#) for more information.

### **Please note that all projects identified as high risk must be Results monitored.**

In cases where health and safety violations are identified, and the employer is not able to address the issue adequately, the Program Officer will stop all payments and suspend CSJ-funded program activities until such time as the situation is resolved to the satisfaction of Service Canada or a decision is taken to terminate the agreement. Please refer to Section 14.1.

In addition, if information is discovered after an agreement is already in place, the Program Officer will follow the appropriate steps in the monitoring and agreement management directives, including:

- Adjusting the risk assessment in CSGC;
- Conducting mandatory on-site monitoring for the project if it is not already subject to on-site monitoring;
- If appropriate, based on the nature of the information discovered, complete expedited on-site monitoring (to be conducted with 2-3 business days) and request appropriate documentation from the organization (to be received within 5 business days); and,

- Depending on the nature of the information discovered and the results of the on-site monitoring and request for documentation, the project activities or payment may be suspended, the agreement may be terminated, and/or the funding may be revoked (see Section 14.1).

The results of all such investigation and monitoring will be reviewed to determine possible non-compliance with the articles of agreement and recorded in CSGC to inform future risk assessments.

If an organization was subject to a Results monitoring in each of the last two years and no issues were identified, a Results monitoring is not required for the current year. Even if monitoring is not required, the Program Officer will still complete the Record Results Monitoring Details screen in the Monitoring phase of the CSGC. Please refer to the [CSGC Desk Aid](#) for more information.

During CSJ monitoring, Service Canada staff should take the opportunity to promote the benefits of the Grants and Contributions Online Services (GCOS) and encourage all employers to register. When communicating with organizations, Service Canada staff can direct employers to the [GCOS registration page](#) to complete a GCOS account and can provide them with the Key Registration Steps and the Fact Sheet that is in the [GCOS toolkit](#).

GCOS includes 'paper to online' functionality which will allow organizations who applied for funding through a paper process or submitted an online application form and have a funding agreement to convert project information to the GCOS seamlessly once their account has been established. Once the GCOS registration is complete, organizations will log in to their account and the 'Convert your existing project to GCOS' function can be found on the welcome page.

For more information on CSJ monitoring types, please see Appendix A of the [CSGC User Guide](#) (PLC Module).

For more information on risk based approach assessment and monitoring, please consult the [Contributions Risk Assessment and Monitoring Directive](#). For more information about monitoring activities please see Section 10 of the [Operations Guide](#) for Grants and Contributions.

## 12.2 Hiring Priority Youth

Agreement holders who stated that they would make special efforts to hire priority youth are expected to make reasonable efforts to recruit priority youth. If an employer did not or cannot carry out on his/her priority-hiring plan, there are two possible responses, as outlined below:

- If the employer has not yet hired the youth, Service Canada should offer advice and information that will assist in the recruitment, such as referral to specialized community organizations that assist with recruitment of priority populations.
- If the employer has made no effort to hire a priority youth or has not been able to find a suitable candidate, a note to file must be made to record the failure to hire priority youth including a description of any recruitment efforts made by the employer.

### 12.3 Youth Salaries

If an employer pays (or plans to pay) the youth a salary which is less than what is indicated in the agreement, there may be an issue of non-compliance. The Program Officer should investigate to find out if there are any circumstances beyond the control of the employer that may have led to the employer offering a salary lower than what was in the agreement. Such circumstances may include (but are not limited to):

- The nature of the work had to be changed somewhat due to circumstances beyond the control of the employer. For example, the employer was planning on a certain kind of project based on funding from ESDC and another funder, but the funds from the other source did not materialize, or the other funder did not confirm approval of funding before a date critical to the success of the original plan.

Any such adjustments to the project will require an amendment (see section 12).

Judgement should be exercised in either continuing or denying CSJ funding for an employer who is offering salaries lower than what is stipulated in the agreement. If the reasons are assessed as being acceptable, they should be documented and an amendment processed to adjust the CSJ commitment. If the reasons are not considered acceptable, the Program Officer should seek advice from the regional CSJ coordinator and, if necessary, from NHQ. In some cases, the employer may be informed that the funding will be terminated and that any payments already made will be recovered as an overpayment.

### 12.4 Labour Standards and Human Rights

Employers receiving funding under CSJ must comply with all relevant federal, provincial and/or territorial legislation, especially with regard to labour/employment legislation and human rights legislation and regulations. Employers may be referred to the appropriate provincial/territorial government website.

### 12.5 Labour Disputes

If a labour dispute (e.g. a strike or a lockout) occurs during the course of a CSJ agreement, the agreement may have to be suspended for the duration of the dispute.

When making a determination concerning a labour dispute, and whether or not the agreement should be terminated, the following factors must be considered:

- What impact the labour dispute will have on the youth;
- How long the labour dispute is expected to last; and,
- What impact the labour dispute will have on the ability of the employer to undertake project activities and achieve the project objectives.

**If it is expected that the labour dispute will negatively impact youth, if it is expected to be lengthy and is expected to impair the employer's ability to achieve the project activities and objectives, termination should be considered.**

### 13. AMENDMENTS

Amendments to CSJ agreements must be made in accordance with ESDC's Operations Guide and Financial and Administrative Services (FAS) policies.

Section 11.2 of the [Operations Guide](#) for Grants and Contributions contains relevant information on this issue.

As well, please refer to chapter 11 of the [CSGC User Guide](#) (PLC Module).

The reasons for the amendments must be clearly indicated in the CSGC. Various minor changes may accumulate before the agreement's amendments are processed. It is important to document the file properly in the CSGC so that the information is available to all users.

An amendment is not required when the employer simply wants to change (or add) the name of a person authorized to sign CSJ forms on their behalf. In this case, the employer simply needs to send a letter bearing their original signature and the signature of the newly authorized person. This letter must be kept in the CSJ agreement file.



## 14. TERMINATION OF AGREEMENTS

A signed agreement may be terminated in cases where the employer makes it known, prior to the start of activities that they do not wish to carry out the activities specified in the agreement or are not in compliance with conditions specified in the Articles of Agreement. Documentation is to be kept on file.

A signed agreement is subject to the appropriation of funds by Parliament for the fiscal year in which the payment is to be made and to the maintenance of current and forecasted CSJ funding allocation levels. The agreement may be terminated in the event that Canada's Treasury Board cancels CSJ or reduces the level of funding for any fiscal year in which payment is to be made under the agreement.

The agreement can be terminated by the Government of Canada in the case of default or in accordance with the termination for convenience clause (See Section 24 of the CSJ Articles of Agreement and Section 11 of the [Operations Guide](#) for Grants and Contributions).

### 14.1 Revocation

The objective of the revocation protocol is to provide a clear and rapid path for the revocation of CSJ funding when agreement issues are identified by staff and resolution options are unsuccessful. It will seek to achieve effective and consistent decisions to ensure all CSJ projects adhere to the Terms and Conditions of the program and agreements. The revocation protocol is expected to result in:

- Timely identification and resolution of agreement issues resulting in the revocation of funding through their progressive escalation at an organizational level which is consistent with and commensurate with the nature of the issues to be resolved;
- Improved and consistent risk management and mitigation across the department; and,
- Issues being documented appropriately to ensure transparency and fairness in the decisions.

When serious issues (violations of the Employer Attestation, financial, participant-related) affect active CSJ agreements, Program Officers must promptly assess the situation at hand and determine if revocation is required due to the nature of the issues by performing a thorough file review and seeking clarifications and explanations from the employer.

To support appropriate accountability and ensure optimal issue management, program delivery and management staff involved in the revocation process must brief their superior on the situation, as detailed on the following pages. This will ensure systematic documentation of facts and actions taken on the project file to the CSGC. The steps below provide clear instructions for taking action and seeking appropriate authority levels prior to measures being implemented.

Notwithstanding this protocol, should different instructions be issued in writing by authorized program or departmental officials to address program or agreement specific issues, such directives should supersede the present escalation process.

## Revocation Process

Where the employer is in breach of or non-compliant with any provision of the Articles of Agreement, the revocation process is set out in Section 24.1 of the Articles of Agreement.

The first strategy to use when problems arise is communication and negotiation with employers to attempt to resolve issues directly with them. Program Officers first contact employers to:

- Seek clarifications or explanations; and,
- Request additional documentation.

As part of the issue resolution process, Program Officers should consult with their colleagues and seek advice and guidance from their Business Expertise advisor on business processes and program terms and conditions, so they can determine suitable course of action.

Program Officers must also document all relevant facts and information to the project file in CSGC, including measures taken and remedial actions agreed upon with and implemented by employers, and follow up in a timely manner.

Should the employer not provide a satisfactory response within seven (7) calendar days to address the issue, Program Officers may pursue the revocation of funding and further consideration must be given to the situation. Prior to Program Officers initiating the revocation process, the project should be suspended in CSGC in the Change Agreement Status page of the Project Maintenance phase. Suspending a project will prevent any financial transaction or bulk correspondence from occurring while the Department reviews the issue.

In situations where the Program Officer becomes aware of illegal activities on the part of the employer, the Program Officer must immediately inform their team leader and program delivery manager in order to promptly escalate the situation through the three Levels of the revocation process.

**Level 1:** Level 1 represents the level where Program Officers that have unsuccessfully attempted to resolve issues directly with employers, must discuss their concerns and assess the situation with their team leader/manager and regional Business Expertise to validate and confirm the decision to pursue revocation. As part of level 1 process, team leaders/managers should consult with team leaders/managers from other Regions and the designated NHQ consultant to ensure consistency in the assessments. Program Officers must document all relevant facts and information to the project file to the CSGC.

Should Level 1 validate and confirm the decision to pursue revocation, team leaders/managers must:

- Escalate to Level 2.

**Level 2:** Level 2 represents the level where the program delivery director will, in close partnership with the program delivery manager, further validate and confirm the decision to pursue revocation and:

1. Advise the regional Business Expertise senior manager/director who will liaise with the designated NHQ program director to determine if communication lines are required;
2. NHQ program director to initiate a formal request with the Centre of Expertise (CoE); and,
3. If required, CoE will complete a Formal Legal Opinion Request with Legal Services prior to taking administrative measures to validate legally available options.

Based on the outcomes of the above consultations, NHQ program director, in close partnership with the program delivery manager and in collaboration with the Business Expertise director, will action one, some, or all of the following:

- Prepare a note for the delegated departmental officials. The note would include the rationale and recommendation to revoke the approved funding; and,
- Escalate to Level 3

The necessary information will then be relayed back through the manager to the Program Officer in order to document project file in the CSGC with relevant facts and information.

**Level 3:** Level 3 represents the highest level of escalation. Based on the findings from the level 2 review process, the NHQ program Director General, in collaboration with the regional Labour Market and Social Development Program Operations Director General, will promptly:

1. Arrange and provide a briefing to the regional Assistant Deputy Minister, POB Assistant Deputy Minister (ADM) and to the Public Affairs and Stakeholder Relations Branch ADM, as the situation could become a public communications issue;
2. Submit to the delegated departmental official or Minister, if required, a briefing note requesting a decision to approve or not approve the revocation of funding as per article 24 of the CSJ Articles of agreement; and
3. In the case of serious and substantiated allegations, obtain counsel and direction from Legal Services and contact departmental security, which will liaise with the RCMP (or other law enforcement body appropriate to the jurisdiction) to discuss and arrange for investigations as required by the circumstances.

The necessary information will then be relayed back to the Program Officer through the director and manager. The Program Officer will implement follow up actions as required and document relevant facts and information to the project file in the CSGC. The level of the individual interacting with the employer to relay the information must be determined based on the sensitivity of the information to communicate.

If the decision to revoke funding is approved, regional departmental officials must ensure all affected youth are paid their wages for the approved eligible wages for the time worked (e.g. if the funding was revoked after four weeks, the youth will be reimbursed for four weeks of eligible wages). Depending on the details of each situation, payment may be issued through the original approved organization or through a third-party CSJ-approved organization.

## 15. CLOSE-OUT

It is mandatory to complete the close-out phase for all CSJ projects, since completing the close-out phase ensures a de-commitment of unspent funds, as well as the identification of any outstanding advances.

After three attempts to reach the employer, the file should be closed and the employer should be informed in the final communication that not submitting a claim may have an impact on subsequent funding decisions.

Please ensure the final number of youth and the duration of each job have been recorded in the CSJ Employer/Employee Declaration screen in CSGC. Ensure that all required monitoring has been completed to be able to close the file in the CSGC.

Although the Close-Out Summary screen is optional in terms of CSGC system requirements, you must complete this screen for any projects for which problems have been identified.

All health and safety issues identified during a project will be recorded in the Common System for Grants and Contributions and used to inform future funding decisions. The information will then be easily available for the identification of potential concerns in the screening/assessment phase in subsequent years.

For those projects, a copy of the Close-Out Summary Report must be signed by the responsible manager and placed in the paper file. The report should be scanned and attached in the Supporting Documents section in the CSGC.

### 15.1 Payment and Close-Out Process and Timelines

Payments to CSJ employers are made upon receipt of a completed CSJ Payment Claim and Activity Report.

If at the time of the application the employer intended to offer a minimum of 30 hours and 6 weeks of work, flexibility should be exercised when reconciling the claim.

When there is an agreement with full-time jobs, we should not reimburse for any week of less than 30 hours of work, except when the absence was authorized, for example, in case of illness, or other reasons considered valid by the employer, or other situations beyond the employer's control, such as in the case of a natural disaster. In these situations, reimbursement will only be for those hours worked, and a documented rationale would be put on the file.

If it is discovered during a monitor or at the time of close-out that a youth has worked less than 30 hours per week, the Program Officer is to request an explanation from the employer and, if the rationale is considered reasonable, weeks of less than 30 hours may be eligible for a reimbursement. This flexibility also applies to the number of weeks.

As stated in Section 11.5.3, employers are informed in the letter accompanying the agreement that they are to submit their final payment claim within 30 days of the date that the youth completes the CSJ work experience. An email to remind employers is sent in mid-August and a final email to those who have not submitted the final claim is sent mid-September. At least two telephone calls with employers should be made if contact by email is not successful.

All CSJ files for which we have received all claims should be closed in the CSGC by mid to late October as should all CSJ files for which we have not received any claim and for which no advance payment was made. If a Program Officer has received the payment claim and activity report but is missing documentation or information requiring clarification, the employer should be contacted and given 10 calendar days to finalize the payment and the file. At the end of October, all CSJ employers to whom advances were made and from whom we have not received a final claim should be sent the CSGC generated letter by registered mail to advise them of their overpayment status and of the process for repaying their overpayments (see [Appendix W](#)).

The overpayment will be created if a payment claim is not received 30 days after the employer was contacted regarding the issue. The current CSGC interface does not communicate directly with DARS; therefore, the overpayment must also be established directly in DARS. The file must be closed since it is not possible to modify the expenditures in the CSGC.

However, in some cases a file may be recommended to be kept open because a claim is expected. For example if the employer is involved in a labour dispute or has requested an extension for submitting their claim.

CSJ files should be closed following a reasonable period of time if they meet the following conditions:

- If claims have been reconciled and final payment made;
- If no advance payments have been made, all letters (final claim reminder and final notice) have been sent and at least two calls have been made to the employer to obtain the payment claim and activity report; and,
- If advance payments have been made, at least two calls have been made, all letters (final claim reminder, final notice and notice of overpayment) have been sent and a reasonable amount of time has been given to the employer to respond (suggested 10 calendar days).

All files (notwithstanding those that have been recommended to be kept open by the region) should be closed by the end of November. No file should remain in a phase prior to "Close-out in process." Use the CSGC Report 2.4 to ensure that no file is overlooked.

Once the CSGC file has been closed, it cannot be re-opened. Should payment claims be received after the CSGC file is closed, they must be processed manually, following the established process. Manual payments (see [Appendix X](#)) should be avoided as much as possible as they impact reporting in CSGC. In exceptional situations where a final accounting is submitted long after the file has been closed and there are questions with respect to the liability in making a payment, consult with NHQ officials. The case may have to be submitted to Legal Services for guidance.

Refer to section 10.10 of the [Operations Guide](#) for Grants and Contributions for information on setting up overpayments and recovering funds.

## 16. EVALUATION AND FOLLOW-UP

Youth Employment Strategy programs are evaluated by ESDC on a cyclical basis. All programs and initiatives, including CSJ, are evaluated to determine the extent to which the program objectives have been met. An evaluation framework specifies the elements to be addressed, the result indicators to be used, the evaluation approach and the timeframes for the evaluation.

### 16.1 Key Results and Outcomes

The YES is delivered under ESDC's Core Responsibility 3 (Learning, Skills Development and Employment) as part of its Departmental Results Framework and Program Inventory of Record. ESDC helps Canadians access post-secondary education, obtain the skills and training needed to participate in a changing labour market and provide supports to those who are temporarily unemployed. The ultimate outcome for the YES, under which the Summer Work Experience program (CSJ) is delivered, is a skilled youth labour force while the program-specific ultimate outcome for the Summer Work Experience program (CSJ) is that youth are employed, in training or education, or in further employment services and interventions.

Under this Core Responsibility, the following Departmental Results are relevant to the YES:

- Canadians access education, training and life-long learning supports to gain the skills and work experience they need as measured by the following indicators:
  - Number of Canadians receiving training and/or employment supports;
  - Employment or returns to school following training/supports.

The key performance indicators for Summer Work Experience listed below are linked to the Youth Employment Strategy logic model. All Youth Employment Strategy indicators are listed in the performance measurement strategy and the minimum common evaluation strategy as part of Youth Employment Strategy PIP.

The key performance indicators are:

- a. Number of clients served through Summer Work Experience;
- b. Number of clients who return to school;
- c. Average amount of money paid to youth; and,
- d. Number of weeks worked per youth.

## 17. AUDITS

Auditing is the systematic examination and verification of accounting records usually performed by a qualified third party. The purpose of an audit is to develop an opinion as to whether financial statements or other financial information are presented fairly and are in accordance with generally accepted accounting principles.

The Department has developed a risk-based audit framework for the monitoring and audit of contribution recipients, and an internal audit plan that includes the evaluation of program management of transfer payments.

Each agreement will specify that the Government of Canada retains the right to audit the records of the employer and, if it is determined that the amounts paid exceed the amounts payable, the difference will be considered as a debt to the Government of Canada.

It is the responsible Program Officer and/or manager who determines whether the employer has complied with the terms of the contribution agreement, and whether an independent audit of the project is required. For additional information on audits, please refer to section 11.2 of the [Operations Guide](#) for Grants and Contributions.

## 18. LIST OF APPENDICES

- [A. Local Priority-Setting Process](#)
- [B. PowerPoint Presentations](#)
- [C. Service Canada's Comprehensive General Liability Insurance Policy](#)
- [D. Project Content List](#)
- [E. Business Expertise File Review](#)
- [F. Missing Information Letter](#)
- [G. Ineligible Letter](#)
- [H. Trades – Additional Information](#)
- [I. Assessment Scoring Grid](#)
- [J. RAMM Tool for CSJ](#)
- [K. CSJ Articles of Agreement](#)
- [L. Escalation Protocol Committees Terms of Reference](#)
  - [Escalation Protocol Diagram](#)
  - [Request for Changes to the List of Recommended Projects](#)
- [O. Non-Concurrence Report - Request for Minister's Decision](#)
- [P. Approval Letter](#)
- [Q. Employer/Employee Declaration](#)
- [R. Payment Claim and Activity Report](#)
- [S. Are You in Danger?](#)
- [T. Career Tool Information Sheet](#)
- [U. Ineligible Youth Letter](#)
- [V. Monitoring Report](#)
- [W. CSGC Over-Payment Letter](#)
- [X. Manual Payment Process](#)
- [Y. Email to Past Applicants](#)



### **Canada Summer Jobs 2019 Local Priorities-Setting Process**

- Local priority-setting process
- Email to Members of Parliament
- Discussions with Members of Parliament
- Reporting
- Escalation process
- Finalizing the local priorities

#### **Background**

Members of Parliament (MPs) will be provided with a Canada Summer Jobs (CSJ) information kit that includes a letter from the Minister. The letter states that MPs will receive an email from a Service Canada official identifying potential local priorities that could be used as the basis for establishing local priorities for 2019.

Regions will receive a template of the email to be sent to MPs in preparation for the discussions concerning the local priorities. The local Service Canada Directors will send the emails and contact the MPs afterward.

#### **Local Priority-setting Process**

When determining the local priorities to propose for a constituency, staff should review priorities established for CSJ 2018. As circumstances within a constituency may have changed within the past year, some local priorities on the list may no longer be relevant. It may be necessary to review and revise the existing list to:

- remove past events and other obsolete priorities;
- modify any local priorities that may be dated;
- add potential priorities that reflect current labour market conditions; and,
- remove/modify local priorities proven to be difficult to apply.

Note that while local priorities cannot name individual employers or be precise in a way that targets particular employers, they should be sufficiently specific to enable program staff to effectively apply the priorities during assessment. It is also worth keeping in mind that too many priorities may be counterproductive and result in all applications being prioritized equally. This would defeat the purpose of having priorities and make assessment more difficult.

Directors should be equipped with the information they need to discuss the purpose and significance of local priorities effectively with the MP. In particular, Directors should be able to explain that:

- local priorities are key in ensuring that the CSJ program is relevant and responsive to circumstances within the constituency;
- having too many priorities or identifying all sectors will not enable prioritizing, as all will be weighted equally; and
- staff will have difficulty applying a priority that is imprecise or unclear (e.g., one that identifies a vague geographic location).

### **Email to Members of Parliament**

Emails to MPs are to be sent as soon as local Service Canada Directors are instructed to do so by National Headquarters (NHQ). Directors must ensure that the proposed local priorities for the constituency are attached to the email. A copy of the sent email must be retained in the constituency file for future reference.

### **Discussions with MPs**

Once the emails have been sent, the Service Canada Directors will contact each MP to arrange discussions on local priorities. NHQ will provide speaking points to assist Directors during the discussions.

All follow-up discussions are to be concluded by December 13, 2018 and MPs will be asked to submit their input on local priorities by December 14, 2018 at noon.

### **Reports**

A template has also been provided to report on discussions with MPs. This report must be updated and sent by email every **Friday**, until the local priority-setting process is completed, to Saajida Deen, Director, with a copy to Caroline Royer, Manager.

An additional template has been provided to report on MP enquiries. This report will be used to inform NHQ of any major issues or concerns MPs have raised during the meetings, or when a decision or additional information is required from NHQ. This report must be completed and sent by email to Saajida Deen, Director, with a copy to Caroline Royer, Manager, as needed.

### **Escalation Process**

In cases where there is a disagreement on local priorities suggested by MPs, the local Director should contact the Regional Director responsible for CSJ to help resolve it. If necessary, the Regional Director will contact NHQ to explore options for a resolution.

If NHQ is unable to resolve the matter it will be escalated to the Minister.

### **Finalizing the Local Priorities**

If an MP chooses not to participate in the local priority-setting process, Service Canada officials will update the local priorities based on their knowledge of current conditions in the constituency.

All finalized local priorities are to be approved by a regional Director General and submitted to the NHQ CSJ team through the CSJ-EEC-Regions folder on the shared drive, no later than December 14, 2018.

**Power Point Presentations**



CSJ 2019 - National  
Launch - Explainer Vid

**Comprehensive General Liability Insurance Policy**



Eng - TSLR0603.pdf

## Project Content List

### Application

- ☐ Canada Summer Jobs Application/Agreement (EMP 5396A)
- ☐ Completed Forecast of Cash Flow (EMP 5216) for agreements of \$100,001 or more that require an advance payment.

### Assessment/Recommendation

- ☐ Printout of DARS screen (if necessary)  
*A printout is necessary only when an overpayment exists.*
- ☐ Agreement Risk Assessment

### Approval/Agreement

- ☐ Canada Summer Jobs Application/Agreement form (EMP 5396A) [paper or online form] –  
The original copy of the agreement signed by the appropriate Service Canada authority and/or the employer
- ☐ Print the “Calculation of Approved Canada Summer Jobs Amount” document to have the signature in the paper file

*A copy of the Terms and Conditions of the agreement can be filed in a CSJ common file.  
Make a note in the CSGC file indicating where they can be found.*

### Client Tracking

- ☐ Canada Summer Jobs (CSJ) Employer and Employee Declaration (EMP 5397)

### Monitoring

- ☐ For high risk projects – Monitoring Report (EMP 5400)

### Payments

- ☐ Canada Summer Jobs (CSJ) Payment Claim and Activity Report (EMP 5398).  
*Must be duly completed by the employer, including the activity report.*

**Electronic correspondence is the preferred method of communication with the employer. All written correspondence concerning the Application/Agreement must be kept in the paper file as well as scanned and attached in the Supporting Documents section in the CSGC. Create a note to file in the CSGC of all telephone conversations concerning the Application/Agreement.**

## Business Expertise File Review

### Project Set-Up

2%-3% of all paper applications will be reviewed to ensure that:

- All data from application is entered in the CSGC.
- The application is entered in the CSGC under the correct federal constituency.
- The organization's name is spelled correctly.

### Assessment

2%-3% of all applications will be reviewed to ensure that:

- The DARS check has been done.
- The assessment has been duly completed.
- The correct employer type (e.g. private, public or NFP) is inputted in the CSGC.
- The risk level has been identified correctly.

### Recommendation and Approval

2%-3% of all applications will be thoroughly reviewed to ensure that:

- There are no private sector employers with more than 50 employees being recommended for funding.
- Recommended amount is based on the employer type and applicable wage rate.
- A consistent approach is used within the constituency when determining the number of jobs/weeks recommended.

The *Organizations That Requested funding This Year: Comparison with previous year* report (comparison report) for each constituency will be reviewed to ensure that there are no anomalies.

### Agreement Set-Up

2%-3% of all applications will be reviewed to ensure that:

- Employer has been notified in a timely manner.

### Agreement

2%-3% of all agreements will be reviewed to ensure that:

- The Employer and Employee Declaration form has been verified and entered in CSGC in a timely manner.
- All required Financial and Activity monitors have been completed.
- The employer's signature has been obtained for high-risk agreements (online application form).
- Any advances issued are proportional to the number of youth hired and that advances are issued only after the Employer and Employee Declarations is received.
- Have all advances requested by the employer been issued after receipt of the Employer and Employee Declaration form?
- All required Results monitors are completed.
- Any contact made with the employer is documented as a note to file in the CSGC.

**Missing Information and Request for Clarification Letter**Service  
Canada

(Date)

«CONTACT\_NAME»

«Legal\_Name\_of\_Employer»

«Address»

«City», «Prov»

«P\_Code»

**Project Number:** #«Project\_»**Subject:** Missing information or clarification required on your Canada Summer Jobs application

Thank you for applying for funding under the Canada Summer Jobs program. Your application is missing and/or requires clarification of an essential requirement in your application:

- ☐ Canada Revenue Agency (CRA) business number
- ☐ Employer type / eligibility
- ☐ Number of full-time employees
- ☐ Project or job activity eligibility
- ☐ Health and safety practices in the workplace
- ☐ Measures to provide a workplace free of harassment and discrimination
- ☐ Supervision plan
- ☐ Mentoring plan
- ☐ Signature (the application was not signed)
- ☐ Attestation (the box "I attest" was not checked)
- ☐ Modified or altered attestation (Annotation or additional information provided is not consistent with the attestation)
- ☐ Job duration (must be between 6 and 16 consecutive weeks)
- ☐ Hours (must be full time [between 30 and 40 hours per week])
- ☐ Salary (must meet minimum wage requirements of the province or territory of the project)
- ☐ Document issued by CRA within the last two years that includes the organization's Legal Name and Federal Business/Registration Number (e.g. tax-related documents or CRA official correspondence)
- ☐ Other and/or Additional Information \_\_\_\_\_

You must provide Service Canada with the missing information within 5 business days following the date of this correspondence. If clarification is required regarding elements of your application, please review the Applicant Guide and program eligibility requirements.

**If you fail to respond within the specified timeframe, your application will be deemed ineligible.**

The Department's decisions on Canada Summer Jobs applications are final. However, if you have any questions concerning your application, please contact me at «Telephone\_Number».

Please include your project number in all future correspondence.

Sincerely,

«Program Officer»  
Service Canada  
[CSJ Address]  
[E-mail address]



Ineligible Letter

(Date)

«CONTACT\_NAME»

«Legal\_Name\_of\_Employer»

«Address»

«City», «Prov»

«P\_Code»

**Project Number:** #«Project\_ID»

**Subject:** Canada Summer Jobs application

Thank you for applying for funding under Canada Summer Jobs.

Your application has been deemed ineligible for the following reason:

- ☐ Your application was not received before the application deadline, or the postmark was stamped after the deadline.

After seeking additional information from you, your application has been deemed ineligible for the following reason(s):

- ☐ You are an ineligible employer: [Insert criteria]
- ☐ The proposed project/activity is ineligible: [Insert criteria]
- ☐ The requested job(s) do not have a duration of 6 to 16 consecutive weeks.
- ☐ The requested job(s) are not for a minimum of 30 hours per week.
- ☐ The proposed salary does not respect the minimum wage requirements of your province or territory.
- ☐ Your application is incomplete:
  - ☐ Canada Revenue Agency business number is missing.
  - ☐ The application does not demonstrate that health and safety practices have been implemented in the workplace appropriate to the job activities.
  - ☐ The application does not demonstrate that measures have been implemented to provide a workplace free of harassment and discrimination.
  - ☐ The supervision plan is missing and/or inadequate.
  - ☐ The mentoring plan is missing and/or inadequate.
  - ☐ The application was not signed.
  - ☐ The attestation was not completed or has been modified.
- ☐ Concerns resulting from previous agreement(s) prevent us from entering into a subsequent agreement with your organization.
- ☐ Other and/or additional information: [INSERT REASON]

The Department's decision on Canada Summer Jobs applications are final. However, if you have any questions about the process or the decision made in respect of your application, please contact me at «Telephone\_Number».

We appreciate your interest in Canada Summer Jobs. If you proceed with plans to hire a youth this summer and are interested in advertising your job vacancies, you may visit [www.jobbank.ca](http://www.jobbank.ca). Job Bank offers free job postings to employers, including job listings for youth.

Sincerely,

«NAME»  
Service Canada  
«Address »

Trades – Additional Information**1) What would a work experience related to the Red Seal skilled trades look like in CSJ?**

CSJ work experiences related to the Red Seal skilled trades is a useful way to give youth exposure to the skilled trades at an early age. It is also a great way for youth to accumulate real hands on meaningful work experience in the trades while gaining a sense of what the work environment is like. These types of work experiences could include being a construction labourer or trades helper on a work site.

It is important to note that the work experiences would need to be subject to limitations and regulations, as there are certain tasks in certain trades, and in certain Provinces and Territories, that only registered apprentices or certified journey persons can do. However, through these CSJ work experiences, youth could nonetheless still have meaningful trade work experience. This would allow youth to benefit from being exposed to the skilled trades in a structured manner (e.g., assisting an experienced skilled trades person) while also accumulating the work experience they need.

*How would a CSJ work experience related to the skilled trades be different than the proposed Trades Exploration and Experience Program (pre-apprenticeship)?*

The proposed Trades Exploration and Experience Program (TEEP) is much broader in scope than CSJ. The TEEP will seek to encourage Canadians, particularly those facing barriers, to explore, prepare for, participate and succeed in apprenticeship and skilled trades careers. This could include:

- Activities that aim to increase awareness of the trades as viable careers and that support opportunities for trades exploration, such as media campaigns, “try a trade” events and community outreach workshops;
- Activities that help equip individuals with the skills they need to pursue a career in the skilled trades (e.g., essential skills, training and safety certification); and
- Activities that provide valuable hands-on work experience in the trades and help connect potential apprentices with employers.

CSJ on the other hand is focused solely on work experiences for youth via wage subsidies.

**2) A list of the Red Seal trades**

See website link below for official Red Seal trade listing. This is an up-to-date list of current Red Seal trades available in both French and English.

[http://www.red-seal.ca/trades/tr.1d.2s\\_l.3st-eng.html](http://www.red-seal.ca/trades/tr.1d.2s_l.3st-eng.html)

## Assessment Scoring Grid

Assessment Grid – Canada Summer Jobs 2019				
Project Number:				
Organization:				
Project Title:				
Assessor:				
Date:				
Quality Control (if applicable):				
ASSESSMENT CRITERIA				
Objective 1: Providing quality work experiences for youth		MAX SCORE	TOTAL	COMMENTS (Mandatory – to substantiate score)
		100	/100	
		40		
<p><b>Question 1</b> Does the job provide a salary above the provincial or territorial minimum wage and/or the organization intends to retain the youth as an employee following the end of the CSJ agreement?</p> <p>Points are awarded to organizations offering a salary above the minimum wage and/or to organizations that intend to retain the youth following the end of the CSJ agreement. For example, if the organization requests 10 weeks of funding but intends to hire the youth for 16 weeks, or if the organizations intends to retain the youth part-time following the end of the CSJ agreement.</p>	<p><b>0</b> – Organization offers to pay the minimum wage and does not intend to retain the youth following the end of the CSJ agreement.</p>	0		<p>Priority will be placed on offering funding to organizations who commit to offer a salary above the minimum wage in recognition there is a correlation between higher quality jobs and higher salaries. Priority will also be placed on funding those organizations which plan to extend a youth's placement beyond the duration of the work experience funded through CSJ. This recognizes the benefits that can be realized for both the young</p>
	<p><b>5</b> – Organization offers a salary above the minimum wage OR intends to retain the youth following the end of the CSJ agreement.</p>	5		

				employee in having a longer period to develop skills and relevant work experience, as well as encouraging organizations to consider retaining the youth for a period outside of the funded experience (e.g., if they had staffing needs for a short period in the fall).
	<b>10 –</b> Organization offers a salary above the minimum wage AND intends to retain the youth following the end of the CSJ agreement.	10		
<p><b>Question 2 (a)</b> What is the quality of the supervision to be provided by the organization?</p> <p>A supervision plan is mandatory. Points are awarded to organizations based on the quality of the supervision plan outlined in the application form.</p> <p>A plan for supervision must specify: (1) who will supervise the youth; (2) what the nature of the supervision will be; and/or,</p>	<b>2 –</b> The supervision plan specifies who will supervise the youth.	2		Arrangements that involve youth working remotely, at a personal premises (e.g. employer's home), away from the supervisor's location (e.g. youth's home), or from somewhere
	<b>4 –</b> The supervision plan specifies who will supervise the youth and what the nature of the supervision will be.	4		

<p>(3) the frequency of contact.</p> <p>Assessment of the nature of the supervision plan should take the following into account; the supervision plan should be task-oriented and focused on the specific job activities of the Canada Summer Jobs placement. A supervisor will observe the youth's work, ensure the completion of tasks, evaluate the quality of the work, and provide feedback on performance.</p> <p>Supervision should be done on-site, but if this is not possible, the employer must indicate what mechanisms will be put in place to supervise the youth.</p>	<p><b>6</b> – The supervision plan specifies who will supervise the youth, what the nature of the supervision will be, and specifies the frequency of the contact supervision to be 1-2 times a week.</p>	6		<p>else outside of a traditional work environment require the employer to ensure that there is sufficient training and supervision to support the youth in obtaining a meaningful work experience.</p>
	<p><b>8</b> – The supervision plan specifies who will supervise the youth, what the nature of the supervision will be, and specifies the contact frequency of the supervision to be 3 times a week.</p>	8		
<p><b>Question 2 (b)</b> Does the organization provide mentoring?</p> <p>Points are awarded to organizations that have a mentoring plan.</p> <p>The mentoring plan must specify:          (1) who will be mentoring the youth;          (2) how the youth will be matched with a mentor;          (3) how the mentor will help the youth develop basic skills associated with an occupation (job); and,</p>	<p><b>2</b> – The mentoring plan specifies who will mentor the youth</p>	2		<p>The mentoring plan should be focused on the career development of the youth. The mentor will provide guidance related to the professional and career-development goals of the</p>
	<p><b>4</b> – The mentoring plan specifies who will mentor the youth and how the youth will be matched with a mentor.</p>	4		

<p>(4) whether the mentoring will be one-on-one or in a team.</p> <p>The application needs to demonstrate how the work experience will build both job specific skills (e.g., client service, digital skills) and transferable skills (e.g., teamwork, leadership, communication). Skills development is a required component of the mentoring plan.</p>	<p><b>6 –</b> The mentoring plan specifies who will mentor the youth, explains how the youth will be matched with a mentor and how the mentor will help the youth develop basic skills or specific skills associated with an occupation.</p>	6		<p>youth. Your application needs to describe a detailed and structured approach to helping the youth you hire develop basic skills (such as teamwork, leadership and communication) and skills specific to the job.</p>
	<p><b>8-</b> The mentoring plan specifies who will mentor the youth, explains how the youth will be matched with a mentor and how the mentor will help the youth develop basic skills or specific skills associated with an occupation an indicates that the mentoring will be done <b>in a team</b>.</p>	8		
	<p><b>10 –</b> The mentoring plan specifies who will mentor the youth, explains how the youth will be matched with a mentor and how the mentor will help the youth develop basic skills or specific skills associated with an occupation an indicates that the mentoring will be done <b>one-on-one</b>.</p>	10		

<p><b>Question 3 (a)</b> Does the organization provide a safe work environment?</p> <p>It is mandatory that each application include measures to ensure student awareness of health and safety practices. Points are to be awarded based on the quality of the explanations of the measures as detailed in the application form. However, assessment of this item should take into account the variation between safety measures required for different jobs and work environments. In the event that one of the possible measures outlined on the application form is not applicable to the proposed job activities, the applicant should provide an explanation.</p> <p>Points will be awarded for each safety measure implemented and for each measure for which the applicant provides a reasonable explanation of why it is not applicable to the job.</p> <p>The application form describes four possible measures and provides a space for applicants to describe any additional measures:</p> <p>(1) Providing Information on the Workplace Hazardous Materials Information System (WHMIS);  (2) Listing Workplace Hazards;  (3) Demonstrating Workplace Safety;  (4) Providing Necessary Certifications; and,  (5) Other.</p>	<p><b>1</b> – The employer has instituted one (1) practice or provided a reasonable explanation why one (1) practice is not applicable to the job.</p>	1	<p>The emphasis should be on how appropriate the safety measures are to the job proposed. For example, a position working in a factory setting should have greater emphasis on the details of health and safety as compared to a position in an office environment. If the applicant provides a reasonable explanation as to why a given measure is not applicable, points should still be awarded.</p>
	<p><b>2</b> – The employer has instituted two (2) practices or provided a reasonable explanation why two (2) practice is not applicable to the job.</p>	2	
	<p><b>3</b> – The employer has instituted three (3) practices or provided a reasonable explanation why three (3) practices is not applicable to the job.</p>	3	
	<p><b>4</b> – The employer has instituted four (4) practices or provided a reasonable explanation why four (4) practices is not applicable to the job.</p>	4	
	<p><b>5</b> – The employer has instituted five (5) practices or provided a reasonable explanation why five (5) practices is not applicable to the job.</p>	5	



<p><b>Question 3 (b)</b> Does the organization provide an inclusive and respectful work environment free of harassment and discrimination?</p> <p>It is mandatory that each application include measures to prevent workplace harassment and discrimination. Points are to be awarded based on the quality of the explanation of the measures as detailed in the application form. Points will be awarded if the applicant demonstrates that they have implemented relevant measures.</p> <p>The application form provides two options:  (1) Providing an inclusive work environment free of harassment and discrimination (example: policies and guidelines); and,  (2) Other.</p>	<p><b>5 –</b> The employer has implemented relevant measures to provide an inclusive and respectful work environment.</p>	<p>5</p>	<p>Ways to provide a safe and respectful work environment include:</p> <ul style="list-style-type: none"> <li>• providing advice, tools and resources to help all employees to prevent and resolve conflicts, to feel safe to bring forward issues and complaints;</li> <li>• leaders at all levels demonstrating commitment to a work- place that is free from harassment, reinforce a respectful organizational culture, and take action when inappropriate behaviour occurs; and,</li> <li>• providing employees and managers with training and support to better understand what the spectrum of harassment looks like and the roles they play in creating civil and respectful work environments.</li> </ul>
<p><b>Total for Objective 1</b></p>			<p>0</p>

<b>Objective 2: Providing youth with opportunity to develop and improve their skills</b>		<b>20</b>		<b>COMMENTS (Mandatory – to substantiate score)</b>
<p><b>Question 1</b> Does the job provide youth with opportunities to develop and improve their skills?</p> <p>The application must clearly explain how the job will help the youth develop one or more skills. The application needs to demonstrate how the work experience will build both job specific skills and transferable skills, including:</p> <ul style="list-style-type: none"> <li>• Client Service</li> <li>• Digital</li> <li>• Teamwork</li> <li>• Leadership</li> <li>• Communication</li> <li>• Other</li> </ul> <p>If no explanation is provided, no points are to be awarded.</p>	<b>0</b> – The job will not provide youth with the opportunity to develop and improve any skills, or the application does not explain how skills will be developed.	0		<ul style="list-style-type: none"> <li>• These are skills are used in nearly every job and at different levels of complexity. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.</li> <li>• These skills are particularly important in the context of the expanded eligibility to the program to all youth (not just students), as well as a focus on assisting more vulnerable youth and younger youth through the program.</li> </ul>
	<b>5</b> – Job will provide youth with the opportunity to develop and improve one (1) of the skills listed and described how.	5		
	<b>10</b> – Job will provide youth with the opportunity to develop and improve two (2) of the skills listed and described how.	10		
	<b>15</b> – Job will provide youth with the opportunity to develop and improve three (3) of the skills listed and described how.	15		
	<b>20</b> – Job will provide youth with the opportunity to develop and improve four (4) or more of the skills listed and described how.	20		
<b>Total for Objective 2</b>			0	

<b>Objective 3: Responding to national and local priorities to improve access to the labour market for youth who face unique barriers</b>		<b>40</b>		<b>COMMENTS (Mandatory – to substantiate score)</b>
<p><b>Question 1</b> Does the job respond to one or more national priorities?</p> <p>The National Priorities are:</p> <ol style="list-style-type: none"> <li>Organizations which provide services to, and which express an intent to hire, youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market, as outlined below: <ul style="list-style-type: none"> <li>New immigrant/refugee</li> <li>Youth who have not previously been employed and for whom this would be their first job experience</li> <li>Indigenous</li> <li>Youth with disabilities</li> <li>Youth who have not completed high school</li> <li>Visible minorities</li> <li>LGBTQ2 youth</li> <li>Women in STEM</li> </ul> </li> <li>Opportunities for youth to gain work experience related to the skilled trades;</li> <li>Opportunities for youth in rural areas (Ras) and remote communities and Official Language Minority Communities (OLMCs);</li> <li>Small businesses, in recognition of their contribution to the creation of jobs; and,</li> <li>Organizations which deliver supports or services to seniors.</li> </ol> <p>The application must clearly explain how the job responds to the national priorities. If no explanation is provided, no points are to be awarded. If no explanation is provided, no points are to be awarded.</p>	<p><b>0</b> – The job(s) does not respond to national priorities.</p>	0		
	<p><b>5</b> – Job(s) responds to one (1) national priority.</p>	5		
	<p><b>10</b> – Job(s) responds to two (2) to three (3) national priorities.</p>	10		
	<p><b>20</b> – Job(s) responds to 4-5 national priorities.</p>	20		

<p><b>Question 2</b> Does the job respond to one or more local priorities? Priorities reflecting the local realities of each constituency have been identified in the following categories:</p> <ul style="list-style-type: none"> <li>• Special events (sporting, cultural or other events of a local, provincial, territorial, national or international scale);</li> <li>• Location (such as rural, remote or high unemployment areas); and,</li> <li>• Sector (such as small businesses, tourism and agriculture).</li> </ul> <p>The application must clearly explain how the job supports one or more local priorities. If no explanation is provided, no points are to be awarded for this assessment criterion. A job that supports multiple priorities will not be scored differently than a job that supports only one.</p>	<p><b>0 – Job is not focused on a local priority.</b></p>	0	
	<p><b>5 –Job is indirectly focused on one local priority.</b></p>	5	
	<p><b>10 – Job is indirectly focused on more than one local priority.</b></p>	10	
	<p><b>20 – Job is directly focused on one or more local priorities.</b></p>	20	
<b>Total for Objective 3</b>			0
<b>TOTAL SCORE (/100)</b>		<b>0</b>	

## **RAMM Tool for CSJ (7 criteria)**

### **Risk Assessment Mitigation Management (RAMM) Tool**

Each application is assessed for risk to support eligibility determinations, funding recommendations, and to clarify the degree of monitoring to be performed to ensure adherence to the funding terms and conditions.

The factors assessed using the RAMM tool are:

<b>1. Project Value</b>	
<b>Definition: The amount of the proposed agreement at the time of the original approval.</b> The Common System for Grants and Contributions (CSGC) automatically attributes a level of risk based on the total dollar value of the agreement.  The greater the dollar value, the greater the risk.	
<b>Dollar amount</b>	<b>Risk Level</b>
\$25,000 and more	High
\$0 to \$24,999	Low

<b>2. Number of Project Participants</b>	
<b>Definition: The number of youth who receive a “contribution.”</b> The CSGC automatically attributes a level of risk based on the number of jobs. The greater the number of jobs, the greater the risk.	
<b>Number of participants</b>	<b>Risk Level</b>
More than 10	High
From 1 to 10	Low

<b>3. Complexity of Activities</b>	
<b>Definition: The complexity of the activities of the proposed project is based on specific project design features and delivery requirements.</b> Complex activities or tasks may include: <ul style="list-style-type: none"> <li>- One or more partners who are involved with the project activities.</li> <li>- The intention to offer employment and/or services to one or more of the following client groups:               <ul style="list-style-type: none"> <li>o Homeless people and those at risk of homelessness;</li> <li>o Persons with disabilities; and,</li> <li>o Youth at risk.</li> </ul> </li> <li>- Proposed activities take place in multiple locations.</li> <li>- Supervision will be provided remotely.</li> </ul> An organization that undertakes complex activities with considerable horizontal scope within the same project may have greater challenges with project management, communication and delivery.	
<b>Complexity of Activities</b>	<b>Risk Level</b>

Complex activities	High
Simple activities	Low

#### 4. Organizational Administration

**Definition: The ability of the organization to administer Canada Summer Jobs (CSJ) projects.**

The organization has demonstrated through previous CSJ agreements that it has the ability to administer a project.

##### Previous experience with CSJ

##### Risk Level

First CSJ agreement, no CSJ agreements in past two years, or previous CSJ agreements that required an intervention to resolve issues with the budget, activities, or eligibility (employer, youth, or job activities).

High

One or more CSJ agreements well administrated; job activities and youth hired under past agreements matched stated intentions of application.

Low

#### 5. Concerns about occupational health and safety

**Definition: Concerns about occupational health and safety are related to the tasks carried out by the youth without her/him requiring a specific certification or education in order to complete the tasks.**

In all cases where job activities will involve possible health and safety issues, the employer must demonstrate that they have implemented reasonable health and safety measures. Although some youth job activities will involve higher risk tasks (for example, the tasks of a labourer carried out in a wood processing plant are higher risk than secretarial tasks performed in an office setting), all employers applying to the CSJ program must demonstrate the implementation of appropriate health and safety measures.

The organization has demonstrated that it supports practices that encourage safe work environments, such as providing Workplace Hazardous Materials Information System information, demonstrating workplace safety, listing workplace hazards, and providing necessary certifications.

##### Concerns about occupational health and safety

##### Risk Level

Tasks which will be carried out by the youth will entail a health and/or safety risk in the work environment without reasonable measures implemented to ensure occupational health and safety.

High

Tasks which will be carried out by the youth will not entail a health and/or safety risk in the work environment OR reasonable measures have been implemented to ensure occupational health and safety.

Low

#### 6. Concern about work environment, including policies and practices

**Definition: Organization that demonstrates that the work environment is safe, inclusive and free of harassment and discrimination.**

The organization has demonstrated that it supports practices that encourage healthy work environments such as promoting mental wellness and promoting equal opportunity for employees, regardless of sex, genetic characteristics, religion, race, national or ethnic origin,

colour, mental or physical disability, sexual orientation, gender identity or expression. Note that this is not an exhaustive list and there are additional prohibited grounds of discrimination that vary based on jurisdiction.	
<b>Concern about work environment, including policies and practices</b>	<b>Risk Level</b>
The organization does not demonstrate that it is safe, equitable and free of harassment and discrimination	High
The organization demonstrates that it is safe, equitable and free of harassment and discrimination.	Low

<b>7. Impact</b>	
<b>Definition: The level of sensitivity related to the work being undertaken or to the nature of the organization, as well as the possible impact of the project on the public. Use information in the public domain to determine whether there is a risk that the applicant will not be able to provide a quality work experience for the youth.</b> The level of risk for Impact is assessed to support a project's eligibility determination and to inform the degree of monitoring to be conducted on funded projects.	
<b>Impact</b>	<b>Risk Level</b>
There is reason to believe, based on the application form, documentation in CSGC, and/or information in the public domain that the nature of the organization or the project activities will not comply with the program objectives or eligibility criteria.	High
There is no reason to believe that the nature of the organization or the project activities will not comply with the program objectives or eligibility criteria.	Low

A project with at least two of the factors identified as high risk will be considered high risk and may require an on-site monitor.

**CSJ Articles of Agreement**

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/agreement.html>



## Escalation Committees Terms of Reference

### Introduction

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The purpose of the Escalation Committees is to provide a clear and rapid path for escalating and resolving CSJ application assessment issues. They also serve to achieve effective and consistent decisions, ensuring all CSJ projects adhere to the eligibility criteria of the program, as expected.

The committees' involvement begins when CSJ applications are deemed high-risk due to assessment issues (i.e., attestation, health and safety). The process of escalation begins once the Program Officer, team leader and manager validate the high-risk rating and confirm the presence of a significant issue.

### Committees Mandate

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To support appropriate accountability and ensure optimal issue management, a 2-tiered approach is adopted.

To ensure national consistency, the two regional/national committees involved in the escalation process are as follows:

- Director Escalation Committee – Level 1 (Appendix 1)
- Director General (DG) Escalation Committee – Level 2 (Appendix 2)

The mandate of the committees shall be consistent across Canada. Trackers for the meetings and membership have been prepared (Appendix 3).

The 2-tiered Escalation Committees will coordinate meetings and/or discussions with NHQ and the Regions. The committees will be seeking appropriate authority levels prior to measures being implemented. The resolution process should be completed within 10 business days.

The Escalation Committees will provide a Canada-wide view in the context of three key considerations:

- Comprehensive approach and timely identification and resolution of assessment issues through their progressive escalation at an organizational level which is consistent with and commensurate with the nature of the issues to be resolved;
- Improved and consistent risk management and mitigation across the department; and
- Issues being documented appropriately to ensure transparency and fairness in the decisions.

### Meetings and Activities

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- Meetings will be held on a weekly basis during the assessment period, or as required, in person, conference calls or via email;
  - Documents will be shared in advance so members may provide input during meetings;
  - Turnaround times for review may be short, in order to ensure timeliness in delivering the program; and
  - Activities may evolve as changes are implemented.
-

## Sharing Documents

All documents related to and/or presented at the meetings will be shared on the Escalation Committees [SharePoint](#) site.

## Appendix 1: Director Escalation Committee – Level 1

### Mandate

The Director Escalation Committee is an operational committee responsible to further validate and confirm the high-risk rating, or any other significant assessment issues (i.e., attestation, health and safety), and advise on the proper course of action to take.

For national consistency, level 1 is where the program delivery Directors (EX01) will, in close partnership with the PM06s, further validate and confirm the issue. Should the outcome of the committee's discussion validate the issue, the Director Escalation Committee Chair will:

- Return the project to be assessed as per the regular process; or
- Escalate to Level 2.

The decision to escalate to the next level or not should be reached within 5 working days.

### Membership

The committee is co-chaired by one of the regional directors on a rotational basis.

The committee is chaired by an NHQ representative.

Members	Title
4 – 1 by region	Program Delivery Director
4 – 1 by region	Regional Business Expertise Senior Manager/Director
3	NHQ Director, Manager, Senior Program Advisor

Invitees: As needed, to inform the discussions, the committee Chair may extend invitations to other participants. For example, a local manager or a program official responsible for the file may be invited.

Substitutes: For committee members who are unable to attend a meeting, only their designated substitute can represent them at committee meetings. Substitutes must be ready to partake in any decision-making activities during committee meetings.

### Roles and Responsibilities

**The Director Escalation Committee** is responsible for providing direction, advice, and recommendations to the Director General Escalation Committee. In doing so, the committee will:

- Further confirm the issue or return the project to be assessed as per the regular process;
  - Advise the regional Business Expertise Senior Manager; and
  - Consult the Director Committee to ensure consistency.
1. **The Chair** is responsible for:
    - a) Acting as a liaison between both Escalation Committees;

- b) Guiding committee members through the discussions and establishing consensus; and
  - c) Facilitating meetings, including the:
    - Finalization and approval of material prior to meetings; and
    - Finalization and approval of the Record of Decisions.
2. **The Co-Chair** is responsible for:
- a) Replacing the Chairperson, as required;
  - b) Establishing the agenda (including any unforeseen or urgent items);
  - c) Organizing meetings:
    - Preparation and dissemination of material prior to meetings; and
    - Summarizing outcomes and writing a record of decisions.
3. **Members** are responsible for:
- a) Their availability and preparation for participating in meetings; and
  - b) Notifying the Chair if they are unable to participate at any of the meetings and designating an alternate to participate on their behalf.

### **Guiding Principles**

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- Materials for discussions will be provided in advance of the meetings where possible
- Members should make every effort to read materials provided in advance of the committee meetings.
- Results and actions required from the meetings will be distributed to the members.
- Decisions of this committee will be made by consensus.

### **Meeting Frequency**

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This committee will meet on a weekly basis during the Assessment Period, or as required, in person, conference calls or via email.

## Appendix 2: Director General Escalation Committee – Level 2

### Mandate

The Director General Escalation Committee is an operational decision-making body representing the highest level of escalation.

For national consistency, the Director General Escalation Committee will review the information obtained through Level 1. Should the outcome of the committee's discussion validate the issue, the Director General Escalation Committee Chair will:

- Arrange and provide briefings to the regional Assistant Deputy Minister (ADM)/the designated program ADM and the ADM of the Public Affairs and Stakeholder Relations Branch as appropriate, if there is a risk that this could become a public communications issue;
- Submit a briefing note to the regional Assistant Deputy Minister requesting a decision to determine if the department should move ahead with the project based on the risk; or
- Return the project to be assessed as per the regular process.

The ADM briefing should occur within 5 working days.

### Membership

The committee will be co-chaired by one of the Regional Director Generals on a rotational basis. The committee will be chaired by the NHQ representative.

Members	Title
4 – 1 by region	Program Delivery Director General
4 – 1 by region	Regional Business Expertise Executive Director
1	Chair of Level 2
4	Director General, Director, Manager and Senior Program Advisor

**Invitees:** As needed to inform the discussions, the committee Chair may extend invitations to other participants. For example, a program delivery director or manager responsible for the file could be invited.

**Substitutes:** For committee members who are unable to attend a meeting, only their designated substitute can represent them at committee meetings. Substitutes must be ready to partake in any decision-making activities during committee meetings.

### Roles and Responsibilities

**The DG Escalation Committee** is responsible for providing direction, advice, and recommendations to the ADM. In doing so, the committee will:

- Further confirm the issue or return the project to be assessed as per regular process;
- Advise regional Business Expertise Senior Manager;
- Consult Director Committee to ensure consistency; and
- Prepare material for the ADM's approval (see Appendix 6).

1. **The Chair** is responsible for:
  - a) Acting as a liaison between the Director Escalation Committee and the ADM;
  - b) Guiding committee members through the discussions and establishing consensus; and
  - c) Facilitating meetings, including the:
    - Finalization and approval of material prior to meetings; and
    - Finalization and approval of the Record of Decisions.
2. **The Co-Chairs** are responsible for:
  - a) Replacing the Chairperson, as required;
  - b) Establishing the agenda (including any unforeseen or urgent items);
  - c) Organizing meetings:
    - Preparation and dissemination of material prior to meetings; and
    - Summarizing outcomes and writing a record of decisions.
3. **Members** are responsible for:
  - a) Their availability and preparation for participating in meetings; and
  - b) Notifying the Chair if they are unable to participate at any of the meetings and designating an alternate to participate on their behalf.

### **Guiding Principles**

---

- Materials for discussions will be provided in advance of the meetings where possible.
- Members should make every effort to read materials provided in advance of the committee meetings.
- Results and actions required from the meetings will be distributed to the members.
- Decisions of this committee will be made by consensus.

### **Meeting Frequency**

---

This committee will meet on a weekly basis during the Assessment Period, or as required, in person, conference calls or via email.

### Appendix 3: Escalation Committees Meeting Tracker and Membership Tracker

#### 1. Escalation Committees Meetings Tracker:

- This will be used to submit questions and also capture the recommendations

	<a href="#">Project Number</a>	<a href="#">Region</a> (Drop Down menu)	Date Submitted	<a href="#">Date of Committee</a>	<a href="#">Cttee Level</a> (Drop Down menu)	<a href="#">Chair</a>	Co-chair	Attendees	Issues to be Raised (Drop Down menu)	Recommendation (Drop Down menu)
<a href="#">EX.</a>	<a href="#">3339999</a>	<a href="#">WT</a>	Feb. 7	<a href="#">Feb. 8</a>	<a href="#">2</a>	<a href="#">Dan Blue</a>	Frank Sinatra	<ul style="list-style-type: none"> <li>Dan Blue</li> <li>Frank Sinatra</li> <li>Joe Smith</li> <li>Kathleen Wing</li> </ul>	High Risk	<ul style="list-style-type: none"> <li>Obtain information or clarification from the applicant</li> </ul>

Note: Details of the drop down menus are available in Appendix 6.

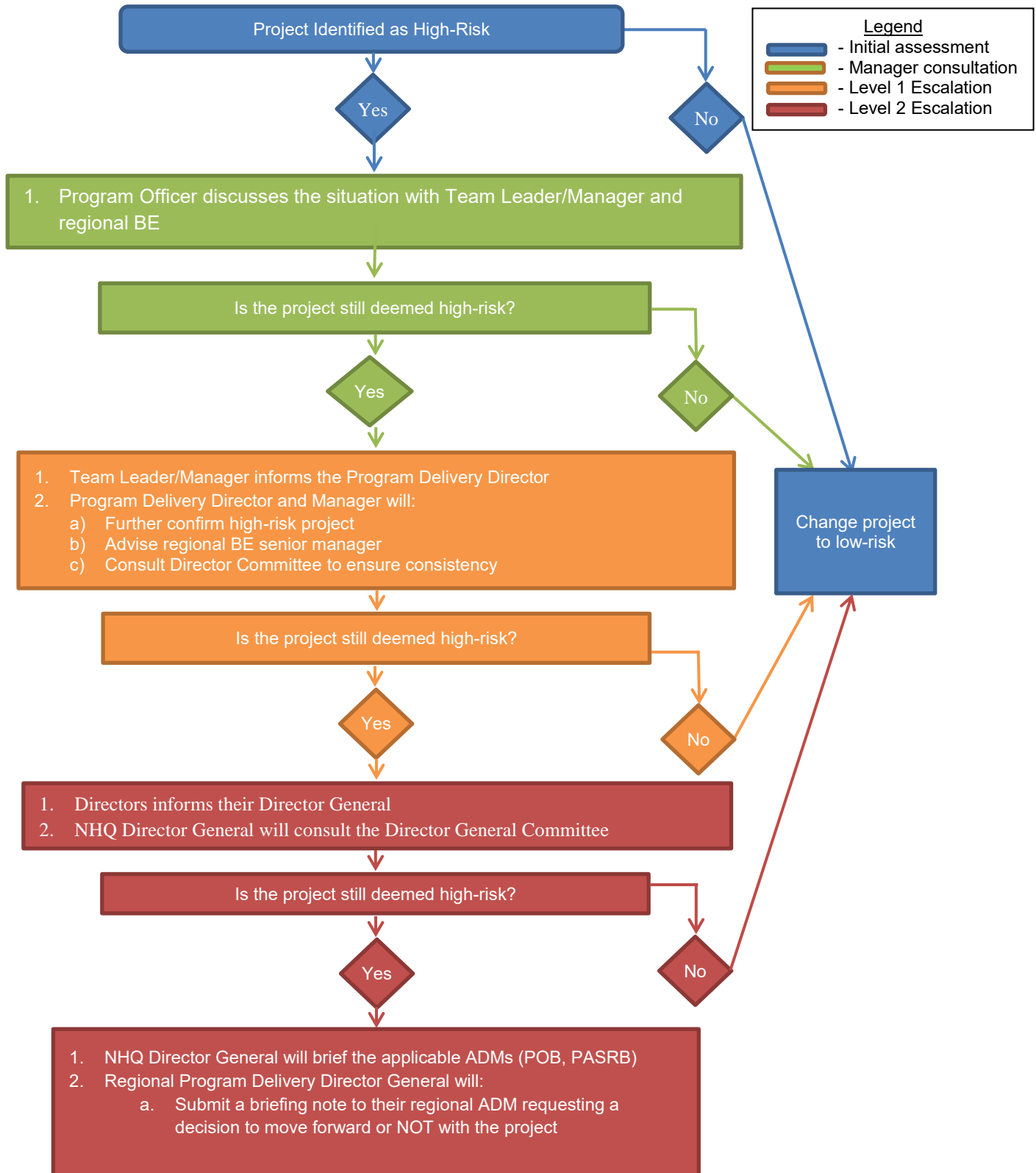
#### 2. Escalation Committees Membership

- This is for region to provide us the members they would like to see invited to both level.  
This is to make it easy to track and update by the region.

<a href="#">Member's name</a> Nom du membre	<a href="#">Member's Title</a> Titre du membre	Committee Level Membership Membre du niveau	<a href="#">Back-Up Contact</a> Coordonnées du suppléant	<a href="#">Back-Up Title</a> Titre du suppléant

## Appendix 4: Escalation Protocol Diagram

Please note, all relevant decisions or updated information should be documented in the project file/CSGC as they are received.



**Appendix 5 : Agenda Sample**

**Emplois d'été Canada (EÉC) 2019  
Comité de transmission aux échelons supérieurs – Niveau X**

**Canada Summer Jobs (CSJ) 2019  
Escalation Committees Meeting – Level X**

Co-chair: [Name]

**7 février 2019 - February 7, 2019  
13h00-14h00 – 1:00-2:00 pm (HE/ET)**

<b>No Projet Project #</b>	<b>Région/ Region</b>	<b>Problématique à soulever / Issues to be Raised</b>	<b>Recommandation / Recommendation</b>	<b>Documents</b>
3339999	WT	High Risk / Risque élevé	Eligible, monitor not required / Admissible, contrôle pas nécessaire	



## Appendix 6: Committee Recommendation Tracking

Project Number	Region (Drop down 1)	Date Submitted	Date of Committee	Cttee Level (Drop down 2)	Chair	Co-chair	Attendees	Issues to be Raised (Drop down 3)	Recommendation (Drop down 4)	Date of Recommendation

## Drop down Menus:

<b>1- Region:</b> <ul style="list-style-type: none"> <li>• ATL</li> <li>• QC</li> <li>• ON</li> <li>• WT</li> </ul>	<b>3- Issues to be raised:</b> <ul style="list-style-type: none"> <li>• Attestation not checked / Attestation n'est pas cochée</li> <li>• Application not completed after follow-up / Demande n'a pas été terminée après le suivi</li> <li>• Ineligible employer / Employeur non admissibles</li> <li>• Ineligible project / Projets non admissibles</li> <li>• Job duration, Job hours / Durée de l'emploi, heures de travail</li> <li>• Other Sources of Funding not declared / Autres sources de financement non déclarée</li> <li>• Salary does not respect regulations / Le salaire ne respecte pas la réglementation</li> <li>• Money owing to the Government of Canada not declared / Montant dû au Gouvernement du Canada non déclaré</li> <li>• Health and Safety / Santé et sécurité</li> <li>• Hiring practices and work environment / Pratiques de recrutement et milieu de travail</li> <li>• Supervision / Supervision</li> <li>• Mentoring / Mentorat</li> <li>• Past Results / Résultats antérieurs</li> <li>• High Risk / Risque élevé</li> <li>• Other / Autre</li> </ul>
<b>2- Committee Level:</b> <ul style="list-style-type: none"> <li>• Committee Level 1</li> <li>• Committee Level 2</li> </ul>	<b>4- Recommendation:</b> <ul style="list-style-type: none"> <li>• Eligible / Admissible</li> <li>• Obtain information or clarification from the applicant / Obtenir des renseignements ou des éclaircissements auprès du demandeur</li> <li>• Not eligible / Non admissible</li> <li>• Bring to Level 2 / Présenter au niveau 2</li> <li>• More info required – to be tabled again / Plus d'info requise – A être présenté de nouveau</li> </ul>

## Appendix 7: Sample MEMO

SECRET  
IRBVMEMORANDUM TO THE REGIONAL ASSISTANT DEPUTY MINISTER, **REGION****CANADA SUMMER JOBS 2019: DETERMINATION OF PROJECT ELIGIBILITY****FOR DECISION AT YOUR EARLIEST CONVENIENCE**

- The purpose of this memorandum is to seek your decision on project eligibility further to the application submitted by (name of organization) (project number) to Canada Summer Jobs (CSJ) 2019. The project requests (value of project) to fund (number of jobs). The organization's activities, as set out in the application, are as follows: (activities; take directly from application form).
- The application was referred to and reviewed by the Escalation Committee for the following reason(s): Choose an item.. (if the issue does not match the options in the drop-down box, enter the issue manually using language taken from the program eligibility requirements).
  - ☐ The applicant was sent a "Missing Information and Request for Clarification" letter and given five (5) days to provide the missing information or clarification.
    - ☐ The applicant provided the missing information or clarification that was duly considered by the Escalation Committee; or,
    - ☐ The applicant did not provide, or has not yet provided, the missing information or clarification.
  - ☐ A "Missing Information and Request for Clarification" letter was not sent to the applicant as the information contained in the application was complete and clear.
- The application in question is enclosed for your reference (Annex A). Also enclosed is the evidence reviewed by the Escalation Committee (Annex B).

**RECOMMENDATION**

- Based on a review of the relevant documents and information, the Escalation Committee recommends a decision of Choose an item. for the following reason(s):
  - Describe reason(s)

**NEXT STEPS**

- As per your decision, the Department will take one of the following steps as appropriate:
  - if eligible, proceed with the recommendation of the application;
  - if ineligible, record the decision of ineligibility.
- I am available to brief you on this issue at your convenience.

**Name**Director General, **Region**, Regional Program Delivery

☐ I concur   ☐ I do not concur   ☐ Decision required from the Minister of Employment, Workforce Development and Labour

Attachments: 2   Name, Regional ADM   Date

**Canada Summer Jobs (CSJ)  
Non-concurrence Report**

**–For Escalation –**

**Region:**

**Constituency:**

**Member of Parliament (MP):**

**MP Recommendation:**

**Service Canada Comments – Region:**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Assistant Deputy Minister**

**CSJ Approval Letter**

\*\*\*This is a system generated e-mail. Please do not reply\*\*\* (IFFS & Paper)

(Date)

«CONTACT\_NAME»  
 «Legal\_Name\_of\_Employer»  
 «Address»  
 «City», «Prov»  
 «P\_Code»

**Project Number:** #«Project\_»

**Subject:** Canada Summer Jobs Application/Agreement

We are pleased to inform you that your Canada Summer Jobs application for funding has been approved. Available funds are distributed among the applicant organizations following a prioritization of the projects based on Service Canada's assessment and feedback received from your Member of Parliament.

Please note that the amount of approved funding may differ from the amount you requested in your application. You will find additional details on the approved job(s), duration of work and funding by consulting the signed "Calculation of Approved Canada Summer Jobs Contribution" document below. If any of the information you provided on your application has changed, or changes during the period of your Agreement, you must advise me immediately.

The following are details about the documents that will be required as part of your agreement:

1. The signed "**Calculation of Approved Canada Summer Jobs Contribution**" document: This document indicates the maximum amount of contribution funds available for this agreement. Only costs incurred during the period indicated in the agreement may be eligible for reimbursement. You are responsible for any costs you incur outside the agreement's start and end dates.
2. The [Employer and Employee Declaration](#) must be completed and signed by both you and your CSJ-funded employee on the first day of work. This form enables Service Canada to validate the eligibility of the youth you have hired. You are required to submit this document within seven days of the youth beginning of the CSJ-funded employment. It must be mailed in a sealed envelope and addressed to me at the address below. This form should **never be submitted to us by email or fax** as it contains personal information.

**No advance or payment will be provided until Service Canada has received the Employer and Employee Declaration form(s).**

3. The **Brochure**: Be sure to give all CSJ-funded employees a copy of [Are You In Danger?](#) brochure, as it provides an important message concerning health and safety. Please also discuss it with them as part of their initial orientation. This discussion will be in addition to your workplace-specific health and safety orientation and training.
4. The [Career Tool Factsheet](#) is an easy-to-use, web-based search tool that provides detailed information about the benefits of working in various occupations and helps determine the education and training needed to get quality jobs. All CSJ-funded employees must receive a copy of the Career Tool Factsheet.
5. The [Grants and Contributions Direct Deposit Request form](#) is used to request that payments be made via direct deposit. If you wish to have your payments made via direct deposit, you can send the

completed form to Service Canada as soon as possible. This form should **never be submitted to us by email or fax** as it contains your financial information.

6. Once the project has ended, you must complete the [Payment Claim and Activity Report](#). This document is used to request payments and report on Canada Summer Jobs activities. You are required to return the completed and signed form to Service Canada no later than 30 days after the departure of the last CSJ-funded . This form should **never be submitted to us by email or fax** as it contains personal information.

**If this document is not received within 30 days after the last CSJ-funded employee completes his or her employment, we may not reimburse you. We may also consider any advances we have issued as overpayments.**

If you indicated in your application that you intend to employ a youth who self-identifies as being part of groups which are underrepresented or have additional barriers to the labour market, you are expected to make all reasonable efforts to do so.

You will be expected to adhere to the Articles of Agreement. You will be expected to employ your CSJ-funded employee(s) in the jobs described in the agreement, paying them, at a minimum, the amount you specified in your application and for at least the number of hours and weeks indicated in the agreement. Failure to meet the conditions of the agreement may lead to its termination. I would encourage you to carefully review the [Articles of Agreement](#) included with your Application/Agreement, as they are legally binding.

As part of the federal government's commitment to transparency in the use of public funds, information about funded projects will be posted on the Canada Summer Jobs web page. And to better connect youths with prospective employers, the information posted will include your organization's name and email address. As well, all positions funded through CSJ 2019 will be advertised for 2 weeks at [www.jobbank.gc.ca](http://www.jobbank.gc.ca).

At the end of the summer, as part of the close-out of your agreement, you will be required to complete a survey to support performance reporting as well as to improve program administration. You will also be required to provide a survey to all CSJ-funded employees.

Additionally, in order to make it easier to manage your contribution agreement or to submit any potential funding requests, we strongly recommend the use of the Grants and Contributions Online Services (GCOS). Since it may take several business days to finalize a GCOS account, we encourage you to initiate or continue with the creation of your GCOS account as soon as possible.

GCOS is an online system that provides a secure environment to submit your CSJ documents such as:

- Application for funding
- Employer and Employee Declaration form
- Payment Claims and Activity Report
- Direct Deposit form

If you have not yet registered for a GCOS account, please go to [Canada.ca/ESDCGrantsContributions](http://Canada.ca/ESDCGrantsContributions) to start the process today.

If you have any questions, please contact me at «Telephone\_Number».

**Please include your project number in all future correspondence.**

Sincerely,

«Program Officer»  
Service Canada  
Address  
E-mail address

Enclosures

\*\*\*This is a system generated e-mail. Please do not reply\*\*\* (GCOS)

(Date)

«CONTACT\_NAME»  
 «Legal\_Name\_of\_Employer»«Address»  
 «City», «Prov»  
 «P\_Code»

**Project Number:** #«Project\_»

**Subject:** Canada Summer Jobs Application/Agreement

We are pleased to inform you that your Canada Summer Jobs application for funding has been approved. Available funds are distributed among the applicant organizations following a prioritization of the projects based on Service Canada's assessment and feedback received from your Member of Parliament.

Please note that the amount of approved funding may differ from the amount you requested in your application. You will find additional details on the approved job(s), duration of work and funding by consulting your agreement on the [Grants and Contributions Online Services](#) (GCOS) website. **For your agreement to be valid, you must confirm that you agree with it by clicking on Sign Agreement in your GCOS account.**

Only costs incurred during the period indicated in the agreement may be eligible for reimbursement. You are responsible for any costs you incur outside the agreement's start and end dates. If any of the information you provided on your application has changed, or changes during the period of your Agreement, you must advise me immediately.

The following are details about the documents that will be required as part of your agreement:

1. The **Employer and Employee Declaration** must be completed and signed by both you and the your CSJ-funded employee on the first day of work. This form enables Service Canada to validate the eligibility of the youth you have hired. You are required to submit the Employer Employee Declaration through your GCOS account within seven days of the beginning of the CSJ-funded employment.

**No advance or payment will be provided until Service Canada has received the Employer and Employee Declaration(s).**

2. Be sure to give all CSJ-funded employees a copy of the [Are You In Danger?](#) brochure, as it provides an important message concerning health and safety. Please also discuss it with them as part of their initial orientation. This discussion will be in addition to your workplace-specific health and safety orientation and training
3. The [Career Tool Factsheet](#) is an easy-to-use, web-based search tool that provides detailed information about the benefits of working in various occupations and helps determine the education and training needed to get a quality job. All CSJ-funded employees must receive a copy of the Career Tool Factsheet.
4. The [Grants and Contribution Direct Deposit Request](#) is used to request that payments be made via direct deposit. If you wish to have payments made via direct deposit, submit the Grants and Contribution Direct Deposit Request and attach a copy of your void check through your GCOS account as early as possible.
5. Once the project has ended, you must complete the **Payment Claim and Activity Report**. This document is used to request payments and report on Canada Summer Jobs activities. You are required



to submit your Payment Claim and Activity Report through your GCOS account no later than 30 days after the departure of the last CSJ-funded employee.

**If this document is not received within 30 days after the last CSJ-funded employee completes his or her employment, we may not reimburse you. We may also consider any advances we have issued as overpayments.**

If you indicated in your application that you intend to employ a youth who self-identifies as being part of groups which are underrepresented or have additional barriers to the labour market, you are expected to make all reasonable efforts to do so.

You will be expected to adhere to the Articles of Agreement. You will be expected to employ your CSJ-funded employee(s) in the job(s) described in the agreement, paying them, at a minimum, the amount you specified in your application and for at least the number of hours and weeks indicated in the agreement. Failure to meet the conditions of the agreement may lead to its termination. You must read the [Articles of Agreement](#) included with the Agreement as they are legally binding.

As part of the federal government's commitment to transparency in the use of public funds, information about funded projects will be posted on the Canada Summer Jobs web page. And to better connect youth with prospective employers, the information posted will include your organization's name and email address. As well, all positions funded through CSJ 2019 will be advertised for 2 weeks at [www.jobbank.gc.ca](http://www.jobbank.gc.ca).

At the end of the summer, as part of the close-out of your agreement, you will be required to complete a survey to support performance reporting as well as to improve program administration. You will also be required to provide a survey to all CSJ-funded employees.

If you have any questions, please contact me at «Telephone\_Number».

**Please include your project number in all future correspondence.**

Sincerely,

«Program Officer»  
Service Canada  
[Address]  
[E-mail address]

Enclosures

**Employer/Employee Declaration Form**

<https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5397>

**Payment Claim and Activity Report**

<http://www.servicecanada.gc.ca/fi-if/index.jsp?app=prfl&frm=emp5398&lang=eng>

**Are you In Danger?**

<https://www.canada.ca/en/employment-social-development/services/health-safety/reports/danger.html>

**Career Tool Information Sheet**

[https://www.jobbank.gc.ca/content\\_pieces-eng.do?cid=8563&lang=eng](https://www.jobbank.gc.ca/content_pieces-eng.do?cid=8563&lang=eng)

**Ineligible Youth Letter**

\*\*\*This is a system generated e-mail. Please do not reply\*\*\*

(Date)

«CONTACT\_NAME»  
«Legal\_Name\_of\_Employer»  
«Address»  
«City», «Prov»  
«P\_Code»

**Project Number:** #«Project\_»

**Subject:** Youth's ineligibility

Thank you for submitting your completed Employer-Employee Declaration form for: [Enter participant name]. We regret to inform you that this participant is considered ineligible under the Canada Summer Jobs for the following reason(s):

- ☐ This person is not between 15 and 30 years of age at the start of the employment.
- ☐ This person is not a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- ☐ This person is not legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- ☐ Other

As a result, the costs incurred for this participant will not be reimbursed. If you have any questions regarding the eligibility criteria of youths, please contact me at «Telephone\_Number».

Sincerely,

«Program Officer»  
Service Canada  
[Address]  
[email]

**Monitoring Report**

<http://forms-formulaires.prv/lc/content/EForms/en/Detail.html?Form=EMP5400>

**CSGC Over-Payment Letter**

(Date)

«CONTACT\_NAME»

«Legal\_Name\_of\_Employer»

«Address»

«City», «Prov»

«P\_Code»

**Project Number:** #«Project\_»**Subject:** Notice of overpayment – Canada Summer Jobs

Notices were sent to you on \_\_\_\_\_ and \_\_\_\_\_, reminding you to submit your final *Payment Claim and Activity Report* form. To date, your organization has received an advance for expenses that you have not yet justified. We are unable to confirm the costs you incurred to hire a student.

Pursuant to Section 10 of the Canada Summer Jobs Articles of Agreement, you are required to submit a final payment claim within 30 days after the last student completes his or her employment. Furthermore, Section 33 specifies that any unspent advance payments to which the employer is not entitled become payable as a debt to the Crown.

Please note that, if we do not receive your final payment claim, or if you do not reimburse the outstanding advance of \$\_\_\_\_\_ within 10 business days of receiving this letter, your file will be referred to the Canada Revenue Agency for collection of the overpayment.

Please complete the form included with this letter and return it with a cheque made payable to the Receiver General for Canada. To ensure we are able to correctly identify the payment, please note on your cheque the file number provided above. Please mail your remittance to:

Canada Summer Jobs – Overpayments  
[SCC Address]

If you have recently sent the final payment claim or the payment for the outstanding advance, please disregard this notice. If you need more information, please contact me at «Telephone\_Number».

Sincerely,

«Program Officer»  
Service Canada  
SCC's Address

Enclosure



**Canada Summer Jobs (CSJ) Overpayment Reimbursement**

Please complete this form and return it with your cheque.

Canada Summer Jobs file number: \_\_\_\_\_

Canada Revenue Agency business number: \_\_\_\_\_

Employer name: \_\_\_\_\_

Attached is my  
cheque for: \$\_\_\_\_\_

as: ☐ Payment in full  
☐ Partial payment  
(balance to follow)

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Manual Payment Process**

Information below taken from iService – <http://iservice.prv/eng/finance/card/procedures.shtml>

- 1) Complete the G101 form available below and at the iService website above:
  - If the program officer needs some help to complete the form, he/she must contact: their own supervisor/manager, their CSGC coordinator and/or their Financial Management advisor (FMA-CFOB).
  - A copy of the original section 34 form must be attached to this request and if the amount of the payment has changed, the section 34 form must be updated and re-signed accordingly with the amount of the requested payment.
- 2) The G101 signed form and the attached section 34 form should then be sent to the CSGC coordinator (regional or NHQ).
- 3) The CSGC coordinator will be responsible to forward all completed forms and other related documentation to: NC-GCCE-CESC-GD ([nc-gcce-cesc-gd@hrsdc-rhdcc.gc.ca](mailto:nc-gcce-cesc-gd@hrsdc-rhdcc.gc.ca)).
- 4) POB, CFOB and NSO as required, will assess the request and obtain DG concurrence.
- 5) If request payment concurrence is not obtained, discussions between DGs and CSPD Senior Executive Directors will take place.
- 6) Once the request concurrence is obtained, a confirmation will be sent by email to the program officer, their manager and the regional/national CSGC coordinator.
- 7) When the written confirmation is received, the identified limited CFOB users will issue the manual payment directly in SAP. A separate SAP Add-on role has been created and will be assigned to identify CFOB users. This role will permit the manual creation of CSGC earmarked funds in SAP and the manual posting of CSGC vendor invoices that consume these earmarked funds.
- 8) At the same time, it is very important that a manual adjustment is recorded to the same amount in CSGC via a data fix done by the Innovation, Information and Technology Branch (IITB). The program officer will not be able to do any adjustments in CSGC. After, the program officer and the CSGC coordinator need to make sure that the adjustment is done properly in CSGC.
- 9) CFOB will maintain records of the original approved forms for monitoring purposes.

**Form G101****Request form to issue a G&Cs, including NSO, manual payment not processed through CSGC**

This request form should be signed and sent to the CSGC coordinator, who will be responsible to forward it to POB (NC-GCCE-CESC-GD). This request should be completed in accordance with the *Directive on G&Cs Manual Payments not processed through CSGC*.

Before completing this form, it is important that the following steps have been completed:

- The payment was attempted to be issued via the CSGC
- Section 34 approval has been obtained for the requested manual payment
- All financial transactions and project amendments have been completed.

**Project number:**

**Cost Centre:**

***Projects Particulars***

Project title:

Program Name:

Project Start Date:

Project End Date:

***Organization Particulars***

Organization Legal Name:

Business Number:

SAP document ID and Commitment number:

**Payment type: Claim or advance**

***Payment Particulars***

**Amount in CSGC**

**Amount on paper file**

ESDC Contribution Amount:

Funds Issued to Date:

Claims received to Date (total amount):

Date completed claim received:

Payment amount to be issued:

**Reason for requesting a manual payment in SAP directly and not through CSGC (brief summary):**

**Provide the *Financial Summary Report* from CSGC and any other detailed calculation to support the payment amount to be issued:**

	<b>Confirmation (Y/N)</b>
Total funds issued (including this manual payment request) do not exceed signed agreement(s) and amendment(s)	
Copy of the original section 34 form for the requested payment is attached	
If the payment amount has changed, copy of an updated section 34 form is attached	

Once the payment will be issued in SAP, it will be possible to process the adjustment in CSGC	
<b>If you answered “No” to one of these questions, please provide explanation and describe the measures that will be taken to process this manual adjustment in CSGC:</b>	

**Please note that POB could request any other documentation necessary to complete the approval (such as a copy of the agreement, the amendments and other useful information)**

### **Signatures**

Name of the program officer who has completed this request: _____	
Manager name: _____	
Manager's signature: _____	Date: _____
<i>This manual payment complies with the terms and financial limitations of the signed agreement(s).</i>	
<b>Citizen Services and Program Delivery (CSPD) Senior Executive Director <u>or</u> for NHQ Director General of National Grants and Contributions Delivery Centre name:</b>	
_____	
<b>Signature:</b> _____	<b>Date:</b> _____

### **Final Decision**

POB and CFOB recommend this request for concurrence? (Yes/No)
One-time approval? (Yes/No) or Project approval? (Yes/No)
Date: _____
DG of the Program Operations Management & Accountability Centre of Expertise for G&Cs or DG of PPSB – Benefits Processing
Signature: _____

## Emails to Past Applicants

### Email – Regions to Past Applicants

**Subject / Sujet :** Canada Summer Jobs 2019 / Emplois d'été Canada 2019

#### *La version française suit ...*

Thank you for your application to last year's Call for Proposals for the Canada Summer Jobs (CSJ) program. We are pleased to inform you that we are launching the Call for Proposals for CSJ 2019. We will be accepting applications between December 17, 2018 and January 25, 2019.

#### **What's new for CSJ 2019?**

After consulting with Canadians, we've made several changes to CSJ to make sure it serves all Canadians better:

- **We've made the program more accessible:** All youth aged 15 to 30, not just students, can now apply to CSJ-funded jobs.
- **We've made it easier to apply for funding:** By applying online through Grants and Contributions Online Services ([GCOS](#)), you can apply and track your application status, sign agreements, manage active projects, submit supporting documents, and review past projects submitted through GCOS, among other benefits. For the step-by-step process to create a GCOS account, click [here](#).
- **We've made it easier to hire youth:** All approved jobs will now be posted automatically to our improved Job Bank website and app, the Government of Canada's leading source for jobs and labour market information. This will allow youth to find all CSJ-funded jobs in one place, and allow employers to reach out to a greater potential audience to find the right person for the job.

For CSJ 2019, applications should demonstrate that they will create quality work experiences for youth, provide youth with opportunities to develop and improve their skills, and respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

Before you apply, be sure to read the [Applicant Guide](#). The Applicant Guide contains detailed information on ways to demonstrate the quality of your proposed job placement, including providing supervision and mentoring, providing a safe, inclusive, and healthy work environment, and providing an opportunity for youth to develop the skills needed for employment.

#### **[Apply Now](#)**

For more information:

Click: [www.canada.ca/canada-summer-jobs](http://www.canada.ca/canada-summer-jobs)

Call: 1-800-935-5555 (ATS: 1-800-926-9105)

Visit: [a Service Canada Centre](#)

\*\*\*

Nous vous remercions pour votre demande à l'appel de propositions du programme Emplois été Canada de l'an dernier. Nous sommes heureux de vous annoncer que nous lançons l'appel de propositions pour EÉC 2019. Nous accepterons les demandes entre le 17 décembre 2018 et le 25 janvier 2019.

### Quoi de neuf pour EÉC 2019?

Après avoir consulté les Canadiens, nous avons apporté plusieurs changements à EÉC afin de nous assurer de mieux servir l'ensemble des Canadiens:

- **Nous avons rendu le programme plus accessible:** Tous les jeunes âgés de 15 à 30 ans, et pas seulement les étudiants, peuvent maintenant postuler aux emplois financés par EÉC.
- **Nous avons facilité la demande de financement:** En faisant une demande en ligne par l'entremise des Services en ligne de subventions et contributions ([SELSC](#)), vous pouvez faire une demande de financement et suivre son statut, signer des ententes, gérer des projets actifs, soumettre des documents à l'appui et revoir des projets antérieurs soumis par l'intermédiaire du SELSC, entre autres avantages. Pour le processus étape par étape pour créer un compte SELSC, cliquez [ici](#).
- **Nous avons facilité l'embauche de jeunes:** Tous les emplois approuvés seront désormais affichés automatiquement sur notre site Web amélioré et l'application mobile Guichet-Emplois, la principale source d'information sur les emplois et sur le marché du travail du gouvernement du Canada. Cela permettra aux jeunes de trouver tous les emplois financés par EÉC en un seul endroit, et de permettre aux employeurs d'atteindre un plus grand public potentiel pour trouver la bonne personne pour l'emploi.

Pour EÉC 2019, nous privilégierons les demandes qui créent des expériences de travail de qualité pour les jeunes, leur offrent des occasions de développer et d'améliorer leurs compétences, et répondent aux priorités nationales et locales afin d'améliorer l'accès au marché du travail pour les jeunes qui font face à des obstacles uniques.

Avant de faire votre demande, assurez-vous de lire [le Guide du demandeur](#). Le Guide du demandeur contient de l'information détaillée sur les façons de démontrer la qualité de de l'emploi que vous proposez, incluant la supervision et le mentorat, un environnement de travail sécuritaire, inclusif et sain, et l'occasion pour les jeunes de développer les compétences nécessaires à l'emploi.

### Faites une demande maintenant

Pour plus de renseignements :

Cliquez : [www.canada.ca/emplois-ete-canada](http://www.canada.ca/emplois-ete-canada)

Composez : 1-800-935-5555 (ATS : 1-800-926-9105)

Visitez : [un bureau de Service Canada](#)

**Email – Regions to Past Applicants (Reminder)**

**Subject / Sujet :** Canada Summer Jobs 2019 / Emplois d'été Canada 2019

***La version française suit.***

The application period for the Canada Summer Jobs (CSJ) program is still open. We want to help employers like you hire youth and create valuable summer job opportunities that strengthen our local economy and our community.

**The application deadline is January 25, 2019.** Please submit your application by clicking [here](#).

Please note that you are still encouraged to register with ESDC's Grants and Contributions Online Services (GCOS). GCOS provides additional functionalities that allow you to apply and track your application status, sign agreements, manage active projects, submit supporting documents, and review past projects submitted through GCOS. It is a one-time process, which may take a few weeks to complete.

However, given the CSJ application deadline of January 25, 2019, please submit your application by using the fillable application available at the link above.

If you have received a GCOS authorization code, Service Canada will follow up with you in the coming days to finalize your GCOS registration.

For more information on CSJ, including the eligibility criteria and application guide, visit [Canada.ca/Canada-summer-jobs](http://Canada.ca/Canada-summer-jobs), a Service Canada Office or call 1-800-935-5555.

Sincerely,

[First name] [Last name]

[Local Area Director signature]

For more information:

Click: [www.canada.ca/canada-summer-jobs](http://www.canada.ca/canada-summer-jobs)

Call: 1-800-935-5555 (ATS: 1-800-926-9105)

Visit: [a Service Canada Centre](#)

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La période de présentation des demandes pour Emplois d'été Canada est toujours en cours. Nous voulons aider les employeurs comme vous à embaucher des jeunes et créer des expériences de travail profitables qui renforceront notre économie locale et notre collectivité.

**La date limite pour présenter une demande est le 25 janvier 2019.** Veuillez soumettre votre demande de financement en cliquant [ici](#).

Vous pouvez encore créer un compte en utilisant les Services en ligne des Subventions et Contributions (SELSC). Les SELSC offrent des fonctions additionnelles permettant de transmettre et de faire le suivi de votre demande, de signer des ententes, de gérer les projets en cours, de transmettre des documents justificatifs et de consulter les projets antérieurs soumis via les SELSC.

Cependant, compte tenu de la date limite du 25 janvier 2019 pour présenter une demande de financement, SVP veuillez soumettre votre demande en utilisant le formulaire que vous trouverez au lien ci-dessus.

Si vous avez reçu un code d'autorisation des SELSC, Service Canada communiquera avec vous bientôt afin de finaliser votre enregistrement aux SELSC.

Pour de plus amples renseignements sur EÉC, y compris les critères d'admissibilité et pour consulter le guide du demandeur, veuillez visiter le site web [Canada.ca/emplois-été-canada](http://Canada.ca/emplois-été-canada), un bureau de Service Canada ou composer le 1-800-935-5555.

Veuillez recevoir mes salutations distinguées,

[Prénom] [Nom]

[Signature du directeur local]

Pour de plus amples renseignements:

Cliquez: [www.canada.ca/emplois-été-canada](http://www.canada.ca/emplois-été-canada)

Composez: 1-800-935-5555 (ATS: 1-800-926-9105)

Visitez: [un bureau de Service Canada](#)





## MENU

[Home](#) > [Employment and Social Development Canada](#) > [Funding](#) > [Funding: Canada Summer Jobs - Overview](#)

## Canada Summer Jobs 2019 - Local Priorities by province and constituency

We will assess applications on a constituency-by-constituency basis to ensure that proposals meet the assessment criteria and reflect local priorities.

The Canada Summer Jobs assessment criteria provide for the identification of local priorities within the assessment process. Local priorities may be added to ensure responsiveness to unforeseen circumstances or events. If there are special events identified in the course of assessment they will be recognized in the assessment.

Find local priorities by searching for the constituency where the job activities will take place.

Filter items  Showing 1 to 1 of 1 entries (filtered from 338 total entries) | Show  entries

**Table: Canada Summer Jobs 2019 Local Priorities listed by province and constituency**

Province/Territory	Constituency	Special events	Location	Sector
Ontario	Haliburton -Kawartha Lakes -Brock	<ul style="list-style-type: none"> <li>• Summer festivals and events</li> <li>• Community celebrations</li> <li>• Agricultural fairs</li> </ul>	<ul style="list-style-type: none"> <li>• Areas that do not have many summer jobs</li> <li>• Areas that experience high seasonal summer populations</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer</li> <li>• Not-for-profit</li> <li>• Arts and culture</li> <li>• History</li> <li>• Tourism</li> </ul>

[Report a problem or mistake on this page](#)
[Share this page](#)

Date modified: 2018-12-24

## 2019 CANADA SUMMER JOBS APPLICATION/AGREEMENT

Tracking Number: 0-16479015

### Privacy Notice Statement

The information you provide is collected under the authority of the Department of Employment and Social Development Act. Refusal to provide information will result in your application not being considered for funding. The information will be used to determine your eligibility for Canada Summer Jobs, its administration and for subsequent evaluation and accountability purposes and to support the administration or enforcement of other programs in Employment and Social Development Canada, including Service Canada and the Labour Program. The information you provide may also be used for policy analysis and/or research purposes. In order to conduct these activities, various sources of information under the custody and control of the Department may be linked.

Should your application be deemed eligible, the information you provide will be shared with your respective Member of Parliament to ensure local priorities are considered. It will also be used to notify employers whose Canada Summer Jobs funding application has been approved. The department and your Member or Parliament may use the information to help promote the program. In accordance with the Privacy Act and Department of Employment and Social Development Act, information on funded applicants will be disclosed.

In the event that the application contains personal information, the personal information will be administered in accordance with the Privacy Act and other applicable laws. You have the right to the protection of, and access to, your personal information. It will be retained in Personal Information bank ESDC PPU 706. Instructions in obtaining this information are outlined in the government publication available online, entitled Info Source. Info Source may also be accessed on-line at any Service Canada Centre.

The application is also subject to the Access to Information Act ("ATIA"). The ATIA provides every person with a right of access to information under the control of the department, subject to a limited set of exemptions.

**Do you, on behalf of the organization, agree with this Privacy Notice Statement? (Mandatory)**

Yes, I agree

**Canada Revenue Agency Business Number (Mandatory)**

First Nine Digits: 106792120

Type of Account: RR

Specific Account: 0001

**Legal Name of your Organization (Mandatory)**

BCM International (Canada) Inc.

**Operating (Common) Name of Organization - This will be posted publicly (Mandatory)**

Mill Stream Bible Camp & Retreat Centre

**Email Address of organization - This will be posted publicly (Mandatory)**

office@millstream.camp

**Telephone Number of organization (Mandatory)**

Area Code: 705

Exchange: 799

Number: 6521

**Employer Type (Mandatory)**

Not-For-Profit

**Not-For-Profit Sector (Mandatory)**

Community, charitable or voluntary organization

**What year was the organization established? (Mandatory)**

1946

**Number of full time employees working in Canadian locations of your organization (Mandatory)**

24

**Mailing Address of Employer (Mandatory)**

Address 1: 880 Old Mill Rd

City: Omamee

Province: 6

Postal Code: K0L 2W0

**Name of organizations' Representative and Title (Mandatory)**

Mr Larry A Chupa

**Telephone number of organization Representative (Mandatory)**

Area Code: 705

Exchange: 799

Number: 6521

**Email Address of Employer Representative (Mandatory)**

office@millstream.camp

**Will the address of the location of the proposed activities be different from the mailing address? (Mandatory)**

No

**Describe your organization's activities**

Mill Stream Bible Camp & Retreat Centre offers a variety of summer camps in July and August and has year round retreat facilities for ministering to youth and adults. Mill Stream Bible Camp & Retreat Centre is a Bible-based, non-denominational organization. We are dedicated to developing Christian character in young people and leadership skills in youth and adults, through spiritual, physical, mental and social experiences in a camping environment and through our summer programs. We provide flexible programs, therefore giving exposure to new areas of interest and providing an atmosphere of fun, fellowship and Christian living.

**The activities of your organization focus on the provision of services in the community: (Mandatory)**

- to persons with disabilities
- to persons who are homeless or street-involved
- to children or youth
- related to environmental protection
- related to public health or safety

**Number of Jobs Requested (Mandatory)**

6

**Job Title (Mandatory)**

Male Section Leader

**Hourly Wage Rate (Mandatory)**

15.00

**Number of Weeks Requested (Mandatory)**

16

**Number of Hours per Week Requested (Mandatory)**

40.00

**Job Title (Mandatory)**

Female Section Leader

**Hourly Wage Rate (Mandatory)**

15.00

**Number of Weeks Requested (Mandatory)**

16

**Number of Hours per Week Requested (Mandatory)**

40.00

**Job Title (Mandatory)**

Assistant Program Coordinator

**Hourly Wage Rate (Mandatory)**

15.00

**Number of Weeks Requested (Mandatory)**

16

**Number of Hours per Week Requested (Mandatory)**

40.00

**Job Title (Mandatory)**

Activity Coordinator

**Hourly Wage Rate (Mandatory)**

15.00

**Number of Weeks Requested (Mandatory)**

12

**Number of Hours per Week Requested (Mandatory)**

40.00

**Job Title (Mandatory)**

Cabin Leader

**Hourly Wage Rate (Mandatory)**

15.00

**Number of Weeks Requested (Mandatory)**

8

**Number of Hours per Week Requested (Mandatory)**

40.00

**Job Title (Mandatory)**

Cabin Leader

**Hourly Wage Rate (Mandatory)**

15.00

**Number of Weeks Requested (Mandatory)**

8

**Number of Hours per Week Requested (Mandatory)**

40.00

**Number of Participants Requested (Mandatory)**

1

**Anticipated Start Date (Mandatory)**

2019/05/06

**Hourly Wage Requested from ESDC (Mandatory)**

15.00

**Tasks and Responsibilities (Mandatory)**

In consultation with the Camp Director and Program Coordinator the Section Leader will advise and direct Cabin Leaders in counselling responsibilities. This individual will assist in directing and supporting camp programs and be responsible to organize people and activities. They will support positive cabin living experiences by providing immediate response to Cabin Leaders requiring assistance or counsel campers when situations arise. They will monitor staff and camper programs to ensure maximum safety is attained and assist in camp activities when needed.

**Language required for job: (Mandatory)**

12

**National Occupation Codes NOC Code**

5254

**National Occupation Codes Title**

Program leaders and instructors in recreation, sport and fitness

**Please describe the nature of your supervision plan (Mandatory)**

- On-Site

**Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)**

The Section Leader is directly supervised by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. The Section Leader will have daily contact with the Program Coordinator and receive daily on-going verbal feedback. All training, supervision and tasks are completed on-site.

**Please describe the nature of your mentoring plan: (Mandatory)**

- One-on-one Mentoring

**Provide details of the mentoring plan, such as who will provide mentoring, how the youth will be matched**

**with a mentor, and how the mentor will help the youth develop relevant skills. (Mandatory)**

The Section Leader is directly mentored by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Camp Director. All mentoring and tasks are completed on-site.

**What skills will the participant develop during this placement? (Mandatory)**

- Client service
- Teamwork
- Communication
- Leadership

**Please describe how the client service skills will be developed ? (Mandatory)**

Our clients are our campers. All staff are trained to become competent in dealing with children by attending a week-long pre-camp training session as well as using the Expert Online Training courses which cover Youth Development & Play, Mental Health & Behavior, and Physical & Emotional Safety.

**Please describe how the teamwork skills will be developed ? (Mandatory)**

All of our staff spend much time developing a team dynamic. This is accomplished through pre-camp training sessions, planning and working with other team members to facilitate games and activities and support each other with problem solving scenarios prior to the campers arrival. The Section Leader oversees the Cabin Leaders as they work primarily in pairs in supervising children.

**Please describe how the communication skills will be developed ? (Mandatory)**

All of our staff receive communication skills training such as working with ADD/ADHD children, programming for differently abled youth, Autism Spectrum Disorder, homesickness and knowing how to help awkward children fit in. The Section Leader oversees the Cabin Leaders as they work on developing these skills.

**Please describe how the leadership skills will be developed ? (Mandatory)**

The Section Leader will delegate certain tasks and responsibilities to the Cabin Leaders and is responsible to ensure the Cabin Leader has the ability and training to complete them.

**Describe your Health and Safety Practices in the work environment. (Mandatory)**

- Providing information of the Workplace Hazardous Materials Information System
- Listing work environment hazards
- Providing necessary certifications
- Demonstrating work environment safety
- Providing a safe, inclusive, and healthy work environment free of harassment and discrimination

**Please describe how you will be providing the information of the Workplace Hazardous Materials Information System (Mandatory)**

All staff are required to complete WHMIS/GHS training which is provided online and must provide a copy of the completion certificate.

**Please describe how you will be listing work environment hazards in your organization (Mandatory)**

All staff are trained in possible workplace hazards if applicable to their job position or responsibilities. The Section Leader is aware of all possible hazards and ensure that the Cabin Leaders are educated in these situations.

**Please describe how you will be demonstrating work environment safety (Mandatory)**

All staff members will have completed the Ontario Occupational Health and Safety Act Training either online or in class. Training is provided for the use of any tools or equipment required to complete their duties. The Section Leader will oversee the training and use of any equipment.

**Please describe how you will provide a work environment free of harassment and discrimination (example: policies, guidelines) (Mandatory)**

All staff are trained on the Abuse/Harassment Prevention Policy that is in place. This policy provides steps in reporting these situations and handing resolution. The Section Leader is provided additional training for dealing with any incidences which may occur.

**Please describe how you will be providing necessary certifications (Mandatory)**

Section Leaders must have completed the Ontario Occupational Health and Safety Act Training, WHMIS/GHS training and Ontario Accessibility Disability Act training. Printed certificates must be provided prior to employment.

**Preferred Level of Education of the Participant(Mandatory)**

Post-Secondary

**Will this job provide a career-related work experience? (Mandatory)**

Yes

**Field of Studies (Mandatory)**

Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment. Education - directly related to course study working with children and teens.

**Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)**

No

**Does this job support a national priority? (Mandatory)**

No

**Does this job support your Member of Parliament's local priorities? (Mandatory)**

No

**Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? (Mandatory)**

No

**Number of Participants Requested (Mandatory)**

1

**Anticipated Start Date (Mandatory)**

2019/05/06

**Hourly Wage Requested from ESDC (Mandatory)**

15.00

**Tasks and Responsibilities (Mandatory)**

In consultation with the Camp Director and Program Coordinator they will advise and direct Cabin Leaders in counselling responsibilities. This individual will assist in directing and supporting camp programs and be responsible to organize people and activities. They will support positive cabin living experiences by providing immediate response to Cabin Leaders requiring assistance or counsel campers when situations arise. They will monitor staff and camper programs to ensure maximum safety is attained and assist in camp activities when needed.

**Language required for job: (Mandatory)**

12

**National Occupation Codes NOC Code**

5254

**National Occupation Codes Title**

Program leaders and instructors in recreation, sport and fitness

**Please describe the nature of your supervision plan (Mandatory)**

- On-Site

**Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)**

The Section Leader is directly supervised by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. The Section Leader will have daily contact with the Program Coordinator and receive daily on-going verbal feedback. All training, supervision and tasks are completed on-site.

**Please describe the nature of your mentoring plan: (Mandatory)**

- One-on-one Mentoring

**Provide details of the mentoring plan, such as who will provide mentoring, how the youth will be matched with a mentor, and how the mentor will help the youth develop relevant skills. (Mandatory)**

The Section Leader is directly mentored by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Camp Director. All mentoring and tasks are completed on-site.

**What skills will the participant develop during this placement? (Mandatory)**

- Client service
- Teamwork
- Communication
- Leadership

**Please describe how the client service skills will be developed ? (Mandatory)**

Our clients are our campers. All staff are trained to become competent in dealing with children by attending a week-long pre-camp training session as well as using the Expert Online Training courses which cover Youth Development & Play, Mental Health & Behavior, and Physical & Emotional Safety.

**Please describe how the teamwork skills will be developed ? (Mandatory)**

All of our staff spend much time developing a team dynamic. This is accomplished through pre-camp training sessions, planning and working with other team members to facilitate games activities and support each other with

problem solving scenarios prior to camper arrival. The Section Leader oversees the Cabin Leaders as they work primarily in pairs in supervising children.

**Please describe how the communication skills will be developed ? (Mandatory)**

All of our staff receive communication skills training such as working with ADD/ADHD children, programming for differently abled youth, Autism Spectrum Disorder, homesickness and knowing how to help awkward children fit in. The Section Leader oversees the Cabin Leaders as they work on developing these skills.

**Please describe how the leadership skills will be developed ? (Mandatory)**

The Section Leader will delegate certain tasks and responsibilities to the Cabin Leaders and is responsible to ensure the Cabin Leader has the ability and training to complete them.

**Describe your Health and Safety Practices in the work environment. (Mandatory)**

- Providing information of the Workplace Hazardous Materials Information System
- Listing work environment hazards
- Providing necessary certifications
- Demonstrating work environment safety
- Providing a safe, inclusive, and healthy work environment free of harassment and discrimination

**Please describe how you will be providing the information of the Workplace Hazardous Materials Information System (Mandatory)**

All staff are required to complete WHMIS/GHS training which is provided online and provide a copy of the completion certificate.

**Please describe how you will be listing work environment hazards in your organization (Mandatory)**

All staff are trained in possible workplace hazards if applicable to their job position or responsibilities. The Section Leader is aware of all possible hazards and ensures the Cabin Leaders are educated in these situations.

**Please describe how you will be demonstrating work environment safety (Mandatory)**

All staff members will have completed the Ontario Occupational Health and Safety Act Training either online or in class. Training is provided for the use of any tools, or equipment required to complete their duties. The Section Leader will oversee the training and use of any equipment.

**Please describe how you will provide a work environment free of harassment and discrimination (example: policies, guidelines) (Mandatory)**

All staff are trained on the Abuse/Harassment Prevention Policy that is in place. This policy provides steps in reporting these situations and handing resolution. The Section Leader is provided additional training for dealing with any incidences which may occur.

**Please describe how you will be providing necessary certifications (Mandatory)**

Section Leaders must have completed the Ontario Occupational Health and Safety Act Training, WHMIS/GHS training and Ontario Accessibility Disability Act training. Printed certificates are provided prior to employment.

**Preferred Level of Education of the Participant(Mandatory)**

Post-Secondary

**Will this job provide a career-related work experience? (Mandatory)**

Yes

**Field of Studies (Mandatory)**

Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment. Education - directly related to course study working with children and teens.

**Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)**

No

**Does this job support a national priority? (Mandatory)**

Yes

**Indicate one or more national priority (Mandatory)**

- Organizations which express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market.

**Please choose which groups are underrepresented or have additional barriers to the labour market for which you will express an intent and desire to hire. (Mandatory)**

- Indigenous

**Please describe how your job will express an intent and desire to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market. (Mandatory)**

We have identified an indigenous person for this position if approved.

**Does this job support your Member of Parliament's local priorities? (Mandatory)**

No

**Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? (Mandatory)**

No

**Number of Participants Requested (Mandatory)**

1

**Anticipated Start Date (Mandatory)**

2019/05/06

**Hourly Wage Requested from ESDC (Mandatory)**

15.00

**Tasks and Responsibilities (Mandatory)**

Assisting in providing a balanced program of activities that promotes physical, spiritual, mental and social growth within a safe, challenging and enjoyable atmosphere. The Assistant Program Coordinator must plan and assist in executing a balanced staff training program that will include all camp staff. They must supervise the camp skills program. They must assist in providing direction for all program staff and handle discipline situations for campers as directed by the Camp Director. They also assist in developing leadership skills among staff within the weekly program and help train and upgrade program staff.

**Language required for job: (Mandatory)**

12

**National Occupation Codes NOC Code**

5254

**National Occupation Codes Title**

Program leaders and instructors in recreation, sport and fitness

**Please describe the nature of your supervision plan (Mandatory)**

- On-Site

**Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)**

The Assistant Program Coordinator is directly supervised by the Camp Director who is involved with the training and assessment at all stages. The student will have daily contact with the Camp Director and the Program Coordinator and receive daily on-going verbal feedback. All training, supervision and tasks are completed on-site.

**Please describe the nature of your mentoring plan: (Mandatory)**

- One-on-one Mentoring

**Provide details of the mentoring plan, such as who will provide mentoring, how the youth will be matched with a mentor, and how the mentor will help the youth develop relevant skills. (Mandatory)**

The Assistant Program Coordinator is directly mentored by the Camp Director who is involved with the training and assessment at all stages. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Camp Director and the Program Coordinator. All mentoring and tasks are completed on-site.

**What skills will the participant develop during this placement? (Mandatory)**

- Client service
- Teamwork
- Communication
- Leadership

**Please describe how the client service skills will be developed ? (Mandatory)**

Our clients are our campers and camper's parents. The Assistant Program Coordinator must possess the skills to work with both. All staff are trained to become competent in dealing with children by attending a week-long pre-camp training session as well as using the Expert Online Training courses which cover Youth Development & Play, Mental Health & Behavior, and Physical & Emotional Safety.

**Please describe how the teamwork skills will be developed ? (Mandatory)**

All of our staff spend much time developing a team dynamic. This is accomplished through pre-camp training sessions, planning and working with other team members to facilitate games activities and support each other with problem solving scenarios prior to camper arrival. The Assistant Program Coordinator oversees the Section Leaders as they work primarily with the Cabin Leaders and provides some direction for the Cabin Leaders as well.

**Please describe how the communication skills will be developed ? (Mandatory)**



All of our staff receive communication skills training such as working with ADD/ADHD children, programming for differently abled youth, Autism Spectrum Disorder, homesickness and knowing how to help awkward children fit in. The Assistant Program Coordinator oversees the Section Leaders and Cabin Leaders as they work on developing these skills.

**Please describe how the leadership skills will be developed ? (Mandatory)**

The Assistant Program Coordinator will delegate certain tasks and responsibilities to the Section Leaders and Cabin Leaders and is responsible to ensure the Section Leader has the ability and training to help develop the Cabin Leaders therefore enabling them to complete their tasks. The Program Coordinator oversees the development of these skills.

**Describe your Health and Safety Practices in the work environment. (Mandatory)**

- Providing information of the Workplace Hazardous Materials Information System
- Listing work environment hazards
- Providing necessary certifications
- Demonstrating work environment safety
- Providing a safe, inclusive, and healthy work environment free of harassment and discrimination

**Please describe how you will be providing the information of the Workplace Hazardous Materials Information System (Mandatory)**

All staff are required to complete WHMIS/GHS training which is provided online and provide a copy of the completion certificate.

**Please describe how you will be listing work environment hazards in your organization (Mandatory)**

All staff are trained in possible workplace hazards if applicable to their job position or responsibilities. The Assistant Program Coordinator is aware of all possible hazards and is to ensure that the Section and Cabin Leaders are educated in these situations.

**Please describe how you will be demonstrating work environment safety (Mandatory)**

All staff members will have completed the Ontario Occupational Health and Safety Act Training either online or in class. Training is provided for the use of any tools or equipment required to complete their duties. The Camp Director and Program Coordinator will oversee the training and use of any equipment.

**Please describe how you will provide a work environment free of harassment and discrimination (example: policies, guidelines) (Mandatory)**

All staff are trained on the Abuse/Harassment Prevention Policy that is in place. This policy provides steps in reporting these situations and handling resolution. The Assistant Program Coordinator is provided additional training along with the Section Leaders and Program Coordinator for dealing with any incidences which may occur.

**Please describe how you will be providing necessary certifications (Mandatory)**

The Assistant Program Coordinator must have completed the Ontario Occupational Health and Safety Act Training, WHMIS/GHS training and Ontario Accessibility Disability Act training. Printed certificates are provided with applications prior to employment.

**Preferred Level of Education of the Participant(Mandatory)**

Post-Secondary

**Will this job provide a career-related work experience? (Mandatory)**

Yes

**Field of Studies (Mandatory)**

Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment. Education - directly related to course study working with children and teens.

**Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)**

No

**Does this job support a national priority? (Mandatory)**

Yes

**Indicate one or more national priority (Mandatory)**

- Organizations which express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market.

**Please choose which groups are underrepresented or have additional barriers to the labour market for which you will express an intent and desire to hire. (Mandatory)**

- Indigenous

**Please describe how your job will express an intent and desire to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market. (Mandatory)**

We have identified a possible indigenous college student that could fill this position.

**Does this job support your Member of Parliament's local priorities? (Mandatory)**

No

**Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? (Mandatory)**

No

**Number of Participants Requested (Mandatory)**

1

**Anticipated Start Date (Mandatory)**

2019/05/27

**Hourly Wage Requested from ESDC (Mandatory)**

15.00

**Tasks and Responsibilities (Mandatory)**

In consultation with the Assistant Program Coordinator this individual will assist in the execution of a balanced program of activities that promotes physical, spiritual, mental and social growth within a safe, challenging and enjoyable environment. They will assist in the planning and development of the camp program and will supervise the camp skills program. They will execute the weekly camp program and the daily camp schedule. They are to ensure all the camp activities function correctly with maximum safety. They will provide direction and supervision for the activity leaders.

**Language required for job: (Mandatory)**

12

**National Occupation Codes NOC Code**

5254

**National Occupation Codes Title**

Program leaders and instructors in recreation, sport and fitness

**Please describe the nature of your supervision plan (Mandatory)**

- On-Site

**Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)**

The Activity Coordinator is directly supervised by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. The Activity Coordinator will have daily contact with the Program Coordinator and Assistant Program Coordinator and receive daily on-going verbal feedback. All training, supervision and tasks are completed on-site.

**Please describe the nature of your mentoring plan: (Mandatory)**

- One-on-one Mentoring

**Provide details of the mentoring plan, such as who will provide mentoring, how the youth will be matched with a mentor, and how the mentor will help the youth develop relevant skills. (Mandatory)**

The Activity Coordinator is directly mentored by the Program Coordinator however the Camp Director is involved with the training and assessment at all stages. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Camp Director and Program Coordinator. All mentoring and tasks are completed on-site.

**What skills will the participant develop during this placement? (Mandatory)**

- Client service
- Teamwork
- Communication
- Leadership

**Please describe how the client service skills will be developed ? (Mandatory)**

Our clients are our campers. All staff are trained to become competent in dealing with children by attending a week-long pre-camp training session as well as using the Expert Online Training courses which cover Youth Development & Play, Mental Health & Behavior, and Physical & Emotional Safety.

**Please describe how the teamwork skills will be developed ? (Mandatory)**

All of our staff spend much time developing a team dynamic. This is accomplished through pre-camp training sessions, planning and working with other team members to facilitate games activities and support each other with problem solving scenarios prior to camper arrival. The Activity Coordinator oversee the Cabin Leaders and trains them and mentors them to work primarily in pairs in supervising children.

**Please describe how the communication skills will be developed ? (Mandatory)**

All of our staff receive communication skills training such as working with ADD/ADHD children, programming for differently abled youth, Autism Spectrum Disorder, homesickness and knowing how to help awkward children fit in. The Activity Coordinator assists the the Cabin Leaders as they work on developing these skills.

**Please describe how the leadership skills will be developed ? (Mandatory)**

The Activity Coordinator will delegate certain tasks and responsibilities to the Section Leaders and is responsible to ensure the Section Leader has the ability and training to complete them.

**Describe your Health and Safety Practices in the work environment. (Mandatory)**

- Providing information of the Workplace Hazardous Materials Information System
- Listing work environment hazards
- Providing necessary certifications
- Demonstrating work environment safety
- Providing a safe, inclusive, and healthy work environment free of harassment and discrimination

**Please describe how you will be providing the information of the Workplace Hazardous Materials Information System (Mandatory)**

All staff are required to complete WHMIS/GHS training which is provided online and provide a copy of the completion certificate.

**Please describe how you will be listing work environment hazards in your organization (Mandatory)**

All staff are trained in possible workplace hazards if it is applicable to their job position or responsibilities. The Activity Coordinator is aware of all possible hazards and ensures the Section and Cabin Leaders are educated in these situations.

**Please describe how you will be demonstrating work environment safety (Mandatory)**

All staff members will have completed the Ontario Occupational Health and Safety Act Training either online or in class. Training is provided for the use of any tools or equipment required to complete their duties. The Activity Coordinator is to ensure training and use of any equipment is completed.

**Please describe how you will provide a work environment free of harassment and discrimination (example: policies, guidelines) (Mandatory)**

All staff are trained on the Abuse/Harassment Prevention Policy that is in place. This policy provides steps in reporting these situations and handing resolution. The Activity Coordinator is provided additional training for dealing with any incidences which may occur.

**Please describe how you will be providing necessary certifications (Mandatory)**

The Activity Coordinator must have completed the Ontario Occupational Health and Safety Act Training, WHMIS/GHS training and Ontario Accessibility Disability Act training. Printed certificates are provided prior to employment.

**Preferred Level of Education of the Participant(Mandatory)**

Post-Secondary

**Will this job provide a career-related work experience? (Mandatory)**

Yes

**Field of Studies (Mandatory)**

Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment. Education - directly related to course study working with children and teens.

**Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)**

No

**Does this job support a national priority? (Mandatory)**

No

**Does this job support your Member of Parliament's local priorities? (Mandatory)**

No

**Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? (Mandatory)**

No

**Number of Participants Requested (Mandatory)**

1

**Anticipated Start Date (Mandatory)**

2019/06/30

**Hourly Wage Requested from ESDC (Mandatory)**

15.00

**Tasks and Responsibilities (Mandatory)**

The Cabin Leader will live with a group of assigned campers and help each one profit mentally, socially, physically and spiritually from the camping experience. They will acquaint each camper with the facilities and rules of the camp and be a life-style example to the campers. They must complete program activities as assigned or needed to ensure all program activities function with maximum safety. They will also handle discipline situations for campers (in consultation with the Section Leader).

**Language required for job: (Mandatory)**

12

**National Occupation Codes NOC Code**

5254

**National Occupation Codes Title**

Program leaders and instructors in recreation, sport and fitness

**Please describe the nature of your supervision plan (Mandatory)**

- On-Site

**Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)**

The Cabin Leader is directly supervised by the Assistant Program Coordinator in tandem with the Section Leader however the Camp Director is involved with the training and assessment at all stages. The Cabin Leader will have daily contact with the Section Leader and receive daily on-going verbal feedback. All training, supervision and tasks are completed on-site.

**Please describe the nature of your mentoring plan: (Mandatory)**

- One-on-one Mentoring
- Team Mentoring

**Provide details of the mentoring plan, such as who will provide mentoring, how the youth will be matched with a mentor, and how the mentor will help the youth develop relevant skills. (Mandatory)**

The Cabin Leader is directly mentored by the Section Leader however the Assistant Program Director is involved with the training and assessment at all stages. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Section Leader. All mentoring and tasks are completed on-site.

**What skills will the participant develop during this placement? (Mandatory)**

- Client service
- Teamwork
- Communication
- Leadership

**Please describe how the client service skills will be developed ? (Mandatory)**

Our clients are our campers. All staff are trained to become competent in dealing with children by attending a week-long pre-camp training session as well as using the Expert Online Training courses which cover Youth Development & Play, Mental Health & Behavior, and Physical & Emotional Safety.

**Please describe how the teamwork skills will be developed ? (Mandatory)**

All of our staff spend much time developing a team dynamic. This is accomplished through pre-camp training sessions, planning and working with other team members to facilitate games activities and support each other with problem solving scenarios prior to the campers arrival. Section Leaders oversee the Cabin Leader as they work primarily in pairs in supervising children.

**Please describe how the communication skills will be developed ? (Mandatory)**

All of our staff receive communication skills training such as working with ADD/ADHD children, programming for differently abled youth, Autism Spectrum Disorder, homesickness and knowing how to help awkward children fit in. Section Leaders oversee the Cabin Leader as they work on developing these skills.

**Please describe how the leadership skills will be developed ? (Mandatory)**

Certain tasks and responsibilities are delegated to the Cabin Leader and they responsible to ensure that these taught skills are put into practice with the campers. They must also plan activities that help all campers in the cabin group experience success and promote clear communication and unity among the campers to avoid unnecessary problems. They are required to mentor junior staff members into understanding the need to develop team skills in cooperation with the camp leadership, and the organization and administration of the camp policies, procedures and programs.

**Describe your Health and Safety Practices in the work environment. (Mandatory)**

- Providing information of the Workplace Hazardous Materials Information System
- Listing work environment hazards

- Providing necessary certifications
- Demonstrating work environment safety
- Providing a safe, inclusive, and healthy work environment free of harassment and discrimination

**Please describe how you will be providing the information of the Workplace Hazardous Materials Information System (Mandatory)**

All staff are required to complete WHMIS/GHS training which is provided online and provide a copy of the completion certificate.

**Please describe how you will be listing work environment hazards in your organization (Mandatory)**

All staff are trained in possible workplace hazards if applicable to their job position or responsibilities. The Section Leader is aware of all possible hazards and ensures that the Cabin Leader is educated in these situations.

**Please describe how you will be demonstrating work environment safety (Mandatory)**

All staff members will have completed the Ontario Occupational Health and Safety Act Training either online or in class. Training is provided for the use of any tools, or equipment required to complete their duties. The Cabin Leader will be trained by the Activity Coordinator or Assistant Program Coordinator in the use of any equipment.

**Please describe how you will provide a work environment free of harassment and discrimination (example: policies, guidelines) (Mandatory)**

All staff are trained on the Abuse/Harassment Prevention Policy that is in place. This policy provides steps in reporting these situations and handling resolution.

**Please describe how you will be providing necessary certifications (Mandatory)**

The Cabin Leader must have completed the Ontario Occupational Health and Safety Act Training, WHMIS/GHS training and Ontario Accessibility Disability Act training. Printed certificates are provided prior to employment.

**Preferred Level of Education of the Participant(Mandatory)**

Secondary

**Will this job provide a career-related work experience? (Mandatory)**

Yes

**Field of Studies (Mandatory)**

Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment. Education - directly related to course study working with children and teens.

**Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)**

No

**Does this job support a national priority? (Mandatory)**

No

**Does this job support your Member of Parliament's local priorities? (Mandatory)**

No

**Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? (Mandatory)**

No

**Number of Participants Requested (Mandatory)**

1

**Anticipated Start Date (Mandatory)**

2019/06/30

**Hourly Wage Requested from ESDC (Mandatory)**

15.00

**Tasks and Responsibilities (Mandatory)**

The Cabin Leader will live with a group of assigned campers and help each one profit mentally, socially, physically and spiritually from the camping experience. They will acquaint each camper with the facilities and rules of the camp and be a life-style example to the campers. They must complete program activities as assigned or needed to ensure all program activities function with maximum safety. They will also handle discipline situations for campers (in consultation with the Section Leader).

**Language required for job: (Mandatory)**

12

**National Occupation Codes NOC Code**

5254

**National Occupation Codes Title**

Program leaders and instructors in recreation, sport and fitness

**Please describe the nature of your supervision plan (Mandatory)**

- On-Site

**Provide details of the supervision plan, such as who will supervise and the nature and frequency of supervision (Mandatory)**

The Cabin Leader is directly supervised by the Assistant Program Coordinator in tandem with the Section Leader however the Camp Director is involved with the training and assessment at all stages. The Cabin Leader will have daily contact with the Section Leader and receive daily on-going verbal feedback. All training, supervision and tasks are completed on-site.

**Please describe the nature of your mentoring plan: (Mandatory)**

- One-on-one Mentoring
- Team Mentoring

**Provide details of the mentoring plan, such as who will provide mentoring, how the youth will be matched with a mentor, and how the mentor will help the youth develop relevant skills. (Mandatory)**

The Cabin Leader is directly mentored by the Section Leader however the Assistant Program Director is involved with the training and assessment at all stages. Weekly evaluations focusing on successes and expanded leadership goals for the following week will be conducted by the Section Leader. All mentoring and tasks are completed on-site.

**What skills will the participant develop during this placement? (Mandatory)**

- Client service
- Teamwork
- Communication
- Leadership

**Please describe how the client service skills will be developed ? (Mandatory)**

Our clients are our campers. All staff are trained to become competent in dealing with children by attending a week-long pre-camp training session as well as using the Expert Online Training courses which cover Youth Development & Play, Mental Health & Behavior, and Physical & Emotional Safety.

**Please describe how the teamwork skills will be developed ? (Mandatory)**

All of our staff spend much time developing a team dynamic. This is accomplished through pre-camp training sessions, planning and working with other team members to facilitate games activities and support each other with problem solving scenarios prior to camper arrival. Section Leaders oversee the Cabin Leader as they work primarily in pairs in supervising children.

**Please describe how the communication skills will be developed ? (Mandatory)**

All of our staff receive communication skills training such as working with ADD/ADHD children, programming for differently abled youth, Autism Spectrum Disorder, homesickness and knowing how to help awkward children fit in. Section Leaders oversee the Cabin Leader as they work on developing these skills.

**Please describe how the leadership skills will be developed ? (Mandatory)**

Certain tasks and responsibilities are delegated to the Cabin Leader and they are responsible to ensure that these taught skills are put into practice with the campers. They must also plan activities that help all campers in the cabin group experience success and promote clear communication and unity among the campers to avoid unnecessary problems. They are required to mentor junior staff members into understanding the need to develop team skills in cooperation with the camp leadership, and the organization and administration of the camp policies, procedures and programs.

**Describe your Health and Safety Practices in the work environment. (Mandatory)**

- Providing information of the Workplace Hazardous Materials Information System
- Listing work environment hazards
- Providing necessary certifications
- Demonstrating work environment safety
- Providing a safe, inclusive, and healthy work environment free of harassment and discrimination

**Please describe how you will be providing the information of the Workplace Hazardous Materials Information System (Mandatory)**

All staff are required to complete WHMIS/GHS training which is provided online and provide a copy of the completion certificate.

**Please describe how you will be listing work environment hazards in your organization (Mandatory)**

All staff are trained in possible workplace hazards if applicable to their job position or responsibilities. The Section Leader is aware of all possible hazards and ensures that the Cabin Leader is educated in these situations.

**Please describe how you will be demonstrating work environment safety (Mandatory)**

All staff members will have completed the Ontario Occupational Health and Safety Act Training either online or in class. Training is provided for the use of any tools or equipment required to complete their duties. The Cabin Leader will be trained in the use of any of this equipment.

**Please describe how you will provide a work environment free of harassment and discrimination (example: policies, guidelines) (Mandatory)**

All staff are trained on the Abuse/Harassment Prevention Policy that is in place. This policy provides steps in reporting these situations and handing resolution.

**Please describe how you will be providing necessary certifications (Mandatory)**

The Cabin Leader must have completed the Ontario Occupational Health and Safety Act Training, WHMIS/GHS training and Ontario Accessibility Disability Act training. Printed certificates are provided prior to employment.

**Preferred Level of Education of the Participant(Mandatory)**

Secondary

**Will this job provide a career-related work experience? (Mandatory)**

Yes

**Field of Studies (Mandatory)**

Parks & Recreation - directly related to course study working with children, teens and parents in an outdoor environment. Education - directly related to course study working with children and teens.

**Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)**

No

**Does this job support a national priority? (Mandatory)**

Yes

**Indicate one or more national priority (Mandatory)**

- Organizations which express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market.

**Please choose which groups are underrepresented or have additional barriers to the labour market for which you will express an intent and desire to hire. (Mandatory)**

- Indigenous

**Please describe how your job will express an intent and desire to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market. (Mandatory)**

We are hoping to hire an indigenous student we have identified once approved.

**Does this job support your Member of Parliament's local priorities? (Mandatory)**

No

**Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement? (Mandatory)**

No

**Have you applied or will you apply for other sources of funding for the job requested? (Mandatory)**

No

**Does your organization owe any amounts to the Government of Canada?(taxes, penalties, overpayments, etc.) (Mandatory)**

No

**Will you require an advance payment to pay the participant should your application be approved? (Mandatory)**

Yes

**Do you want to be informed about future Canada Summer Jobs Calls for Proposals process?**

Yes

**Can Service Canada contact you regarding other call for proposals from the Department?**

No

### Calculation of Employer's Total Cost, Including Contribution Requested

NOTE: Each approved job is intended for one student

					Wages		Not-for-profit employers only		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Job Title	Number of Participants Requested	Anticipated Start Date (YYYY/MM/DD)	Number of Weeks Requested	Number of Hours per Week Requested	Hourly Wage to be Paid to the Participant	Hourly Wage Requested from ESDC*	MERCs** Requested	Total contribution requested from ESDC [(bxdxexg)+h]	Total employer contribution (Wage and MERCs if applicable)
Male Section Leader	1	2019/05/06	16	40	15	15	0	9600	0
Female Section Leader	1	2019/05/06	16	40	15	15	0	9600	0
Assistant Program Coordinator	1	2019/05/06	16	40	15	15	0	9600	0
Activity Coordinator	1	2019/05/27	12	40	15	15	0	7200	0
Cabin Leader	1	2019/06/30	8	40	15	15	0	4800	0
Cabin Leader	1	2019/06/30	8	40	15	15	0	4800	0
Total	6	N/A	N/A	N/A	N/A	N/A	N/A	45600	0

\*ESDC = Employment and Social Development Canada

\*\*MERC = Mandatory Employment Related Costs

Once completed and submitted, this Canada Summer Jobs application, if approved by Service Canada, will form the agreement between Canada and the organization. The organization will then be subject to the attached Canada Summer Jobs Articles of Agreement and agrees to return the Payment Claim form (EMP 5398) no longer than 30 days after the job is complete. The organization agrees under this agreement to provide the job at the hourly wage rate, for the number of hours per week and the number of weeks described in the Calculation of Approved Canada Summer Jobs Contribution Amount document.

Canada Summer Jobs provides wage subsidies to employers to create employment for youth between the ages of 15 and 30 years. Again this year, Canada Summer Jobs welcomes applications from small businesses, not-for-profit employers, public sector and faith-based organizations that provide quality summer jobs for youths.

#### Attestation

On behalf of my organization I attest that:

- I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
- I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
- The job would not be created without the financial assistance provided under a potential contribution agreement;
- Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

\* Please refer to the Applicant Guide for further information regarding eligible activities and organization's mandate.

I attest: Yes

#### Name of the Organization's Representative (Mandatory)

Mr Larry A Chupa

#### Position Title of the Organization's Representative (Mandatory)

Director/Administrator

Date: 2019-1-22



SECRET  
IRBV

## MEMORANDUM TO THE REGIONAL ASSISTANT DEPUTY MINISTER, ONTARIO

CANADA SUMMER JOBS 2019: DETERMINATION OF PROJECT ELIGIBILITY

## FOR DECISION AT YOUR EARLIEST CONVENIENCE

- The purpose of this memorandum is to seek your decision on project eligibility further to the application submitted by BCM International (Canada) Inc. Project Number# 016152738 to Canada Summer Jobs (CSJ) 2019. The project requests \$23520 to fund 6 jobs. The organization's activities, as set out in the application, are as follows:  
Mill Stream Bible Camp & Retreat Centre offers a variety of summer camps in July and August and has year round retreat facilities for ministering to youth and adults. Mill Stream Bible Camp & Retreat Centre is a Bible-based, nondenominational organization. We are dedicated to developing Christian character in young people and leadership skills in youth and adults, through spiritual, physical, mental and social experiences in a camping environment and through our summer programs. We provide flexible programs, therefore giving exposure to new areas of interest and providing an atmosphere of fun, fellowship and Christian living.
- The application was referred to and reviewed by the Escalation Committee for the following reason(s): Project or job activity eligibility
  - ☒ The applicant was sent a "Missing Information and Request for Clarification" letter and given five (5) days to provide the missing information or clarification.
    - ☒ The applicant provided the missing information or clarification that was duly considered by the Escalation Committee; or,
    - ☐ The applicant did not provide, or has not yet provided, the missing information or clarification.
  - ☐ A "Missing Information and Request for Clarification" letter was not sent to the applicant as the information contained in the application was complete and clear.
- The application in question is enclosed for your reference (Annex A). Also enclosed is the evidence reviewed by the Escalation Committee (Annex B).

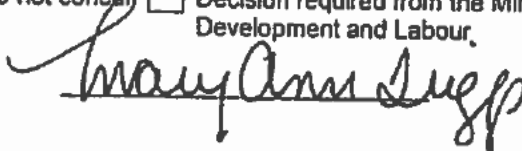
## RECOMMENDATION

- Based on a review of the relevant documents and information, the Escalation Committee recommends a decision of Not eligible for the following reason(s):
  - Project or job activity eligibility

## NEXT STEPS

- As per your decision, the Department will take one of the following steps as appropriate:
  - if eligible, proceed with the recommendation of the application;
  - if ineligible, record the decision of Ineligibility.
- I am available to brief you on this issue at your convenience.

Tom Azouz  
Director General, Ontario Region, Program Delivery Branch
☒ I concur    ☐ I do not concur    ☐ Decision required from the Minister of Employment, Workforce Development and Labour.



MAR 15 2019

Attachments: 2

Mary Ann Triggs, Regional ADM

Date

AR473

Emplois d'été Canada (EÉC) 2019  
Comité de transmission aux échelons supérieurs – Niveau 1

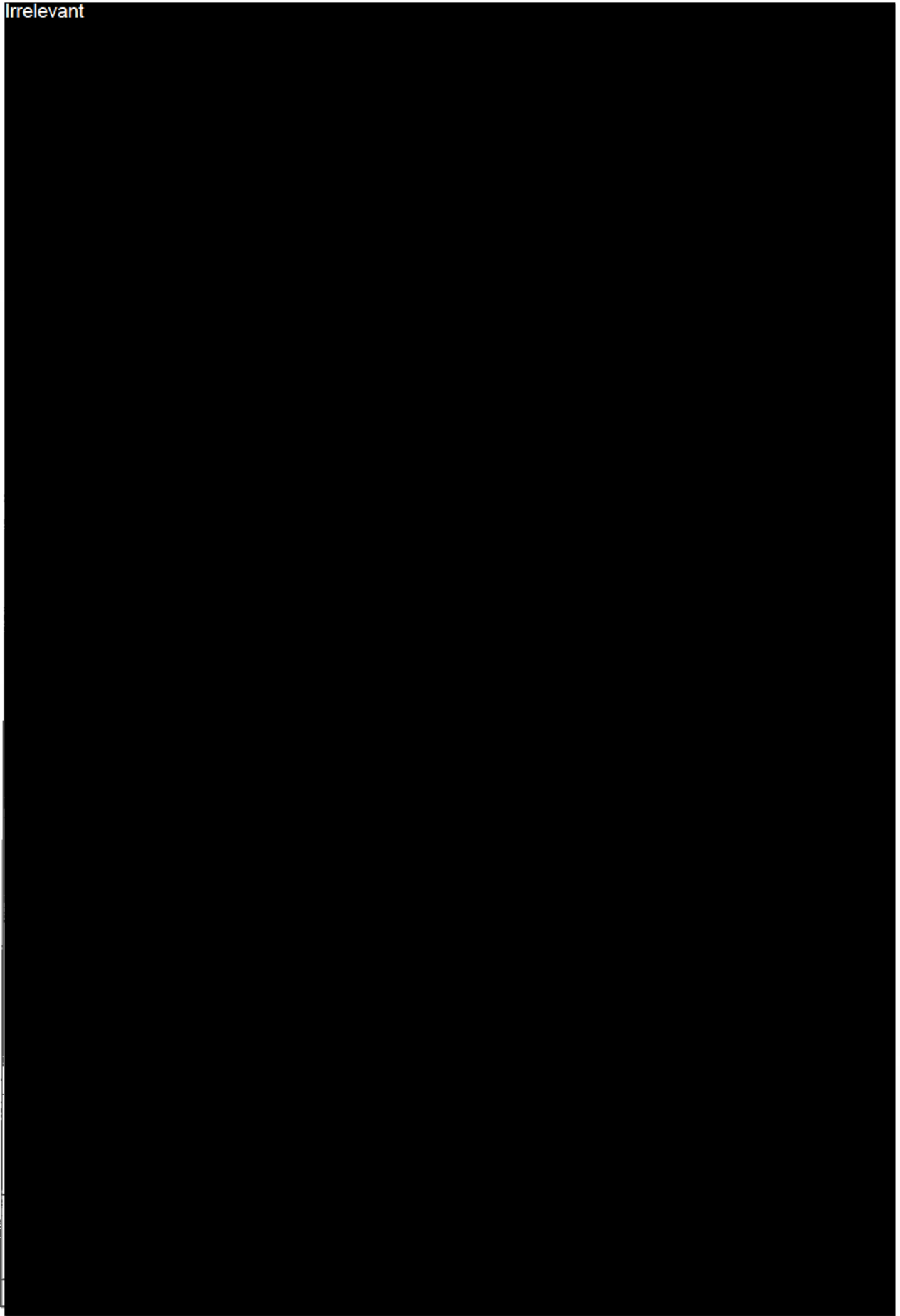
Canada Summer Jobs (CSJ) 2019  
Escalation Committees Meeting – Level 1

Co-président / Co-chair : Saajida Deen (AC/NHQ) / Sarah Touchie (ATL)

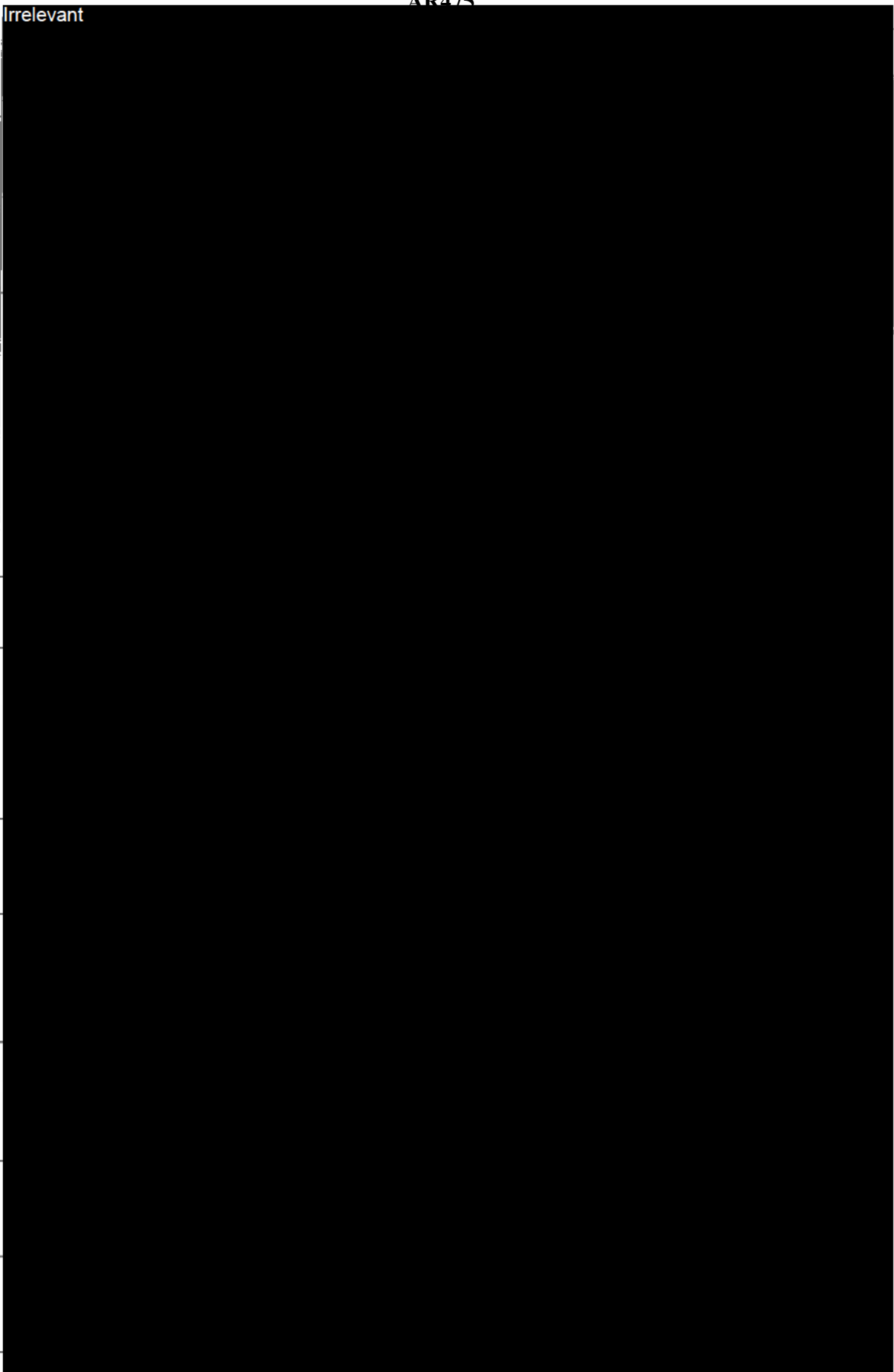
27 février 2019 - February 27, 2019  
12h00-14h00 – 12:00-2:00 pm (HE/ET)

Région/ Region	No Projet/ Project #	Problématique à soulever / Issues to be Raised	Links	Notes
Irrelevant				

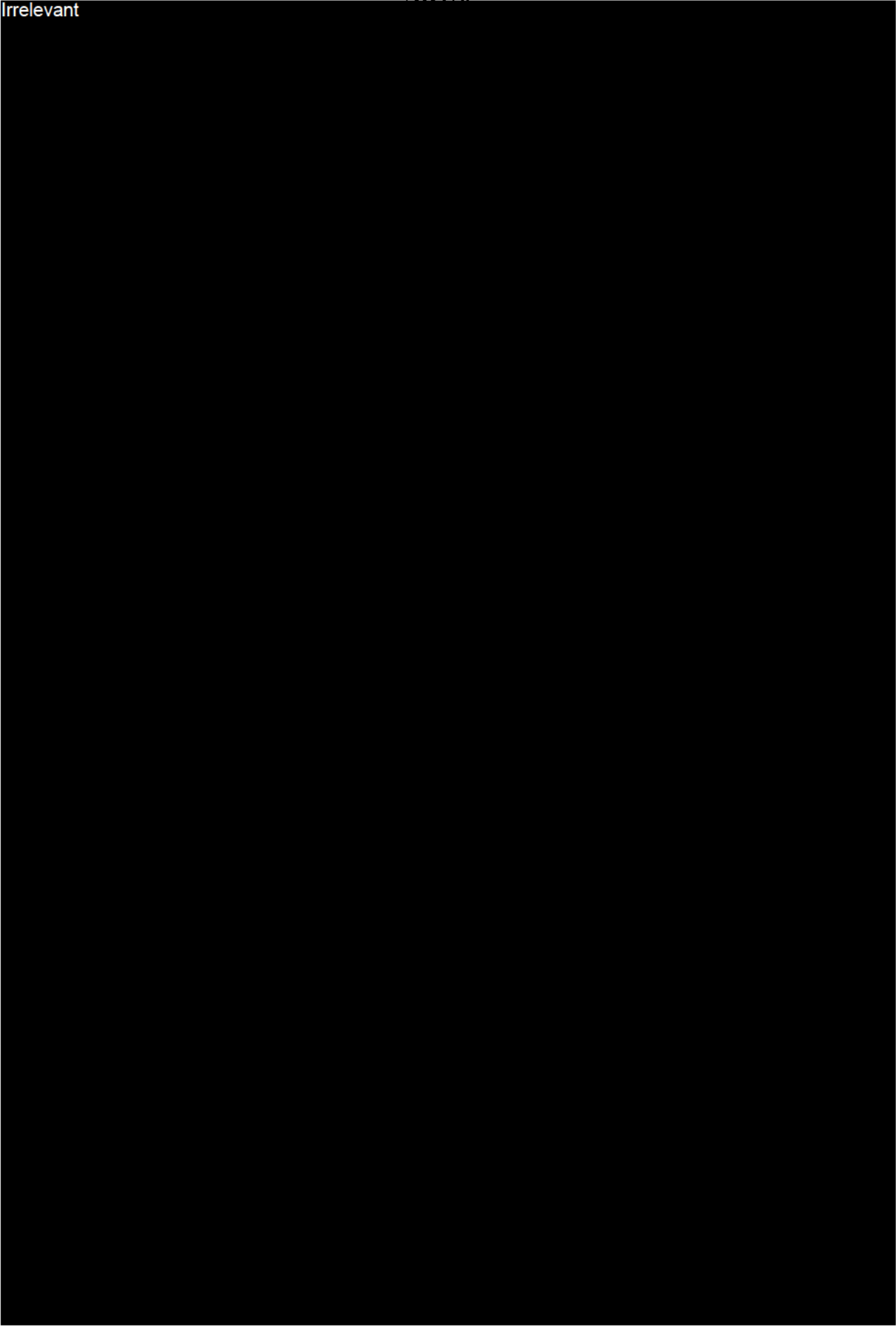
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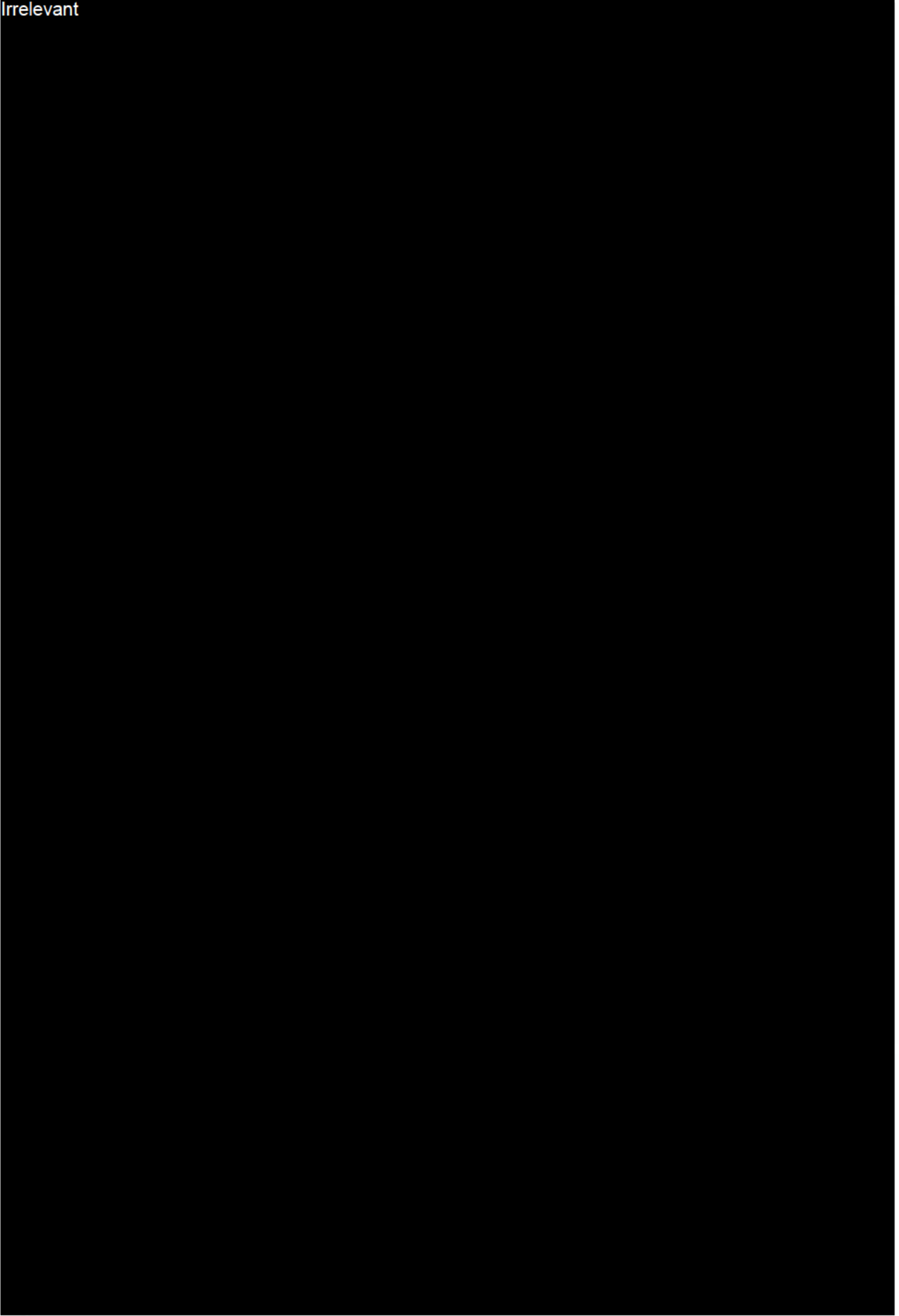
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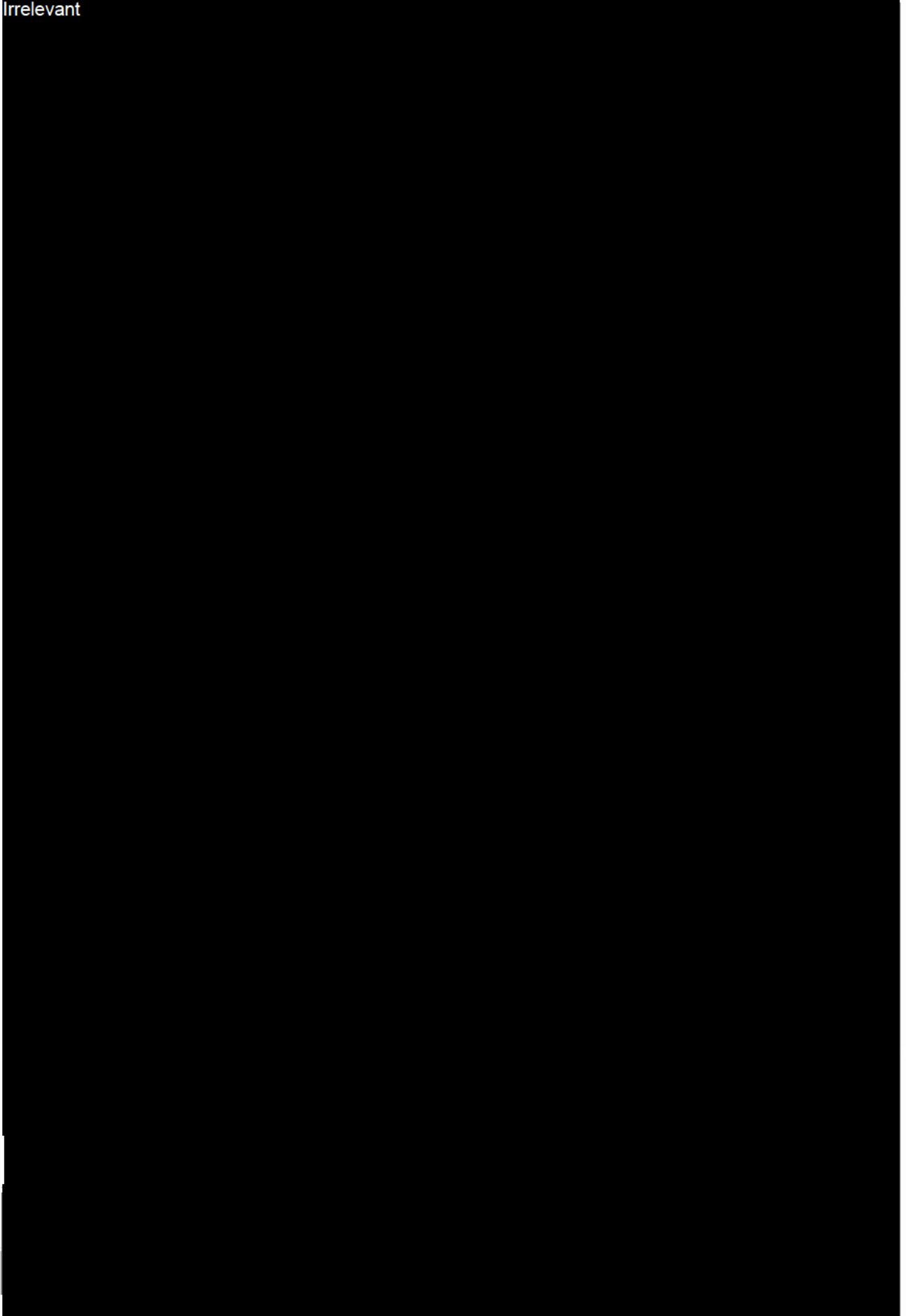
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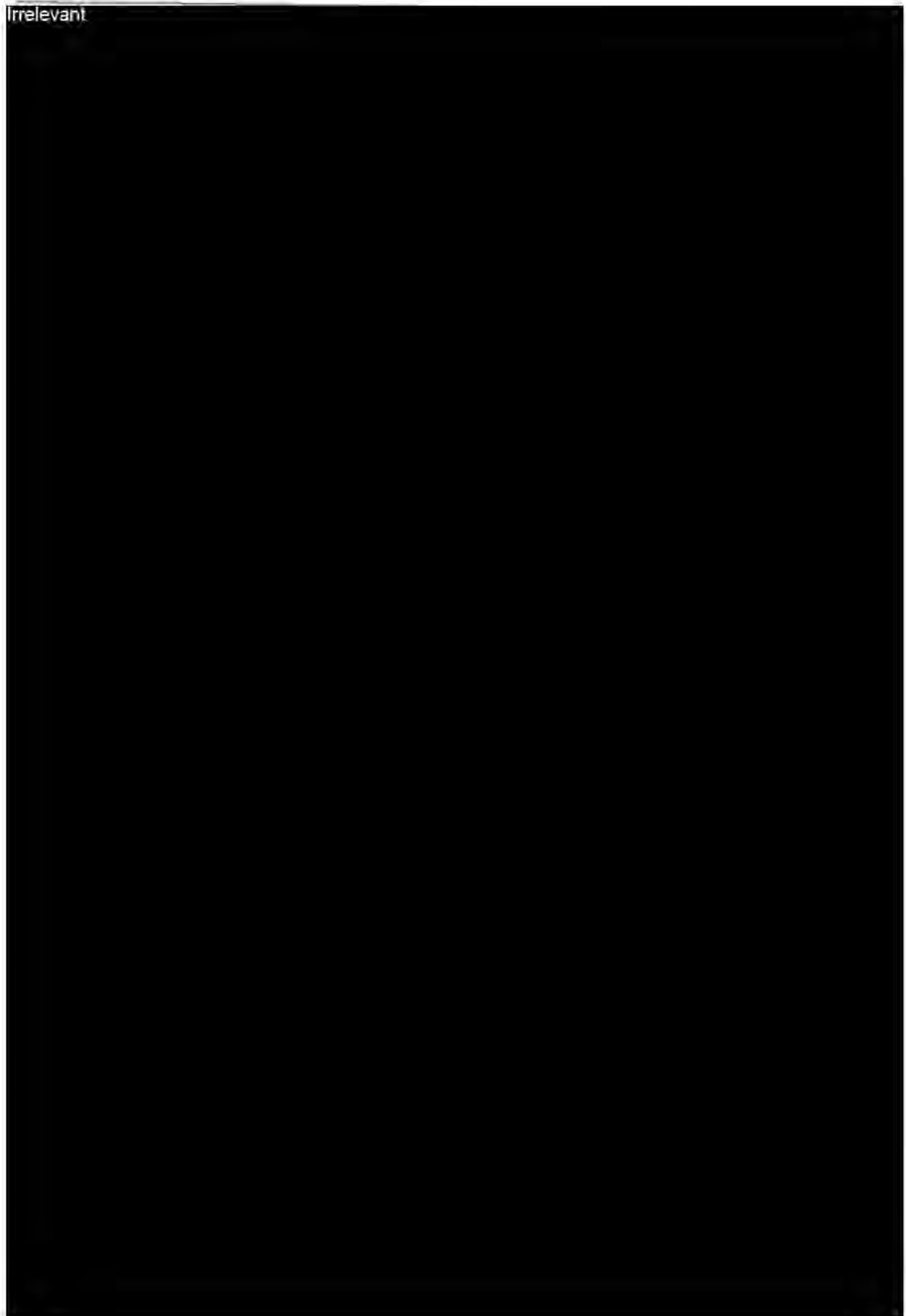
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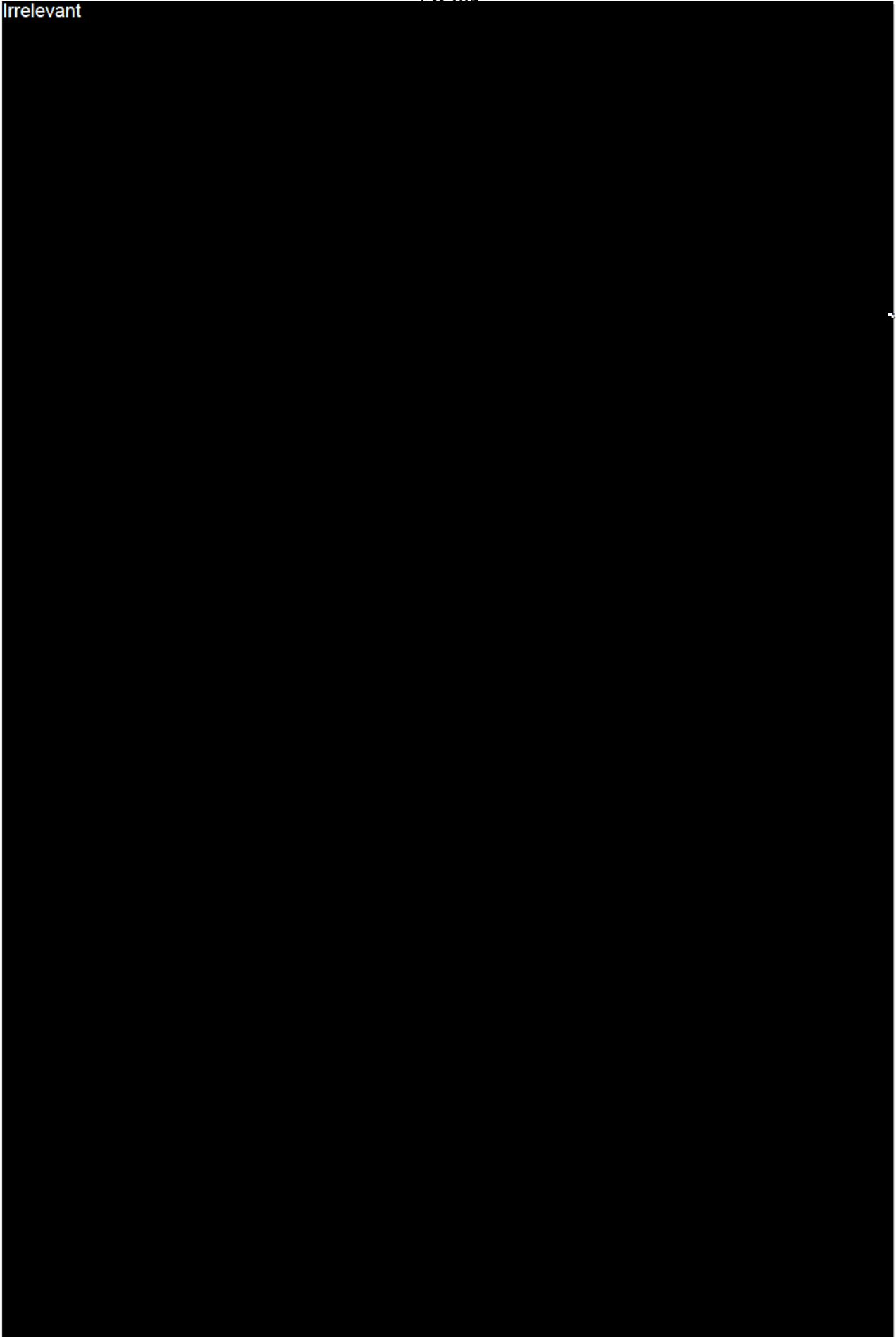
A.D. 480

Irrelevant



Irrelevant





**Haughton, Edward E [ON]**

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**From:** Duffey, Victoria J [ON]  
**Sent:** 2019-03-05 12:20 PM  
**To:** 'office@millstream.camp'  
**Subject:** RE: Missing information on your Canada Summer Jobs application - Project Number: 016152738

Hi Larry,

Thank you for confirming, can you please provide the date(s) of the 5 day training for each position?

Male Section Leader  
 Female Section Leader  
 Assistant Program Coordinator  
 Activity Coordinator  
 Cabin Leader

You must provide Service Canada with the missing information within 5 business days following the date of this correspondence. If clarification is required regarding elements of your application, please review the Applicant Guide and program eligibility requirements.

**If you fail to respond within the above specified timeframe, your application will be deemed ineligible.**

The Department's decisions on the Canada Summer Jobs application process are final. However, if you have any questions concerning your application, please contact me at (289) 269-4084.

Please include your project number in all future correspondence.

Thank-you,

**Victoria Duffey**

Senior Program Development Officer  
 Program Delivery Branch (PDB) / Ontario Region  
 Service Canada / Government of Canada  
[victoria.lee@servicecanada.gc.ca](mailto:victoria.lee@servicecanada.gc.ca) / Tel: 289-269-4084

Agente principale de l'élaboration des programmes /  
 Direction générale de l'exécution des programmes (DGEP) / Région de l'Ontario  
 Service Canada / Gouvernement du Canada  
[victoria.lee@servicecanada.gc.ca](mailto:victoria.lee@servicecanada.gc.ca) / Tél. : 289-269-4084

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**From:** Office (Mill Stream) <office@millstream.camp>  
**Sent:** 2019-03-04 1:14 PM  
**To:** Duffey, Victoria J [ON] <victoria.lee@servicecanada.gc.ca>  
**Subject:** RE: Missing information on your Canada Summer Jobs application - Project Number: 016152738

Other and/or Additional Information: Training: Please confirm the duration of and compensation provided for all mandatory training for the requested jobs (listed below).

All job positions would be a at a minimum of 5 days of training paid at the same rate that would be received (if approved) by Canada Summer Jobs for each of the positions listed below:

- Male Section Leader
- Female Section Leader
- Assistant Program Coordinator
- Activity Coordinator
- Cabin Leader

Please notify me if you require additional details.

Larry

Larry Chupa  
Mill Stream Bible Camp  
& Retreat Centre  
880 Old Mill Road  
Omemee, ON, CAN  
K0L 2W0

Phone: 705.799.6521  
Fax: 705.799.1465  
Email: [office@millstream.camp](mailto:office@millstream.camp)  
Web Site: [www.millstream.camp](http://www.millstream.camp)  
Facebook: [www.facebook.com/millstream.7](https://www.facebook.com/millstream.7)  
Instagram: [millstreambiblecamp](https://www.instagram.com/millstreambiblecamp)




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**From:** SV-SF-CSOS [<mailto:no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>]  
**Sent:** Thursday, February 28, 2019 12:33 PM  
**To:** Mr Larry A Chupa  
**Subject:** Missing information on your Canada Summer Jobs application - Project Number: 016152738

2019/02/28

Mr Larry A Chupa  
BCM International (Canada) Inc.  
880 OLD MILL RD  
OMEMEE ON K0L 2W0

**Project Number:** # 016152738

**Constituency:** Haliburton-Kawartha Lakes-Brock

**Subject:** Missing information or clarification required on your Canada Summer Jobs application

Thank you for applying for funding under the Canada Summer Jobs program. Your application is missing and/or requires clarification of an essential requirement in your application:

- Other and/or Additional Information: Training: Please confirm the duration of and compensation provided for all mandatory training for the requested jobs (listed below).

Male Section Leader  
Female Section Leader  
Assistant Program Coordinator  
Activity Coordinator  
Cabin Leader

You must provide Service Canada with the missing information within 5 business days following the date of this correspondence. If clarification is required regarding elements of your application, please review the Applicant Guide and program eligibility requirements.

**If you fail to respond within the above specified timeframe, your application will be deemed ineligible.**

The Department's decisions on the Canada Summer Jobs application process are final. However, if you have any questions concerning your application, please contact me at (289) 269-4084.

Please include your project number in all future correspondence.

Sincerely,

Lee, Tori  
Service Canada  
STN DON MILLS, P.O. BOX 538  
North York ON M3C 0N9  
victoria.lee@servicecanada.gc.ca



Virus-free. [www.avast.com](http://www.avast.com)



**Haughton, Edward E [ON]**

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**From:** Office (Mill Stream) <office@millstream.camp>  
**Sent:** 2019-03-08 3:26 PM  
**To:** Duffey, Victoria J [ON]  
**Subject:** RE: Missing information on your Canada Summer Jobs application - Project Number: 016152738

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

The date(s) of the 5 day training for each position:

Male Section Leader – May 6-10/19  
 Female Section Leader – May 6-10/19  
 Assistant Program Coordinator – May 6-10/19  
 Activity Coordinator – May 27-31/19  
 Cabin Leader – July 1-5/19

Please notify me if you require additional details.

Larry

*Larry Chupa  
 Mill Stream Bible Camp  
 & Retreat Centre  
 880 Old Mill Road  
 Omeme, ON, CAN  
 K0L 2W0*

*Phone: 705.799.6521  
 Fax: 705.799.1465  
 Email: [office@millstream.camp](mailto:office@millstream.camp)  
 Web Site: [www.millstream.camp](http://www.millstream.camp)  
 Facebook: [www.facebook.com/millstream.7](https://www.facebook.com/millstream.7)  
 Instagram: [millstreambiblecamp](https://www.instagram.com/millstreambiblecamp)*



This email has been checked for viruses by Avast antivirus software.  
[www.avast.com](http://www.avast.com)

<http://www.millstream.camp/2018staffapplication.pdf>

The screenshot shows a web browser window with the URL <http://www.millstream.camp>. The browser's address bar and tabs are visible at the top. The main content area displays a staff application form. The form is divided into several sections:

- Personal Information:** This section contains multiple rows of input fields for Name, Address, City, Postal Code, Tel. No., Email, Relationship, and Years Known. A search box with a dropdown menu (showing 'training') and 'Previous' and 'Next' buttons is located in the top right corner of the form area.
- AVAILABILITY:** This section contains text about the required weeks of work and a list of specific weeks:
  - JULY 8-14 Trekkin' Camp
  - JULY 15-21 Trekkin' Camp
  - JULY 22-24 Beginn'n' Camp
  - AUGUST 5-11 Trekkin' Camp
  - AUGUST 12-18 Trailblazin' Camp
- Training Requirements:** This section includes a mandatory attendance requirement for precamp training and a statement of understanding:
 

ALL STUDENTS: It is mandatory to attend all of the required precamp training held from Friday, June 29<sup>th</sup> at 7pm to Friday, July 6<sup>th</sup> at 7pm to work at Mill Stream.

The precamp training week is an unpaid week. I understand that if I do not attend the required training I may not be hired.

☐ YES, I agree to attend.
- Monetary Compensation:** This section asks if monetary compensation is required for the weeks serving, with options for YES or NO.

2018  
**SUMMER CAMP  
STAFF APPLICATION**

880 Old Mill Rd., Omeme, ON K0L 2W0  
Phone: 705.799.6521 Fax: 705.799.1465  
Email: office@millstream.camp  
Web Address: www.MillStream.camp

**CONFIDENTIAL**

Failure to complete ALL questions will only delay processing your application.  
New and returning applicants may require an in-person interview.  
Please print clearly or type.

**APPLICANT INFORMATION**

Name:	Address:	City:	Province:	Postal Code:
Phone #:	E-mail:	facebook Account:		
Alternate #:	Birth Date:	Age as of July 1, 2018: (Minimum 15)	Grade completed as of July 1, 2018:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
List any college or extended education Name, Location, Grade or Year Level:				Number of camper age dependents attending camp:
Indicate T-Shirt Size: Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> X-Large <input type="checkbox"/> XX-Large <input type="checkbox"/>				

**PERSONAL**

Why did you apply to be a camp staff member?

What is your objective in life?

Experience as camp counselor; where, age group, activities:

Have you ever been convicted of a crime or do you currently have charges pending? If yes, please include explanation:

Have you ever been convicted of a crime or do you currently have charges pending? If yes, please include explanation: ☐ yes ☐ no If no, are you willing to undergo a Police Records Check? ☐ yes ☐ no

**CURRENT / MOST RECENT EMPLOYER**

Contact Name	Title	Employment from	to
Company	Address	City	
Province	Postal Code	Tel. No.	Fax No.
Responsibilities			

**PREVIOUS EMPLOYMENT**

Contact Name	Title	Employment from	to
Company	Address	City	
Province	Postal Code	Tel. No.	Fax No.
Responsibilities			

**MINISTRY OPPORTUNITIES**

What position are you interested in? Indicate preference in order your first, second and third choice by marking 1, 2 or 3 in the following list.  
Note that there are minimum age requirements for all positions. You may be required to fill 2 positions should one position have limited time requirements.

LEADERSHIP STAFF	<input type="checkbox"/> Program Coordinator	<input type="checkbox"/> Program Assistant	<input type="checkbox"/> Head Cabin Leader
PROGRAM STAFF	<input type="checkbox"/> Cabin Leader	<input type="checkbox"/> Assistant Cabin Leader	<input type="checkbox"/> Bible Teacher
SUPPORT STAFF	<input type="checkbox"/> Camp Nurse	<input type="checkbox"/> Camp Cook	<input type="checkbox"/> Kitchen Aide
SPECIALTY STAFF	<input type="checkbox"/> Head Lifeguard	<input type="checkbox"/> Lifeguard	<input type="checkbox"/> Assistant Lifeguard
			<input type="checkbox"/> Dining Hall
			<input type="checkbox"/> Maintenance
			<input type="checkbox"/> Housekeeping
			<input type="checkbox"/> Leader
			Other:

**CAMP PROGRAM INTERESTS AND SKILLS**

Carefully check program skills below which hold special interest for you and those in which you can be lead or assist.  
Core Electives are programs which must be offered each week.  
Auxiliary Electives are programs which are offered dependent upon having enough personnel who have the ability to teach them after the Core Electives have been assigned.

**CORE ELECTIVES**

You must check at least 2 programs that you are willing to lead, double checkmark these.  
As well, you must check at least 2 programs that you are willing to assist, single checkmark these.  
During pre-camp training we will determine which programs you will either lead or assist based on what you have indicated below.  
Check as many extra programs as applicable. This list will be used as a basis for what programs we will offer and what you will teach.

<input type="checkbox"/> Swim Lessons	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Archery	<input type="checkbox"/> Drama	<input type="checkbox"/> Sports	<input type="checkbox"/> Nature Study	<input type="checkbox"/> Music	<input type="checkbox"/> Crafts
---------------------------------------	-----------------------------------	----------------------------------	--------------------------------	---------------------------------	---------------------------------------	--------------------------------	---------------------------------

**AUXILIARY ELECTIVES**

Check as many extra programs as applicable that you would like to be involved in.  
If you are willing to lead, double checkmark these. If you are willing to assist, single checkmark these.

File Edit Go to Favorites Help

Vali... CSJ... CSGC Elec... Find... HR... Pers... GCOS... COE... Cent... OT T...

2 / 4 78.7%

### CAMP PROGRAM INTERESTS AND SKILLS

Carefully check program skills below which hold special interest for you and those in which you can be lead or assist.

Core Electives are programs which must be offered each week.

Auxiliary Electives are programs which are offered dependent upon having enough personnel who have the ability to teach them after the Core Electives have been assigned.

#### CORE ELECTIVES

You must check at least 2 programs that you are willing to lead, double checkmark these.

As well, you must check at least 2 programs that you are willing to assist, single checkmark these.

During pre-camp training we will determine which programs you will either lead or assist based on what you have indicated below.

Check as many extra programs as applicable. This list will be used as a basis for what programs we will offer and what you will teach.

<input type="checkbox"/> Swim Lessons	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Archery	<input type="checkbox"/> Drama	<input type="checkbox"/> Sports	<input type="checkbox"/> Nature Study	<input type="checkbox"/> Music	<input type="checkbox"/> Crafts
---------------------------------------	-----------------------------------	----------------------------------	--------------------------------	---------------------------------	---------------------------------------	--------------------------------	---------------------------------

#### AUXILIARY ELECTIVES

Check as many extra programs as applicable that you would like to be involved in.

If you are willing to lead, double checkmark these. If you are willing to assist, single checkmark these.

<input type="checkbox"/> Bible Teaching	<input type="checkbox"/> Geocaching	<input type="checkbox"/> First Aid/CPR	<input type="checkbox"/> Sign Language	<input type="checkbox"/> Drawing	<input type="checkbox"/> Pioneering
<input type="checkbox"/> Photography	<input type="checkbox"/> Puppets	<input type="checkbox"/> Singing	<input type="checkbox"/> Storytelling	<input type="checkbox"/> Scrapbooking	<input type="checkbox"/> Other

Indicate if you have any special qualifications below (e.g. ORCA, NLS, etc.).

Is there any activity or hobby in which you have done special work or have special ability? Give details:

### CAMP PROGRAM ACTIVITIES

Check off any activities you would be interested in being involved with. Check all that are applicable.

<input type="checkbox"/> Challenge Course	<input type="checkbox"/> Audio Equipment	<input type="checkbox"/> Lifeguarding	<input type="checkbox"/> Videography	<input type="checkbox"/> Gardening	<input type="checkbox"/> Rock Climbing
<input type="checkbox"/> Campfire Program	<input type="checkbox"/> Fishing	<input type="checkbox"/> Song Leading	<input type="checkbox"/> Grounds Maint.	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Do you swim? What YMCA or Red Cross Ratings do you hold (please list all):

Do you play a musical instrument? ☐ No ☐ Yes If yes, which?

### REFERENCES

(required for ALL NEW applications only)

Provide names of four individuals (not relatives) who know you well.  
(Example: Pastor, Youth Leader, Employer, School Official, Coach, Church Member)

Ensure that your references are aware that they will be contacted. Email is the preferred and quickest method of communication.

References will be required to complete and return a written form by email, fax or postal mail.

Pastor/Youth Leader	Name of Church	Years Known
Address	City	Province
Postal Code	Tel. No.	Email
Name	Relationship	Years Known
Address	City	Province
Postal Code	Tel. No.	Email
Name	Relationship	Years Known
Address	City	Province
Postal Code	Tel. No.	Email
Name	Relationship	Years Known
Address	City	Province
Postal Code	Tel. No.	Email

### AVAILABILITY

\*Student staff must apply for the entire 4 ½ weeks of summer camp in July and August.

\*Additional weeks to serve may be available.

\*Adult staff circle the weeks you are available.

The weeks you are required to work are  
JULY 8-14 Trekkin' Camp  
JULY 15-21 Trekkin' Camp  
JULY 22-24 Beginnin' Camp  
AUGUST 5-11 Trekkin' Camp  
AUGUST 12-18 Trailblazin' Camp

ALL STUDENTS: It is mandatory to attend all of the required precamp training held from Friday, June 23<sup>rd</sup> at 7pm to Friday, July 6<sup>th</sup> at 7pm to work at Mill Stream.

The precamp training week is an unpaid week. I understand that if I do not attend the required training I may not be hired.

☐ YES, I agree to attend.

IS MONETARY COMPENSATION REQUIRED FOR THE WEEKS SERVING? ☐ YES ☐ NO

### DOCTRINAL QUESTIONNAIRE

INSTRUCTIONS FOR COMPLETING THIS SECTION – READ CAREFULLY

FOR ALL NEW STAFF:	1) This section must be completed entirely before you can be considered to serve this summer. 2) Fill out all questions below completely. Include scriptural references for each question where requested. You may use a separate sheet of paper if needed. Incomplete answers will delay your application.
FOR RETURNING STAFF ONLY:	Complete both steps: 1) Check one: <input type="checkbox"/> There are no changes in my Doctrinal Questionnaire (Go to step 2) <input type="checkbox"/> There are changes in my Doctrinal Questionnaire (Make changes in the sections below) 2) All returning staff must complete on a separate piece of paper answers to the following questions: a. In what ways did you grow and develop as a person last summer at camp;



IS MONETARY COMPENSATION REQUIRED FOR THE WEEKS SERVING? ☐ YES ☐ NO

---

**DOCTRINAL QUESTIONNAIRE**  
INSTRUCTIONS FOR COMPLETING THIS SECTION – READ CAREFULLY

<b>FOR ALL NEW STAFF:</b>	1) This section must be completed entirely before you can be considered to serve this summer. 2) Fill out all questions below completely. Include scriptural references for each question where requested. You may use a separate sheet of paper if needed. Incomplete answers will delay your application.
<b>FOR RETURNING STAFF ONLY:</b>	Complete both steps: 1) Check one: <input type="checkbox"/> There are no changes in my Doctrinal Questionnaire (Go to step 2) <input type="checkbox"/> There are changes in my Doctrinal Questionnaire (Make changes in the sections below) 2) All returning staff must complete on a separate piece of paper answers to the following questions: a. In what ways did you grow and develop as a person last summer at camp; b. How you have maintained your spiritual growth this year c. What, if anything, would you do differently this coming summer at camp The length of your answers are not important, however the content is.

Church you attend:	Are you a Member: <input type="checkbox"/> yes <input type="checkbox"/> no	Your Involvement at your Church:
Pastor's Name:	Church Phone Number:	

**SECTION 1 Salvation**

a) Explain how you came to know Christ as your Savior. Please try to be specific about your experience.

b) How long have you been saved?

c) Is every one born in sin and is a sinner? Give one verse to support your answer:

d) Did Christ die in our place for our sins? Give one verse to support your answer:

e) Can our good works bring favor with God and save us? Give one verse to support your answer:

f) Does God save us if we truly believe in His Son, Jesus Christ? Give one verse to support your answer:

g) When one is truly born again is their eternal destiny is settled forever? Give one verse to support your answer:

h) Briefly explain how to be saved using Scripture references:

**SECTION 2 Word of God**

a) Is the Bible inspired? Give one verse to support your answer:

b) Can the Bible be taken as the final authority in matters of life and conduct today?

**SECTION 3 Godhead**

a) Do you believe in the Trinity? Why? Give one verse to support your answer:

b) Do you believe that the Father, Son and Holy Spirit are distinct persons, each with His own work and yet co-equal? Give one verse to support your answer:

**SECTION 4 Jesus Christ**

a) Is He coming visibly to earth again? Give one verse to support your answer:

b) Is He the Son of God born of a virgin? c) Did He work miracles while here on earth? Give one verse to support your answer:

d) Did He live a sinless life? Give one verse to support your answer:

e) Did He really die and was He buried? f) Did He rise again the third day in bodily form?

**SECTION 5 Holy Spirit**

a) Is He a real personality? b) Do you believe in being filled with the Spirit?

c) Do we receive the Holy Spirit when we believe? d) Do you speak or pray in tongues?

**SECTION 6 Man**

a) Is man the product of evolution or direct creation? Give one verse to support your answer:

b) Can natural man do anything in himself to please God? Give one verse to support your answer:

c) Will a child or any individual capable of understanding the Gospel be eternally punished if they have not accepted Christ as Savior? Give one verse to support your answer:

**SECTION 7 Holy Living**

a) Is it God's will for Christians to live an exemplary life? Give one verse to support your answer:

b) Can God give us power to overcome sin in our lives? Give one verse to support your answer:

c) Does God desire us to be separate from the things of the world? Give one verse to support your answer:

d) Do you seek to please God in the matter of personal habits?

e) Do you seek to please God in your relationships with the opposite sex?

f) Do you believe pre-marital or extra-marital sex relationships are sin? Give one verse to support your answer:

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4 / 4 78.7%

a) Is he coming visioy to earn again? Give one verse to support your answer:

b) Is He the Son of God born of a virgin? c) Did He work miracles while here on earth?

d) Did He live a sinless life? Give one verse to support your answer:

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**SECTION 7 Holy Living**

a) Is it God's will for Christians to live an exemplary life? Give one verse to support your answer:

b) Can God give us power to overcome sin in our lives? Give one verse to support your answer:

c) Does God desire us to be separate from the things of the world? Give one verse to support your answer:

d) Do you seek to please God in the matter of personal habits?

e) Do you seek to please God in your relationships with the opposite sex?

f) Do you believe pre-marital or extra-marital sex relationships are sin? Give one verse to support your answer:

g) What is your belief about homosexuality? Give a verse to support your answer:

**SECTION 8 Future Things**

a) Where will the believer go when he dies? Give one verse to support your answer:

b) Where will the unbeliever go when he dies? Give one verse to support your answer:

c) Does the punishment of the lost last forever? Give one verse to support your answer:

d) Is there a second chance to be saved after death? Give one verse to support your answer:

Additional Comments:

I have read and fully understand all the questions requested in this application. I certify that all answers given by me are accurate and complete. I understand that completion and submission of this application does not ensure me a position. I authorize Mill Stream Bible Camp and Retreat Centre to contact the references listed above and I release each person from liability for providing this information.

If accepted for service:

- I understand that I will need to provide a Police Records Check at my own expense and all information concerning my references and Police Records check will be treated in a confidential manner and according to the Mill Stream Bible Camp and Retreat Centre Privacy Policy.
- I understand that omission and/or misrepresentation of the facts requested may be just cause for immediate dismissal without prior notice.
- I agree to abide by all the rules and policies of Mill Stream Bible Camp and Retreat Centre
- I agree to abide by BCM Statement of Faith and Community Standards Statement.

I have read, understood and agree to the above.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

All correspondence will be by email listed on the front page unless otherwise requested here: \_\_\_\_\_

Mill Stream Bible Camp and Retreat Centre is owned and operated by BCM International (Canada) Inc.

**OFFICE USE ONLY**

Date Received	MM / DD / YY	Date First Response Issued	MM / DD / YY
Date First Reference Received	MM / DD / YY	Date References Issued	MM / DD / YY
Date Second Reference Received	MM / DD / YY	Date Phone Interview Completed	MM / DD / YY
Date Third Reference Received	MM / DD / YY	Date In-person Interview Completed	MM / DD / YY
Date Fourth Reference Received	MM / DD / YY	Date Response Sent	MM / DD / YY

NOTES:



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Vali... CSJ ... CSGC Elec... Find... HR Pers... GCOS... COE ... Cent... OT T...

**Ontario**  
Ministry of Labour

Ontario.ca | Français

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HOME | ABOUT THE MINISTRY | NEWSROOM | VIDEOS AND PHOTOS | CONTACT US

Location: Home > Employment Standards > Tools > Hours of Work > What Counts as Work Time: Hours of Work and Overtime Tool

Ministry of Labour >

Employment Standards

Education, Outreach and Partnership

Frequently Asked Questions

Topics and Publications

Forms

Tools

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#worksafeON | #workfairON

**What Counts as Work Time?**

Content last reviewed: April 2019

[Hours of Work & Overtime Tool](#) > What Counts as Work Time?

It is necessary to determine what counts as work time (hours of work) for the purposes of determining compliance with the minimum wage, overtime and hours of work (including rest entitlements) provisions under the [Employment Standards Act \(ESA\)](#).

Generally, work is considered to be performed when the employee is actually working or the employee is not working but is required to stay at the workplace. However, even if the employee is required to stay, he or she is not considered to be working during the time that he or she is entitled to take time off and does take time off for:

- an eating period;
- sleeping (provided that the employer provides the sleeping facilities and the employee is entitled to at least six uninterrupted hours off work); or
- engaging in private affairs or pursuits.

Note that an employee who is not at the workplace but is "on call" is not considered to be working unless the on-call employee is called into work.

**Travel Time**

Commuting time and travel during the workday are treated differently under the ESA.

Commuting time is the time it takes an employee to get to work from home and vice-versa. This is **not** counted as work time for the purposes of the ESA.

However, there are a number of exceptions to this rule.

- If the employee takes a work vehicle home in the evening for the convenience of the employer, the work time begins when the employee leaves home in the morning and ends when he or she arrives home in the evening.
- If the employee is required to transport other staff or supplies to or from the workplace or work-site, time so spent must be counted as work time.
- If the employee has a usual workplace but is required to travel to another location to perform work, the time traveling to and from that other location is counted as work time.

Time spent travelling during the course of the workday **is** considered to be work time.

**Training Time**

Time spent by an employee in training that is required by the employer or by law **is** counted as work time. For example, where the training is required because the employee is a new employee or where it is required as a condition of continued employment in a position, the training time is considered to be work time.

Time spent in training that is not required by the employer or by law in order for an employee to do his or her job is **not** counted as work time. For example, where an employee hoping for a promotion with the employer takes training in order to qualify for it, time spent taking the training is not considered to be work time.

- View the [Special Rule Tool](#)
- View [Section 1.1 of Reg. 285/01](#)
- View [Your Guide to the ESA](#)

Please complete our [survey](#).

Employment Standards Information Centre  
416-326-7160 (Greater Toronto Area)  
1-800-531-5551 (toll free Canada-wide)  
1-866-567-8893 (TTY for hearing impaired)

CONTACT US | ACCESSIBILITY | PRIVACY | SITE MAP

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Last Modified: April 08 2019

[https://www.labour.gov.on.ca/english/tools/hours/what\\_counts.php](https://www.labour.gov.on.ca/english/tools/hours/what_counts.php)

Project Number	Organization Name	NHQ/Region	Date Submitted	Date of Committee	Committee Level	Issues to be Raised	Recommendations	Date of Recommendation	Missing information or clarification letter to be sent	Relevant Links	Missing information or clarification provided to MNE	Missing information or clarification details	Final Recommendation
Irrelevant													
16152738	BCM International (Canada) Inc.	ON	20/02/2019	27/02/2019	Committee Level 1	Other / Autre	Not eligible / Non admissible	27/02/2019	n/a / s/o	<a href="http://www.millstream.camp/2018staffapplication.pdf">http://www.millstream.camp/2018staffapplication.pdf</a> <a href="https://www.labour.gov.on.ca/english/es/tools/hours/what_counts.php">https://www.labour.gov.on.ca/english/es/tools/hours/what_counts.php</a>	n/a / s/o	n/a / s/o	Not eligible / Non admissible



**Emplois d'été Canada (E  C) 2019**  
**Comit   de transmission aux   chelons sup  rieurs – Niveau 1**

**Canada Summer Jobs (CSJ) 2019**  
**Escalation Committees Meeting – Level 1**

**Co-pr  sident / Co-chair : Saajida Deen (AC/NHQ) / Sarah Touchie (ATL)**

**27 f  vrier 2019 - February 27, 2019**  
**12h00-14h00 – 12:00-2:00 pm (HE/ET)**

<b>R��gi on/ Regi on</b>	<b>No Projet/ Project #</b>	<b>Probl��mati que �� soulever / Issues to be Raised</b>	<b>Links</b>	<b>Notes</b>
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ON	16152738	Other / Autre	<a href="http://www.millstream.camp/2018staffapplication.pdf">http://www.millstream.camp/2018staffapplication.pdf</a> <a href="https://www.labour.gov.on.ca/english/es/tools/hours/what_counts.php">https://www.labour.gov.on.ca/english/es/tools/hours/what_counts.php</a>	<p>ALL STUDENTS: It is mandatory to attend all of the required precamp training held from Friday, June 29th at 7pm to Friday, July 6th at 7pm to work at Mill Stream.</p> <p>The precamp training week is an unpaid week. I understand that if I do not attend the required training I may not be hired.</p>
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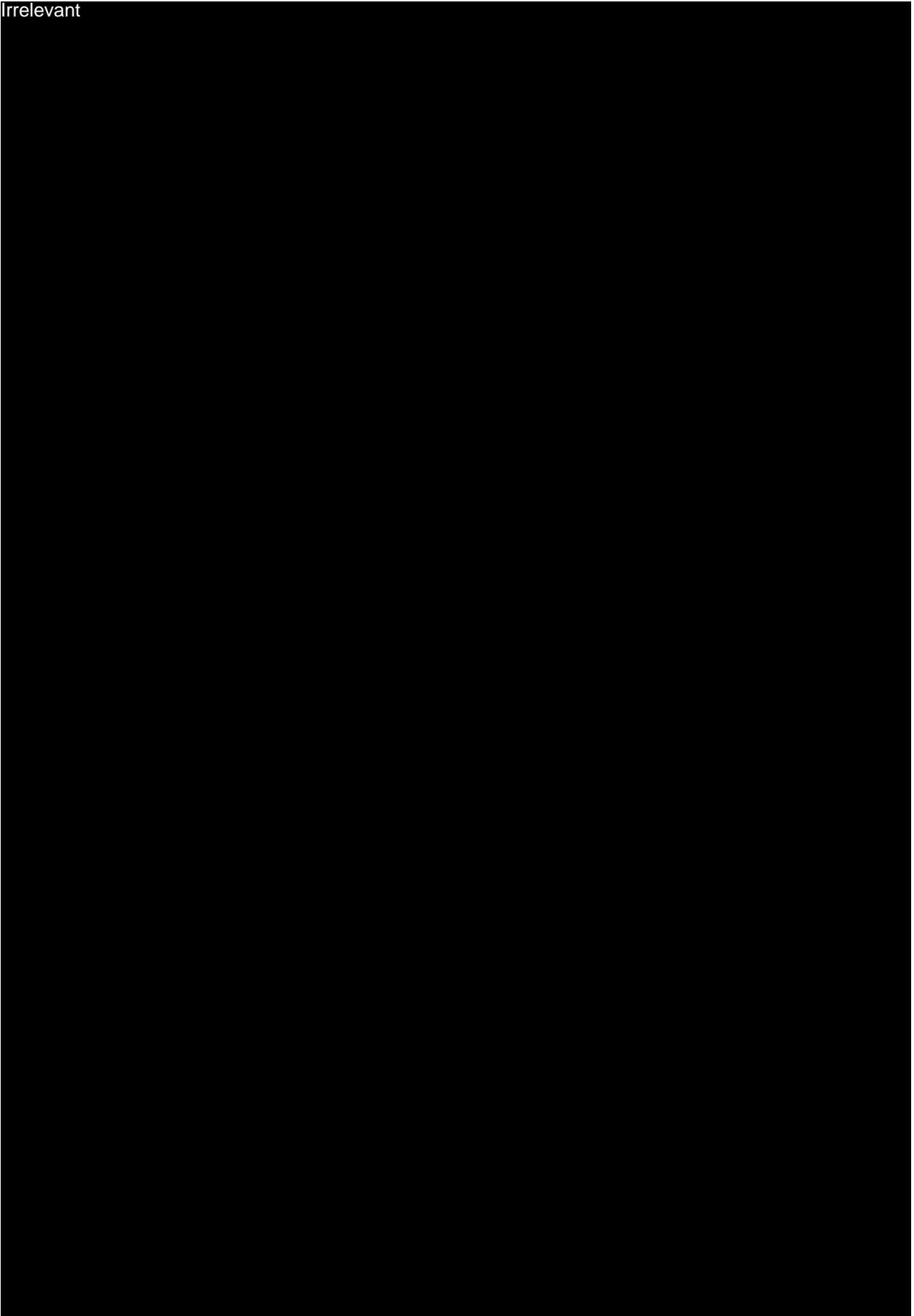




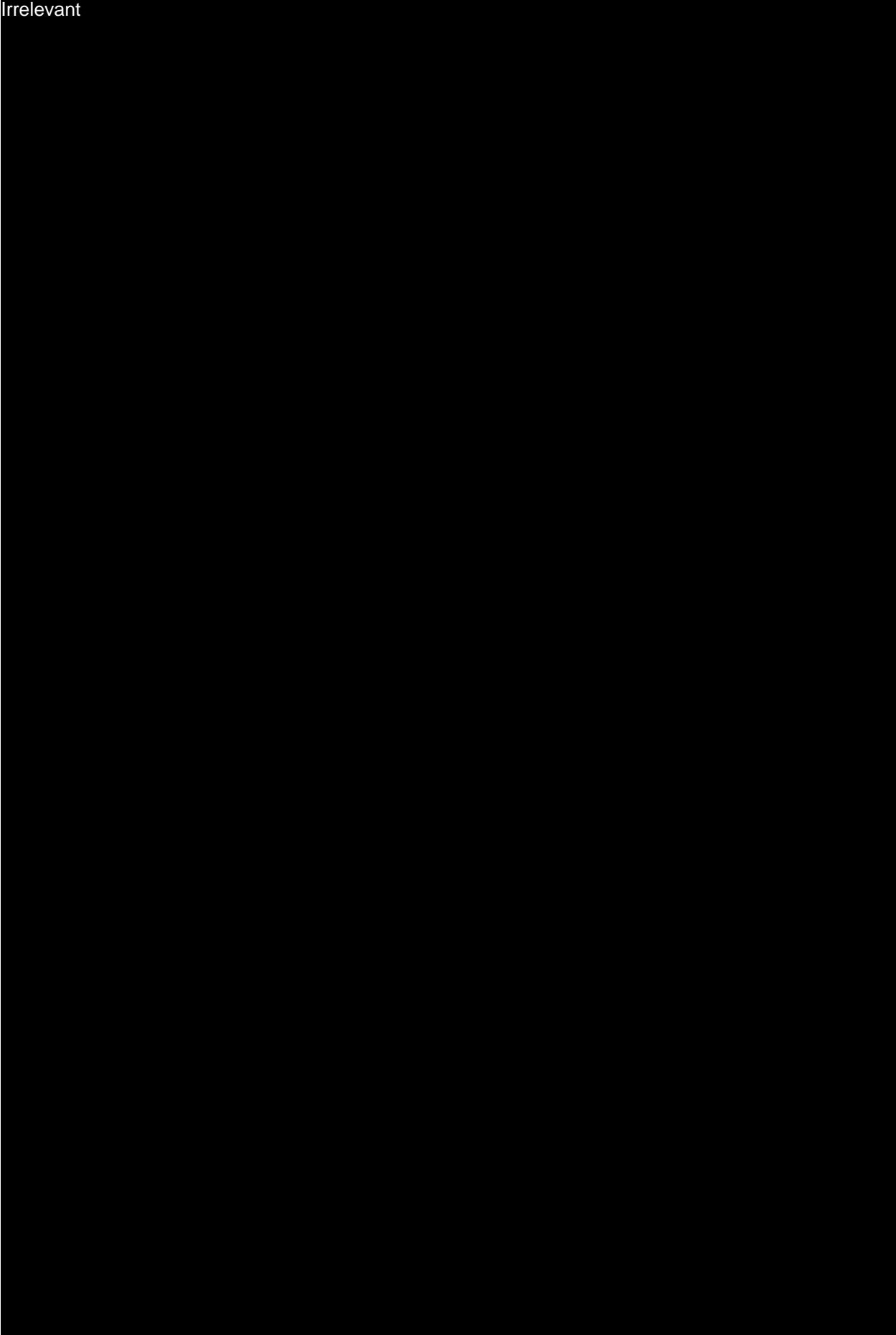
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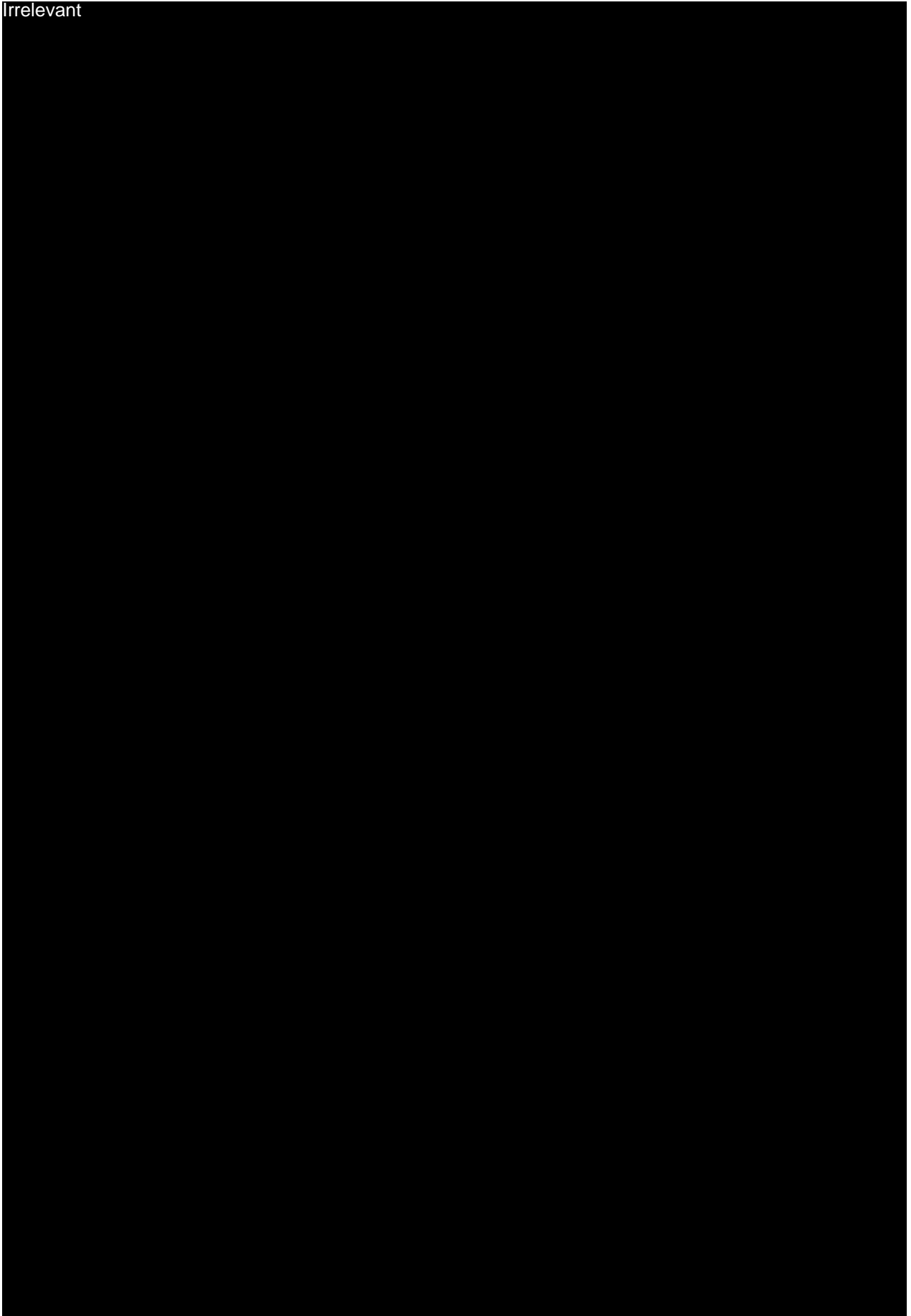
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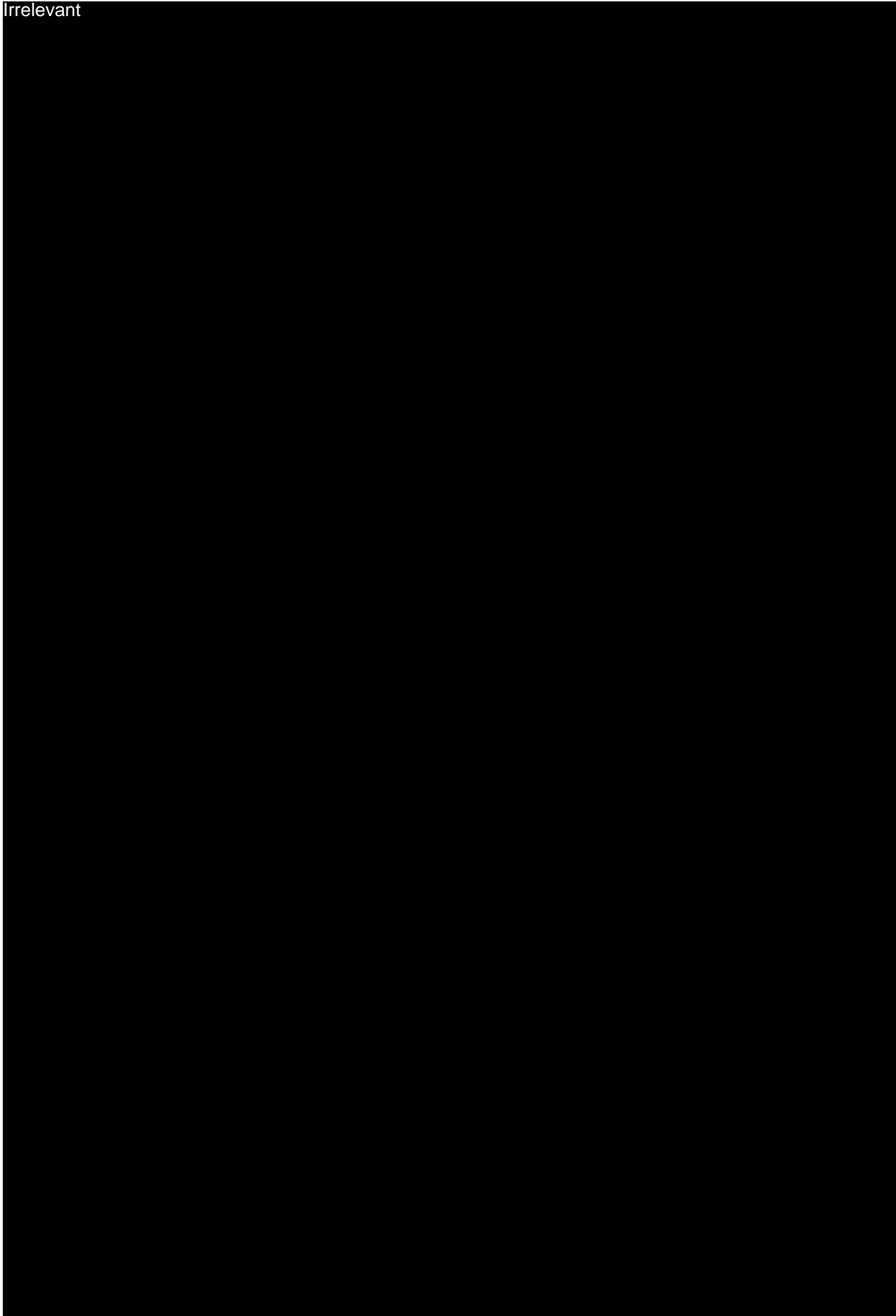
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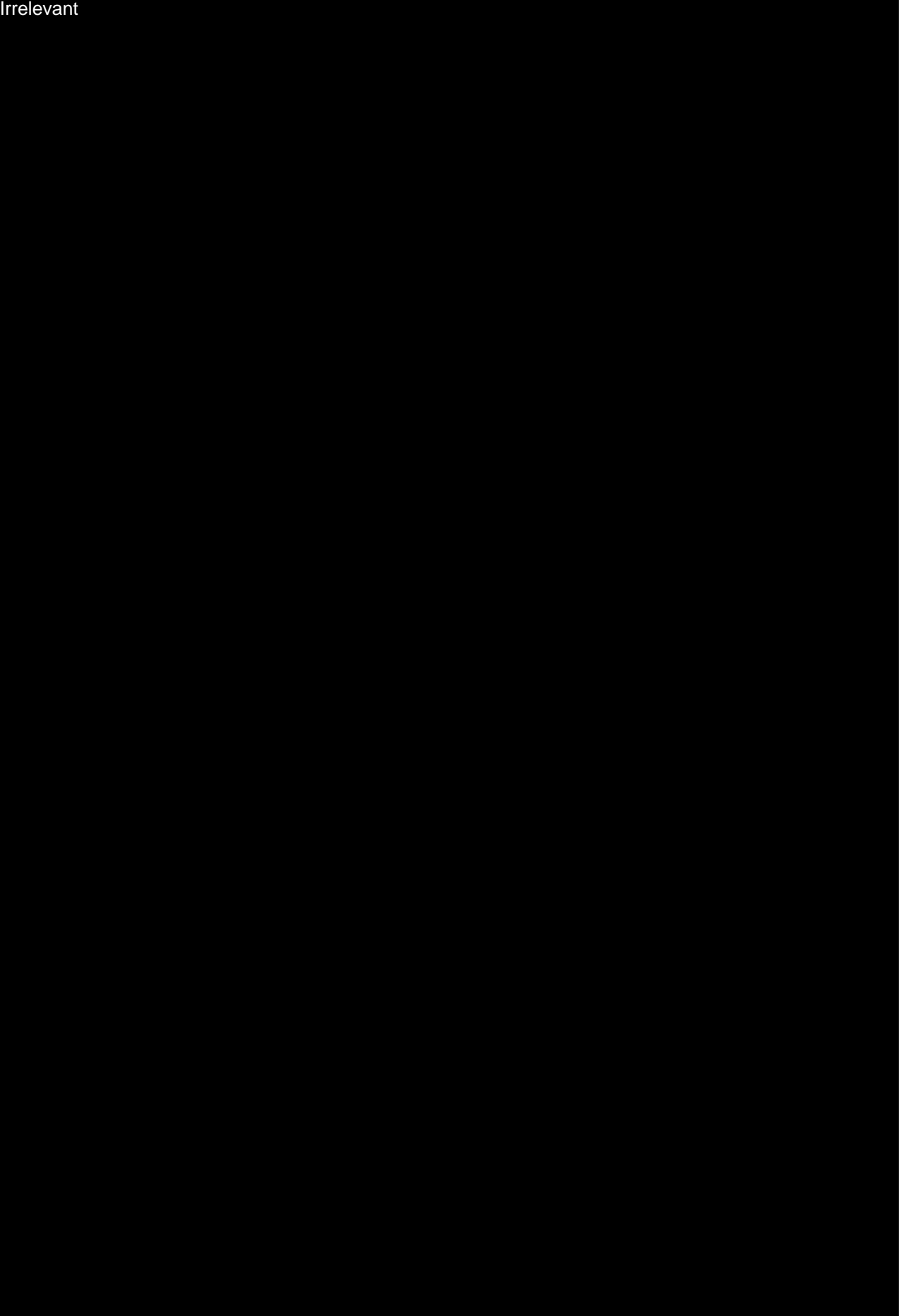
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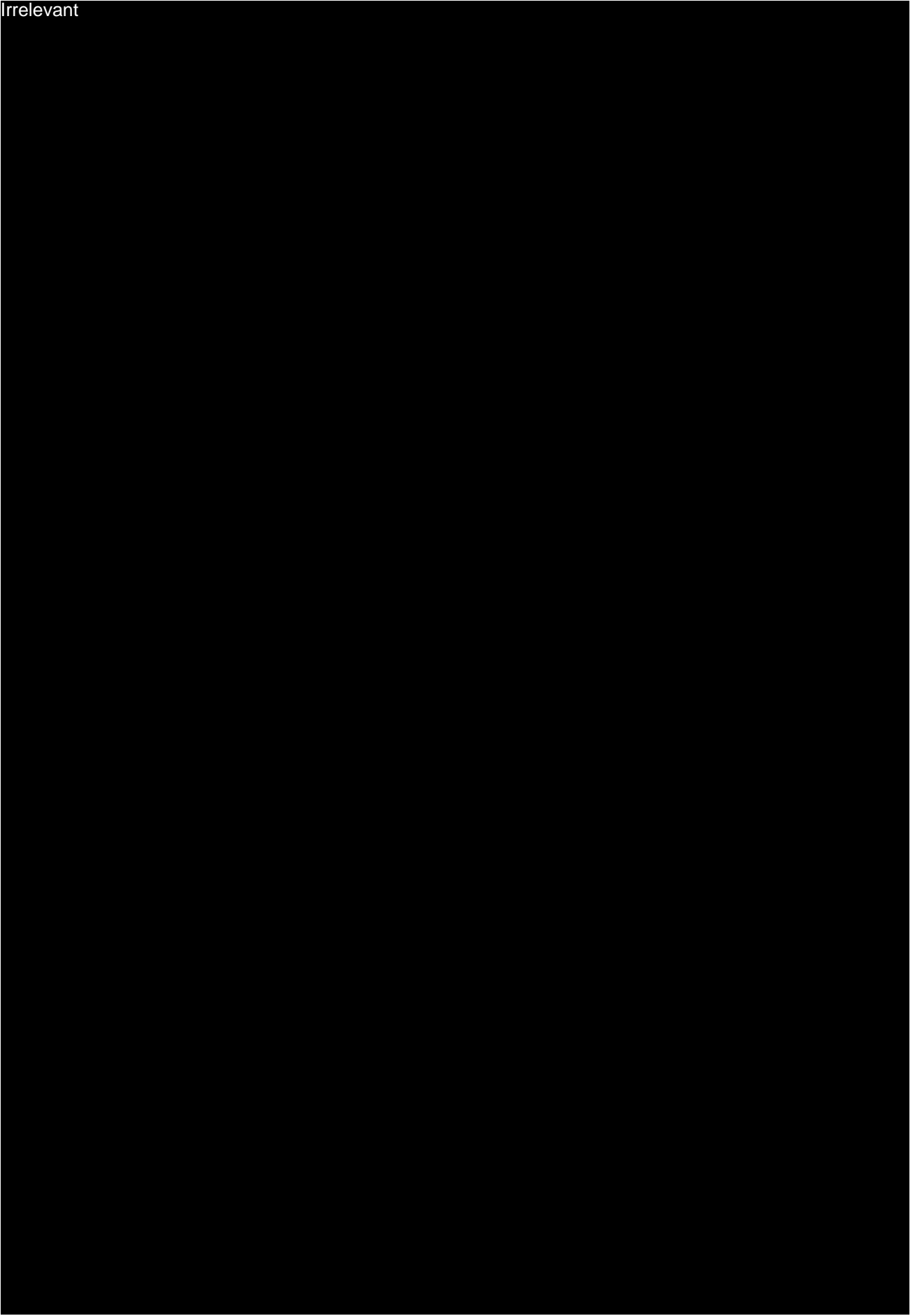
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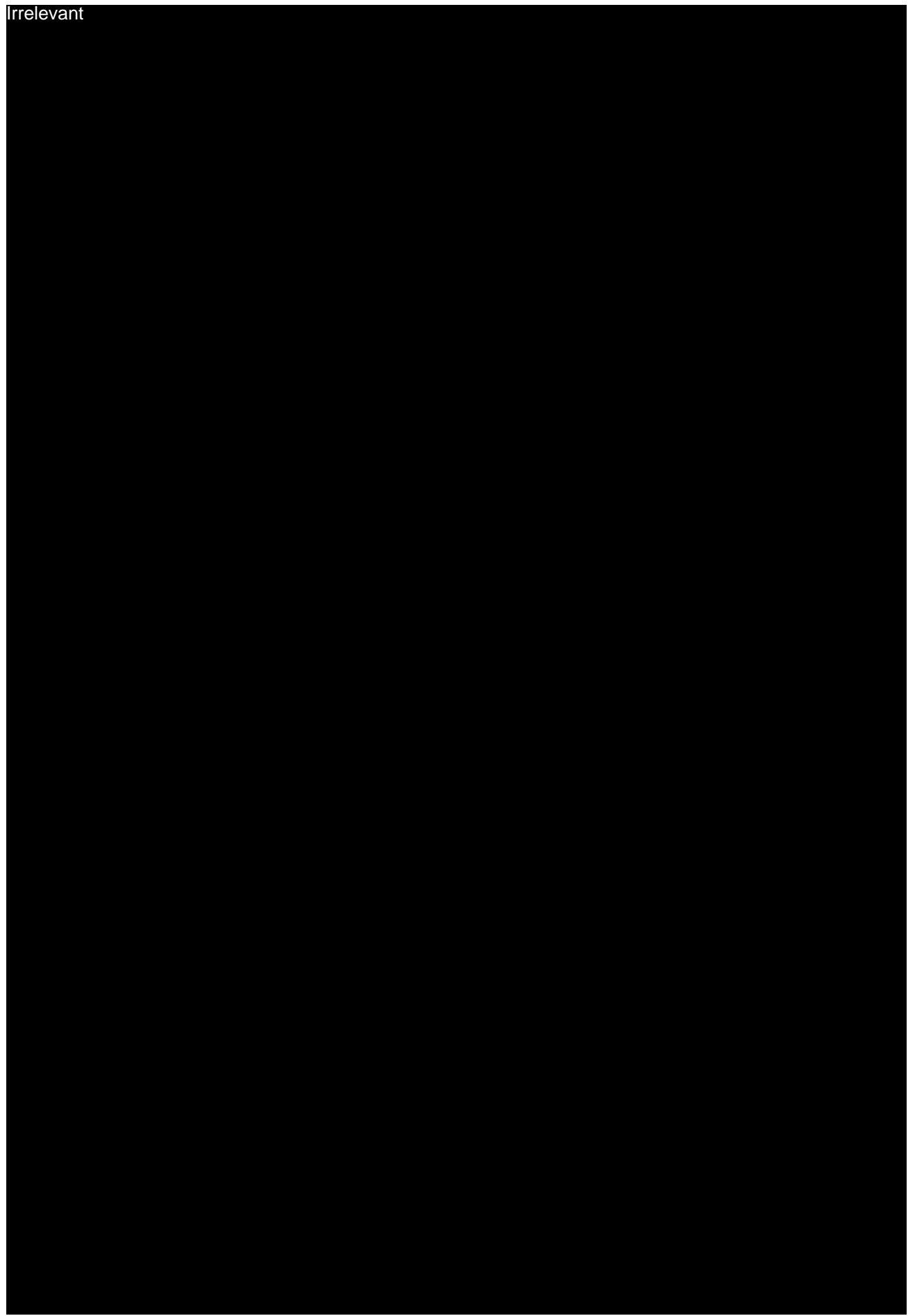
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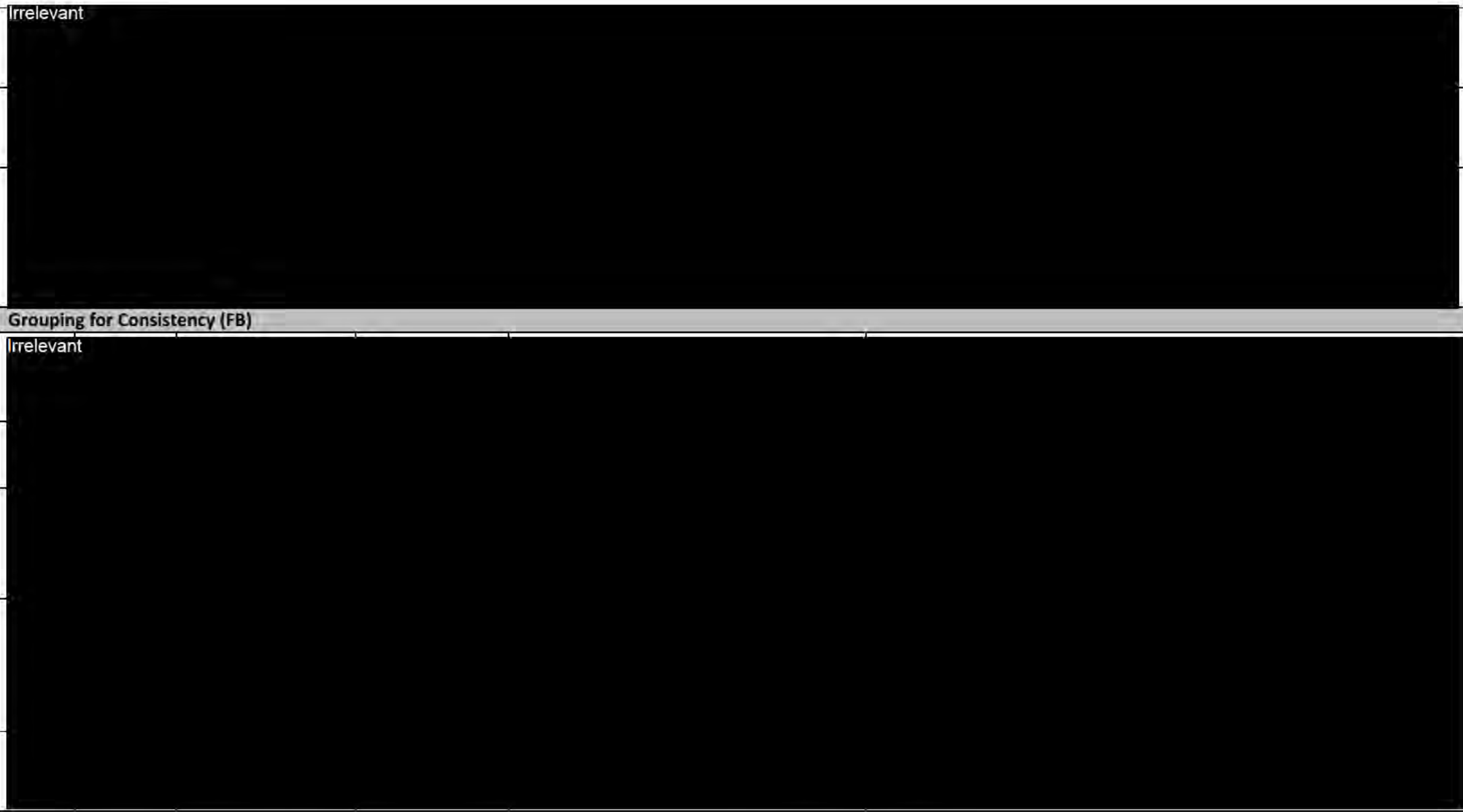


**Canada Summer Jobs (CSJ) 2019  
Escalation Committees Meeting – Level 1 & 2**

**1 mars 2019 - March 1, 2019**  
**12h00-13h00 – 12:00-1:00 pm (HE/ET)**

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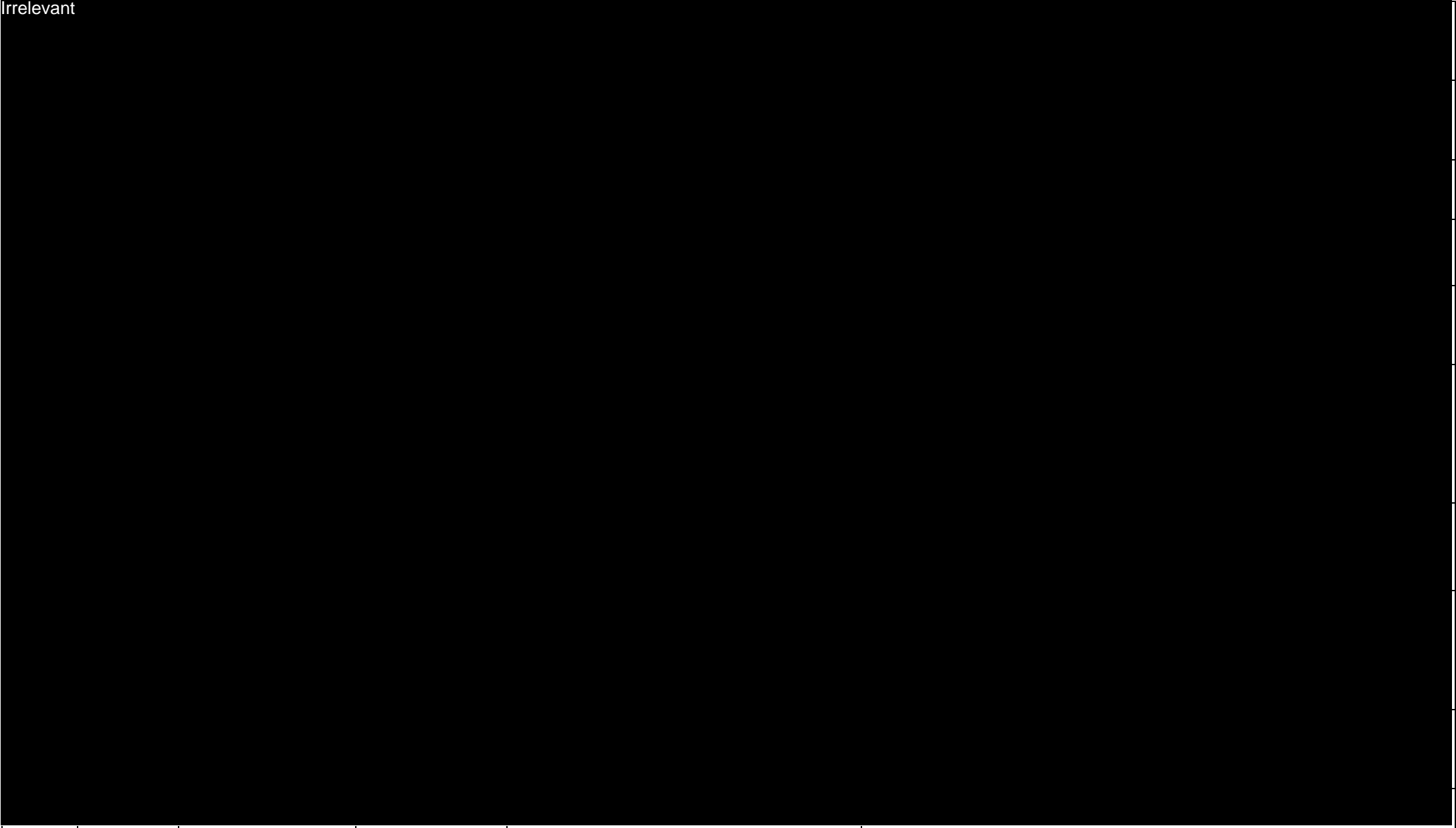


Grouping for Consistency (FB)

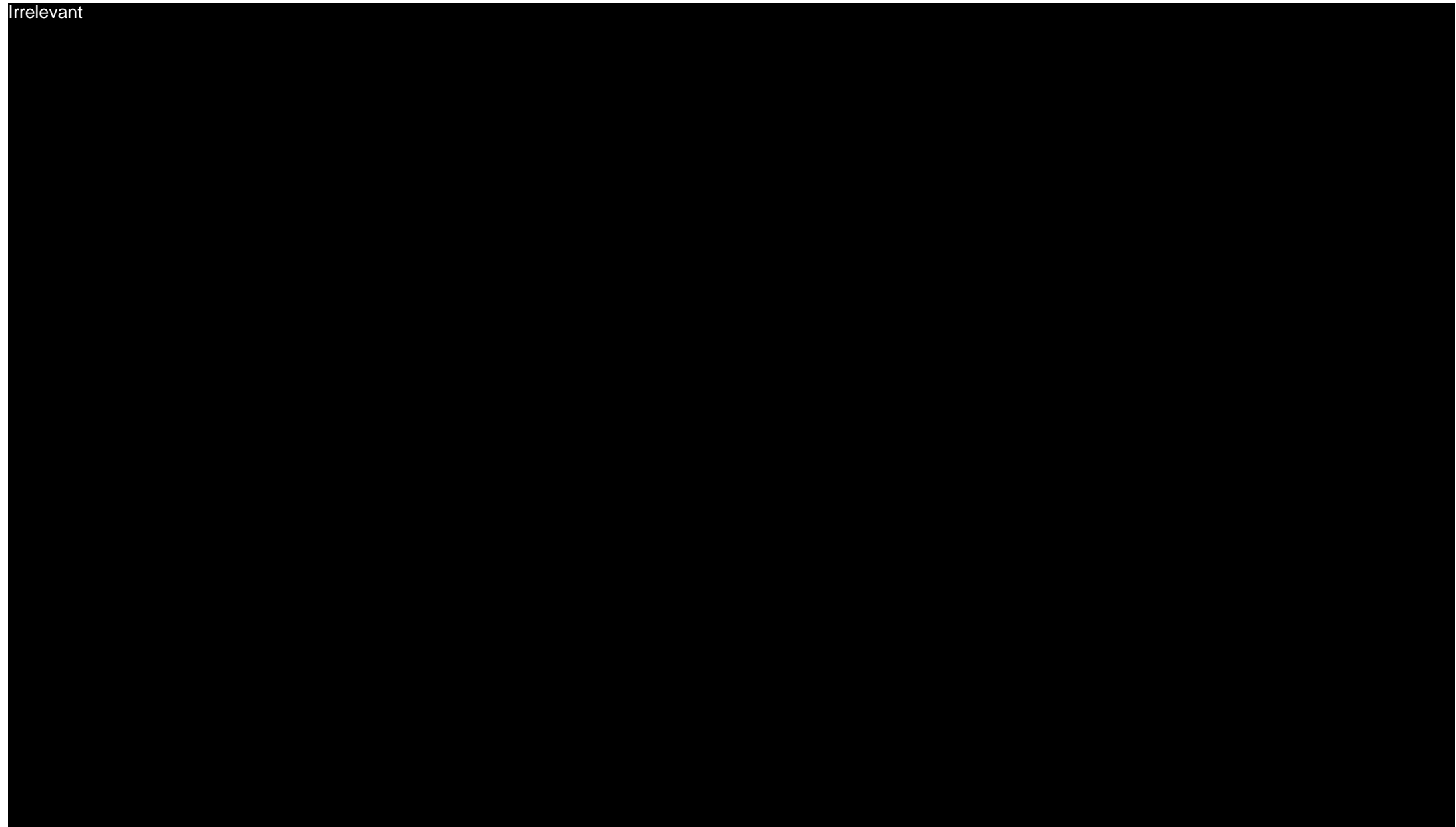
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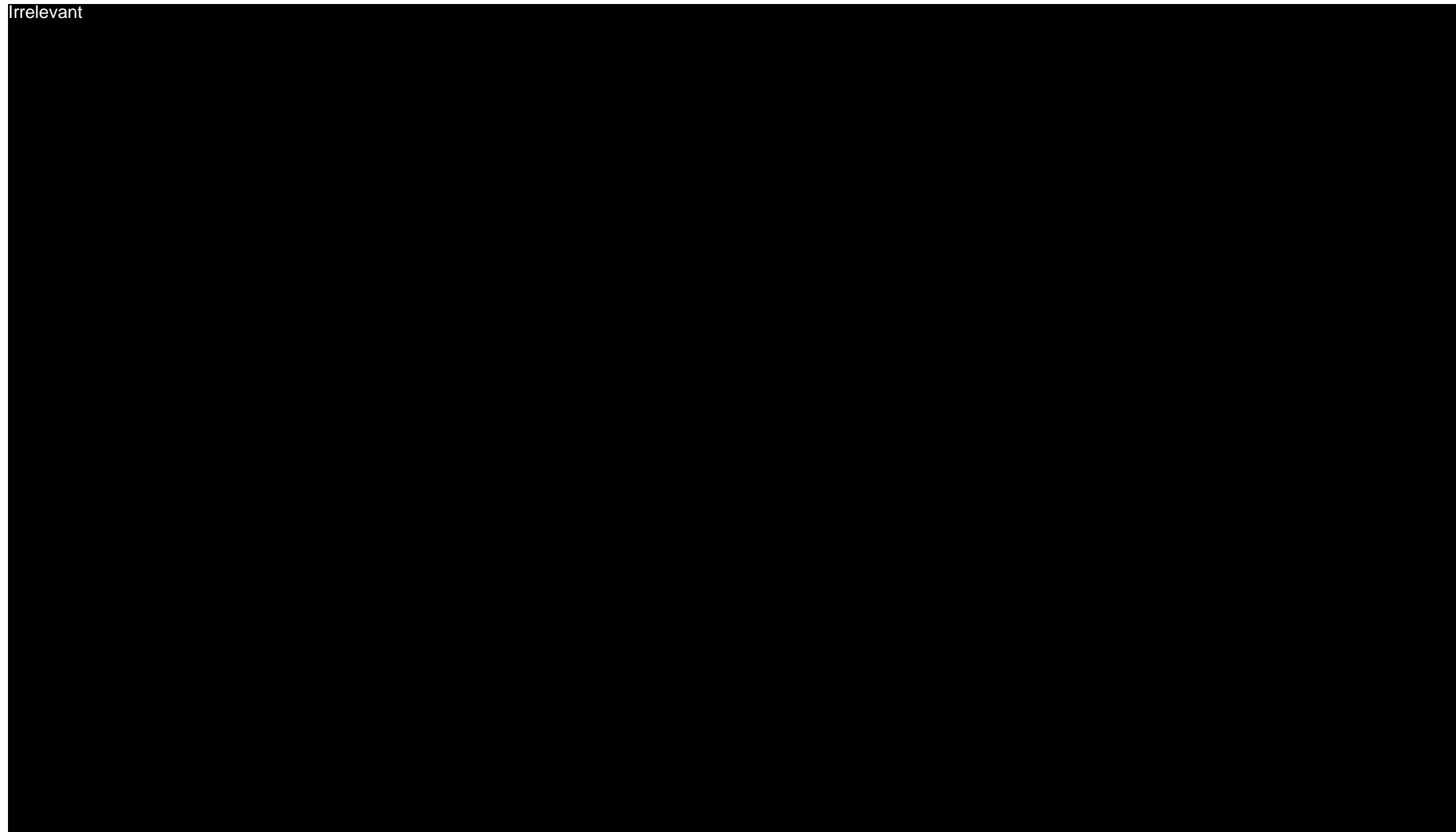
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## Code of Conduct


ATL	16237596	BCM Inter Canada Inc – Mount Traber Camp	Hiring practices and work environment / Pratiques de recrutement et milieu de travail	<a href="https://mounttraber.org/wp-content/uploads/2019/01/2019-Staff-Application-1.pdf">https://mounttraber.org/wp-content/uploads/2019/01/2019-Staff-Application-1.pdf</a>	Organization: Mount Traber Bible Camp; Application Attached Reason for escalation: Impact related to Harassment & Discrimination During a domain search, NHQ flagged this organization due to their application for potential Youth workers. I reviewed the file and noticed the application that the organization has provided for the youth contains controversial church doctrine along with discriminating hiring practices based on church beliefs. The application also asks the Youth personal questions regarding their physical and mental health including medications and medical history.
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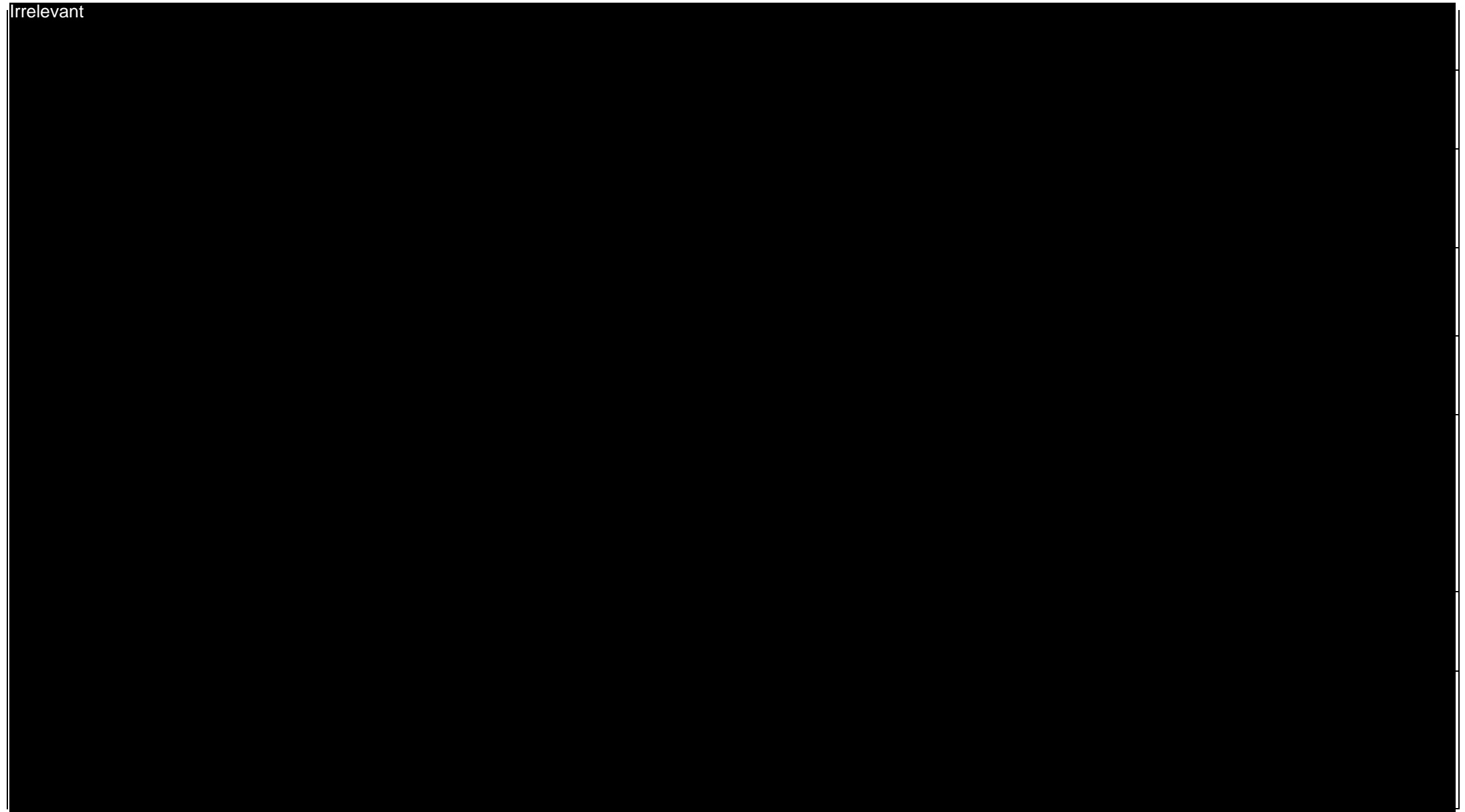
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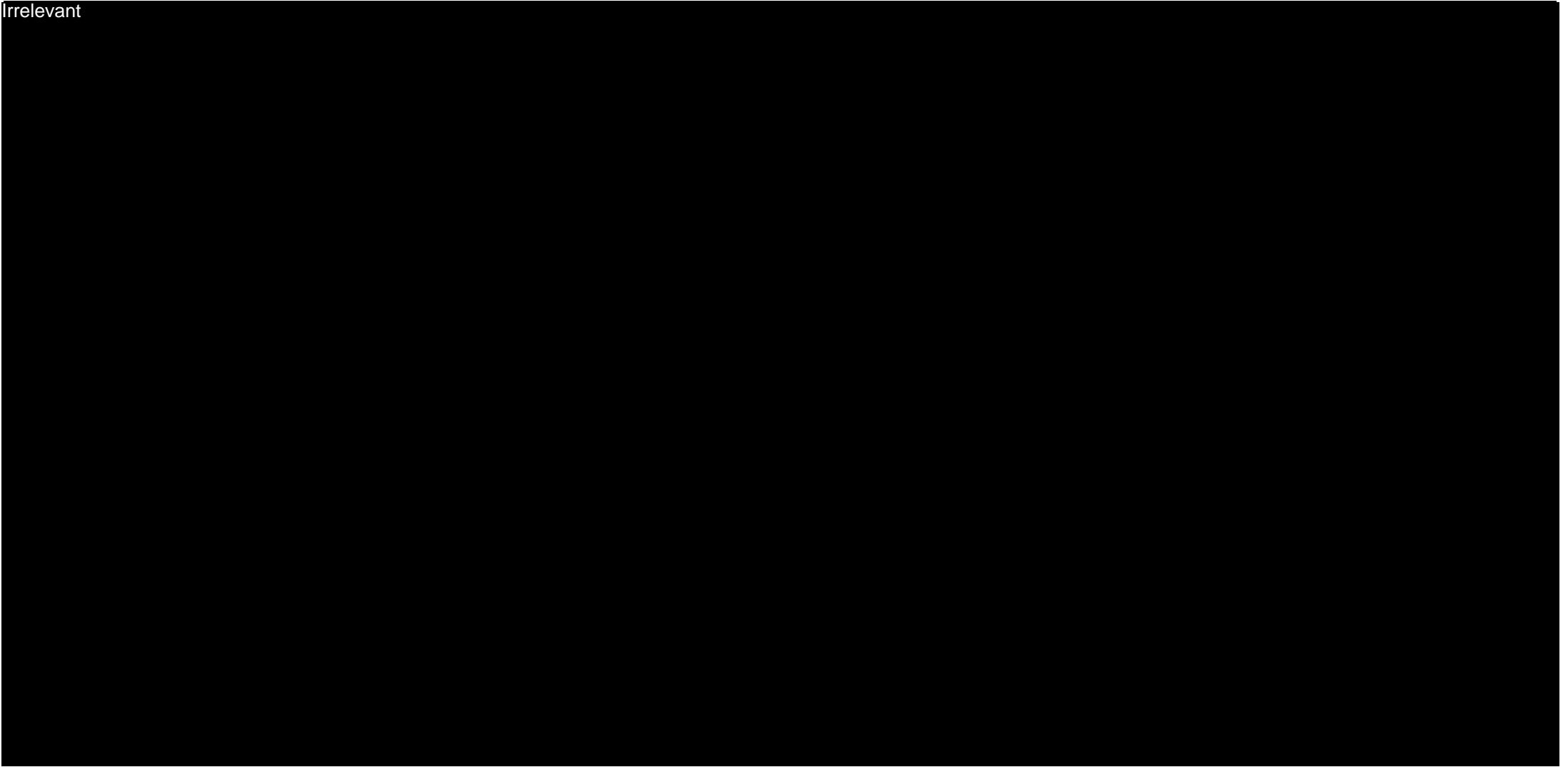
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Grouping for Consistency (CC)

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**Emplois d'été Canada (EÉC) 2019  
Comité de transmission aux échelons supérieurs – Niveau 1 & 2**

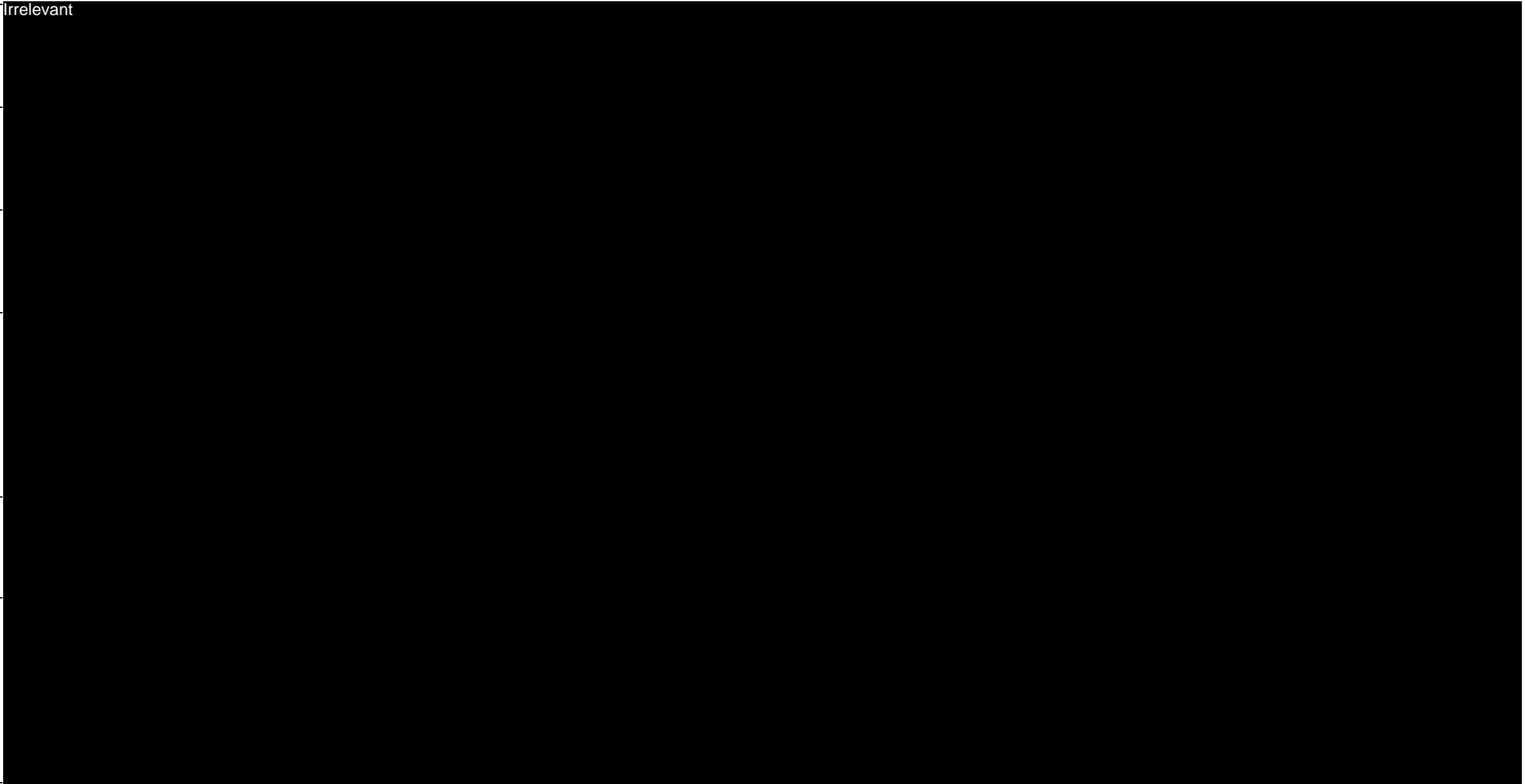
**Canada Summer Jobs (CSJ) 2019  
Escalation Committees Meeting – Level 1 & 2**

**Co-président / Co-chair : Saajida Deen (AC/NHQ) /**

**13 mars 2019 - March 13, 2019  
12h00-13h00 – 12:00-13:00 pm (HE/ET)**

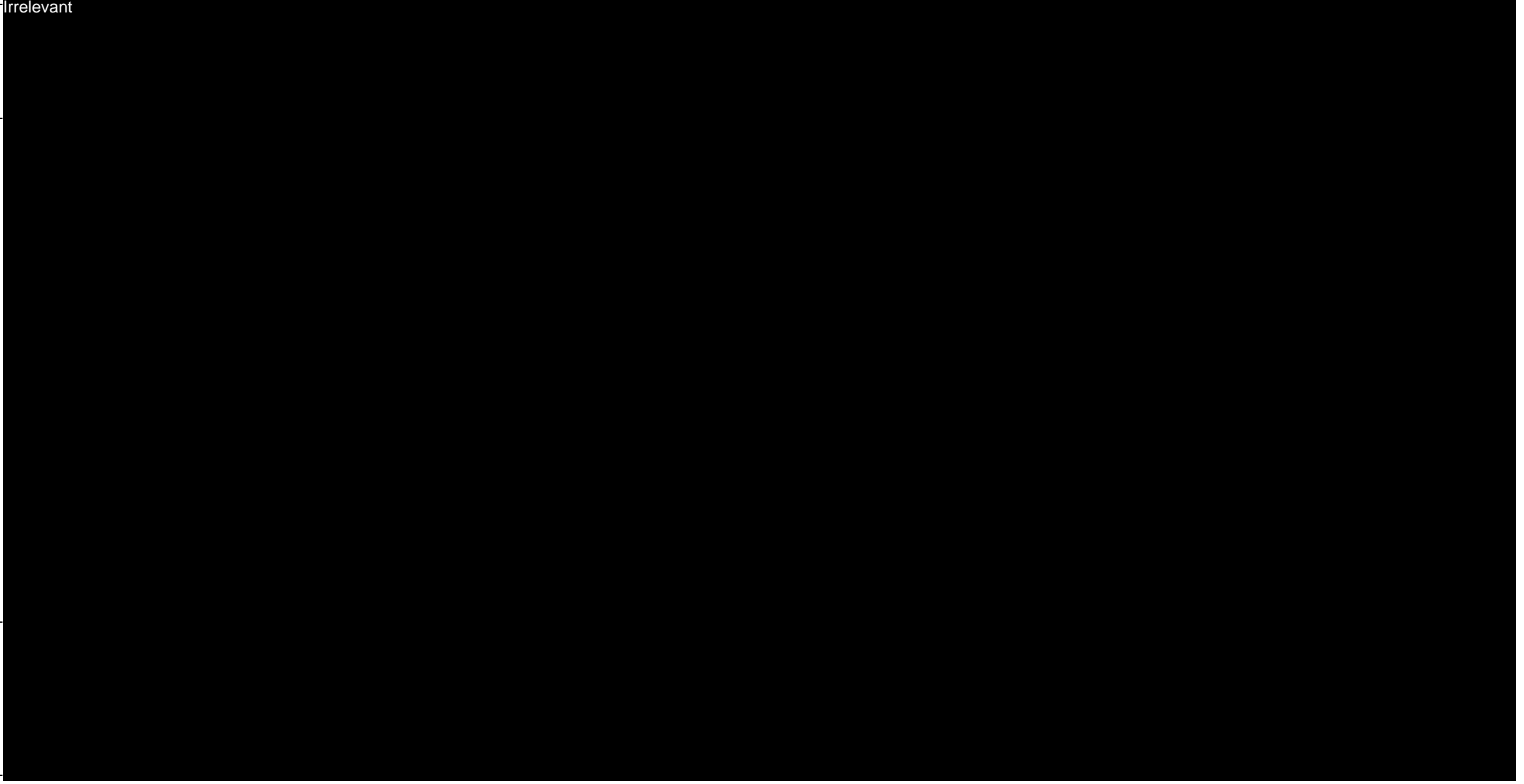
Région / Region	No Projet/ Project #	Nom de l'organisme / Organization Name	Problématique à soulever / Issues to be Raised	Applicant response / Réponse du demandeur	Missing information or clarification provided in time / Renseignements manquants ou clarification reçus dans les délais	Missing information or clarification details / Les renseignements manquants ou les détails des clarifications	Notes & Links / Notes et liens
Items from March 12 <sup>th</sup> call for follow-up							
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First Escalation
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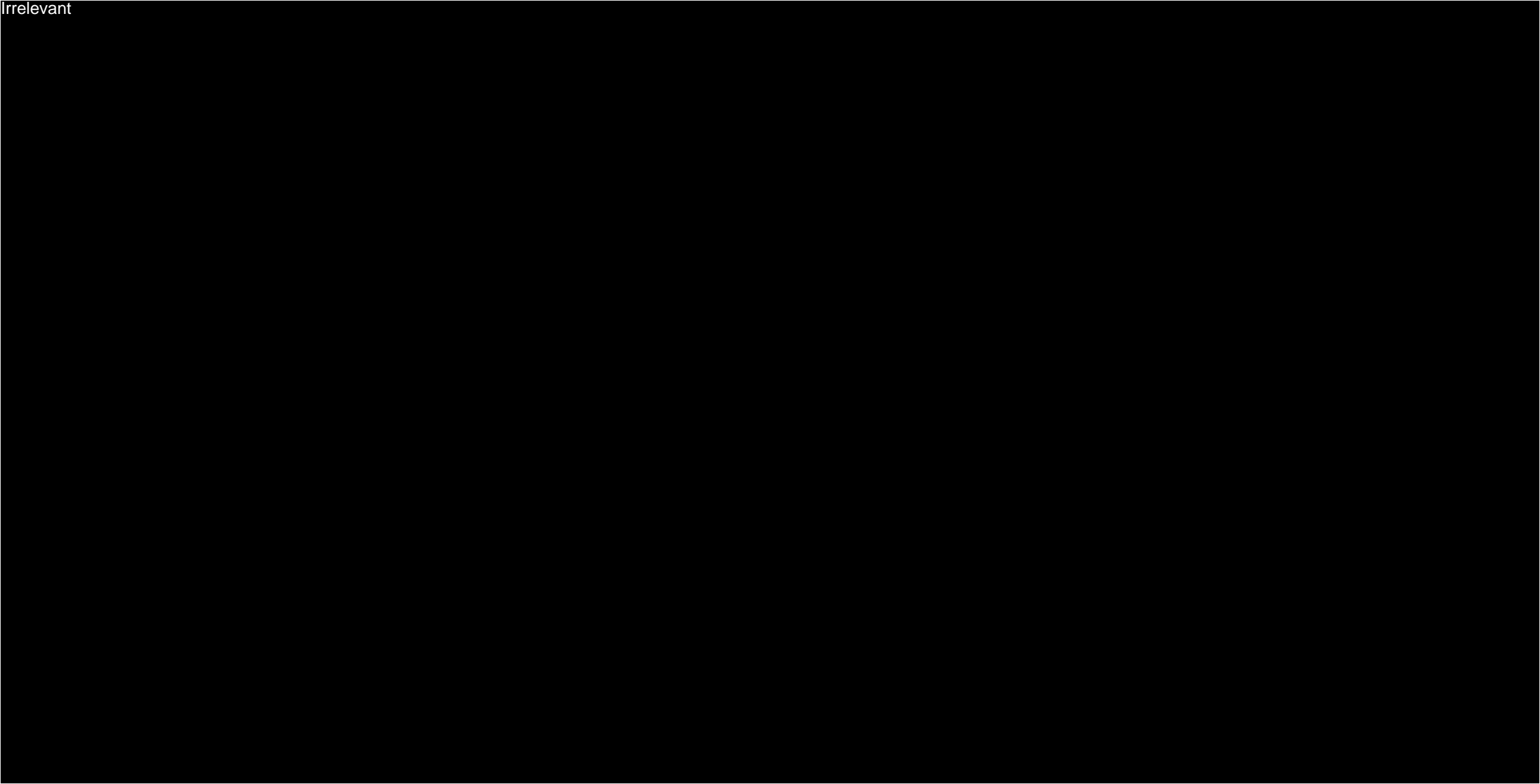
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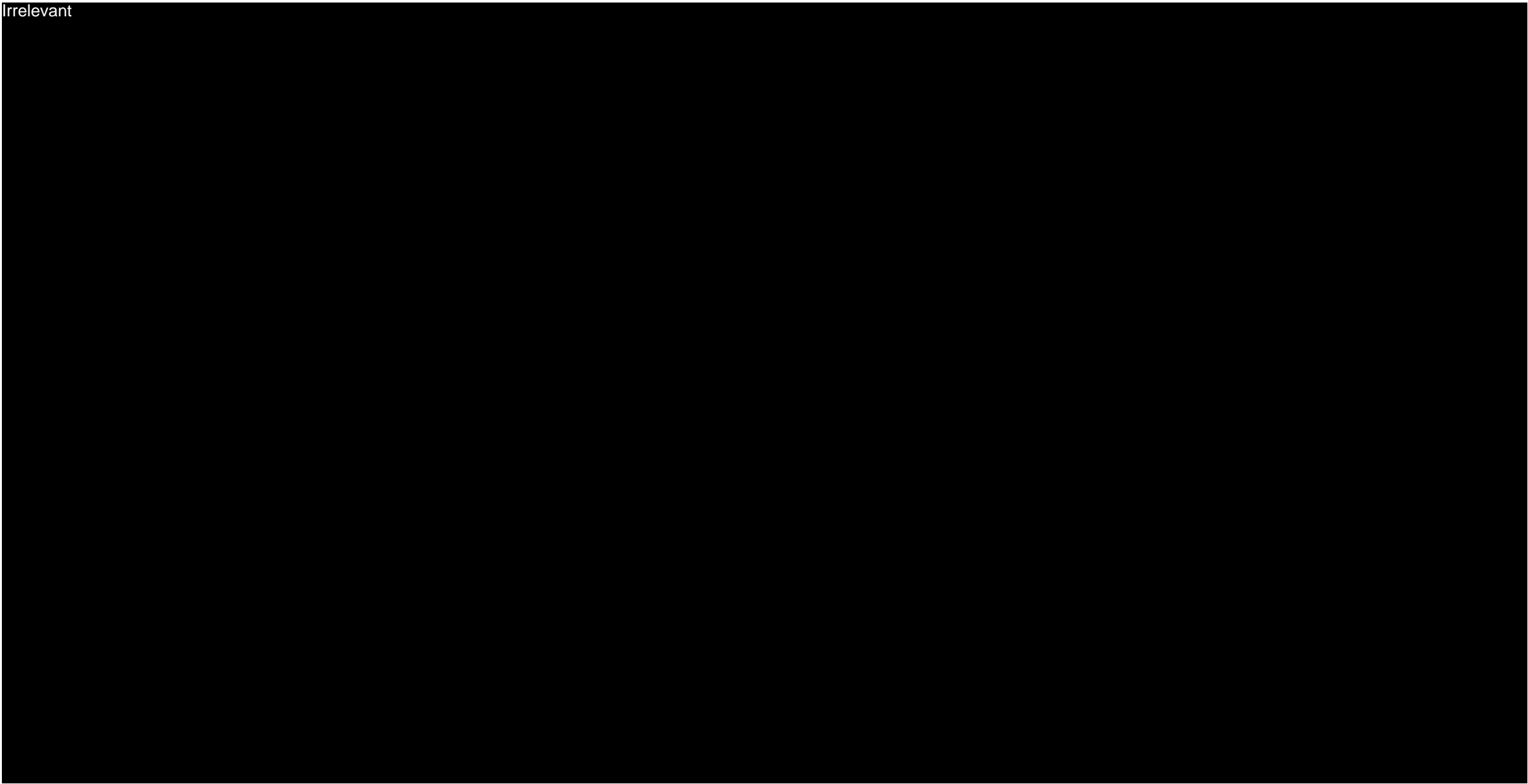
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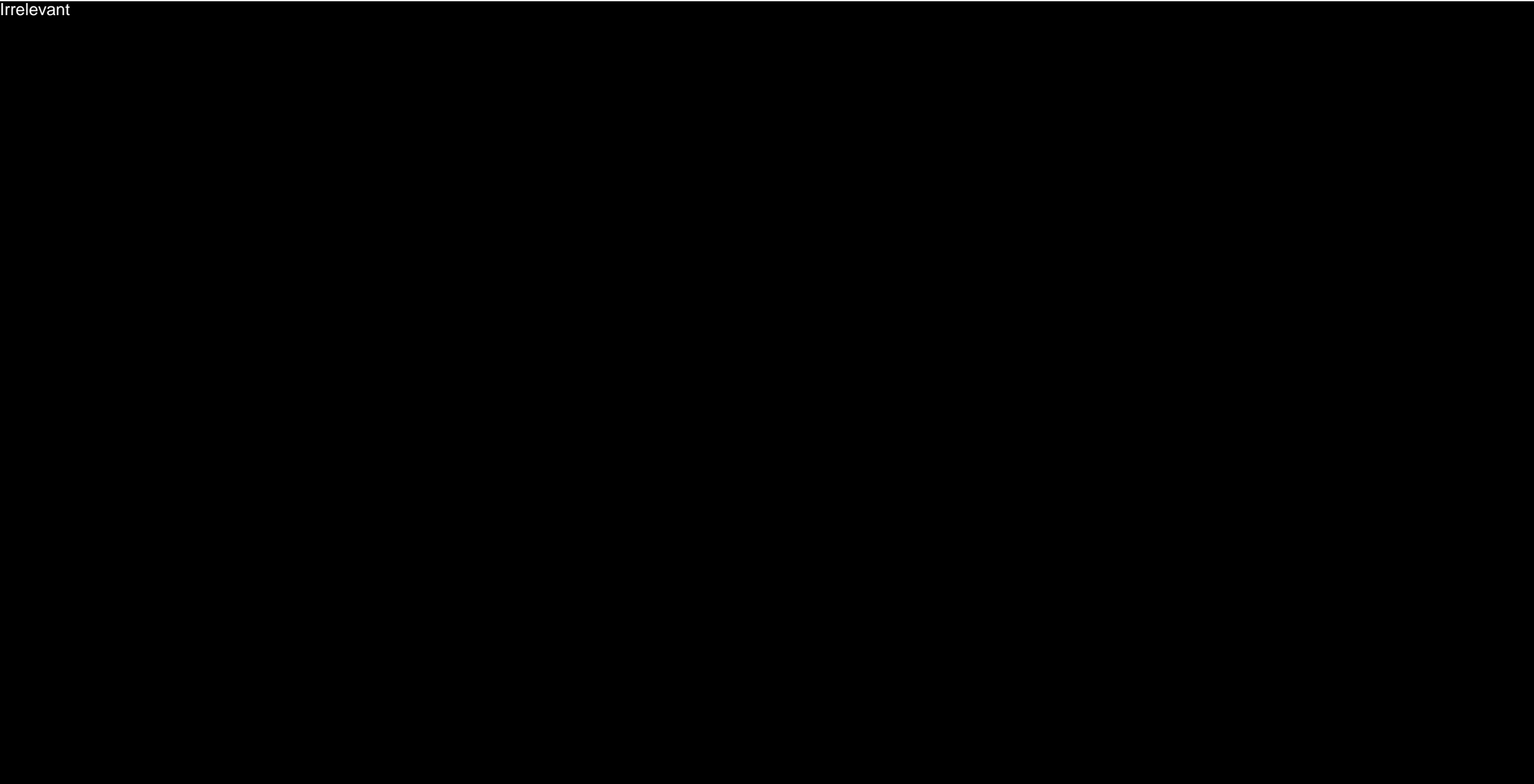


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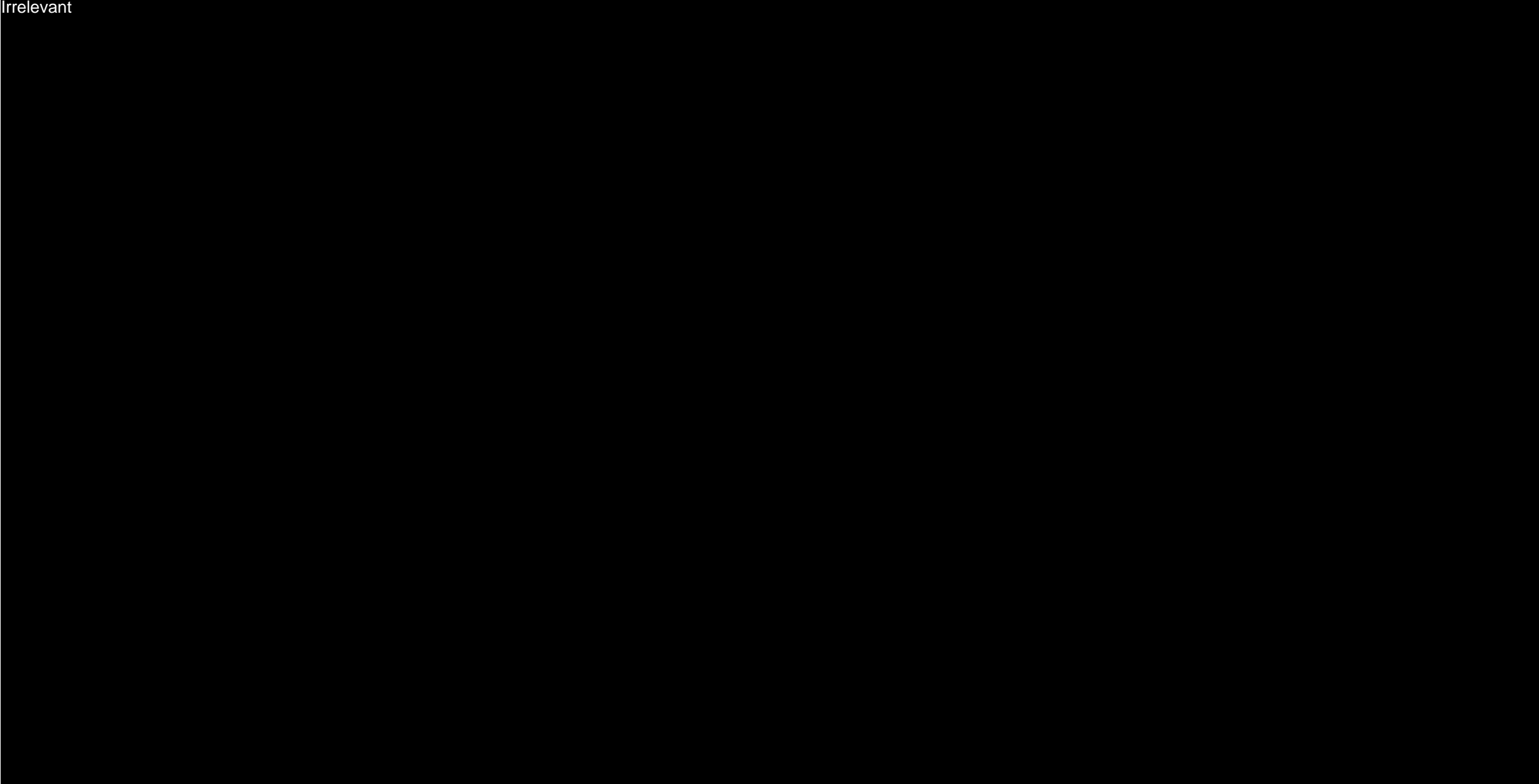
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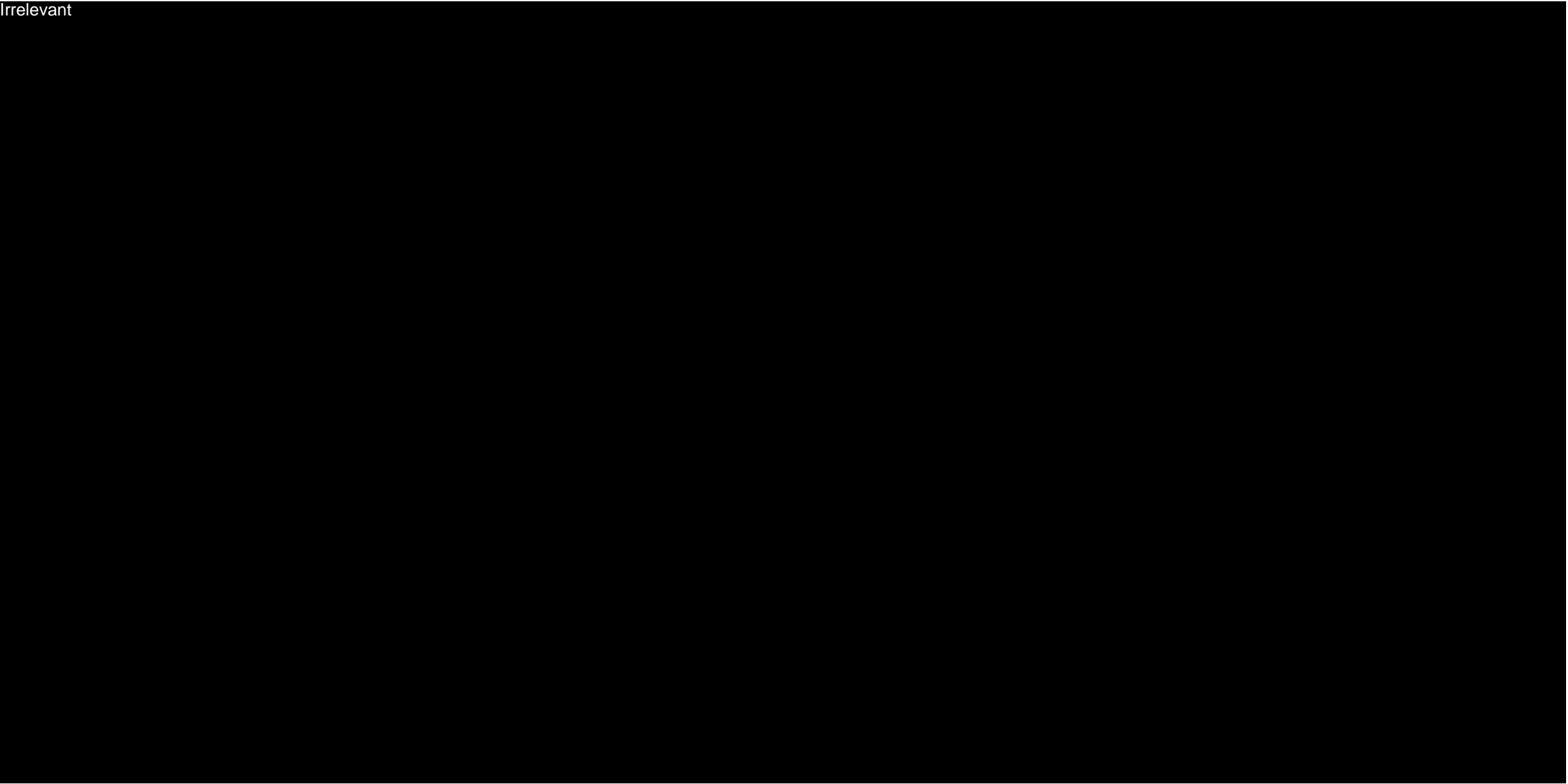
Letter Sent: B Work Environment / Environnement de travail

ATL	16237596	BCM Inter Canada Inc – Mount Traber Camp	Hiring practices and work environment / Pratiques de recrutement et milieu de travail	 <a href="#">16237596_CSJ_Project_16237596_MI_Re</a>	Yes / Oui	To be determined / À déterminer	<p>Reason for escalation: Impact related to Harassment &amp; Discrimination</p> <p>During a domain search, NHQ flagged this organization due to their application for potential Youth workers. I reviewed the file and noticed the application that the organization has provided for the youth contains controversial church doctrine along with discriminating hiring practices based on church beliefs. The application also asks the Youth personal questions regarding their physical and mental health including medications and medical history</p> <p>*Note 01/03/2019: Missing information required letter to be sent – Intolerance</p> <p>*Note 12/03/2019: Ran out of time, moving to March 13<sup>th</sup> call.</p>
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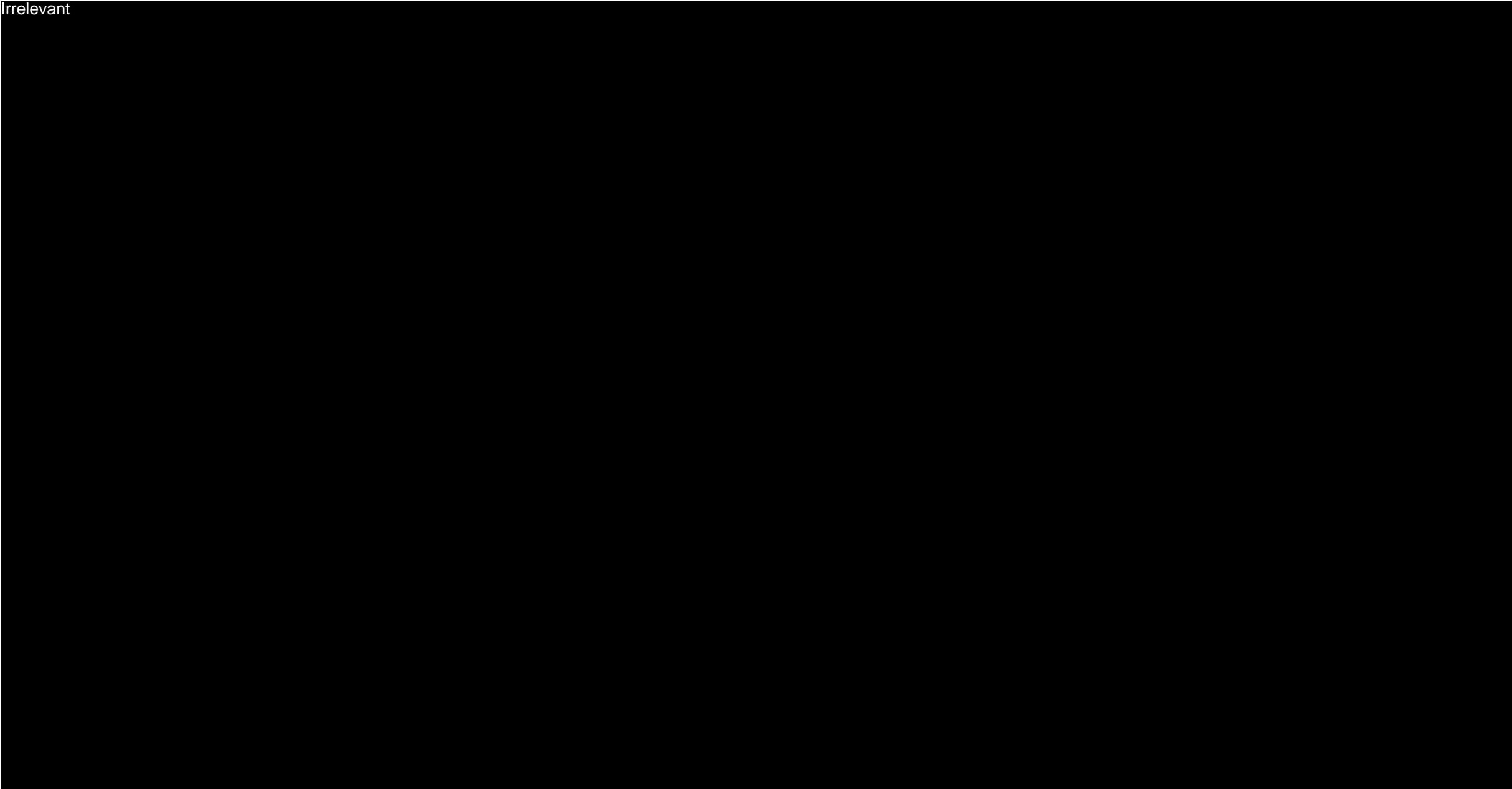
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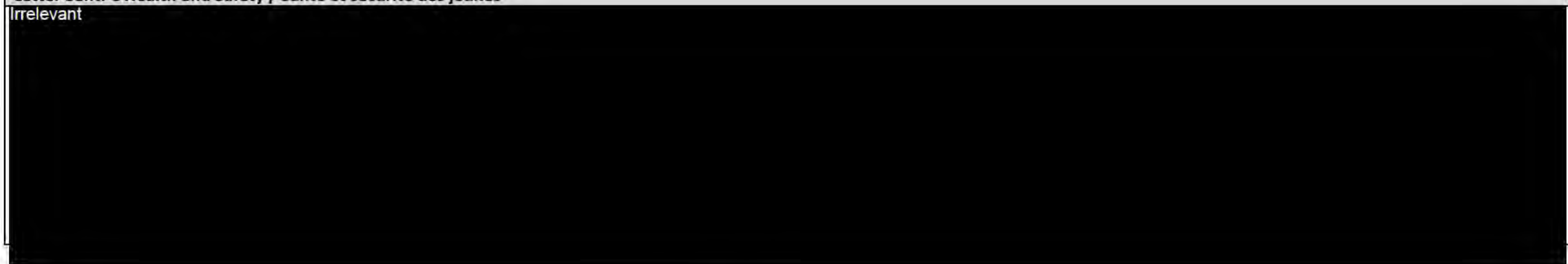


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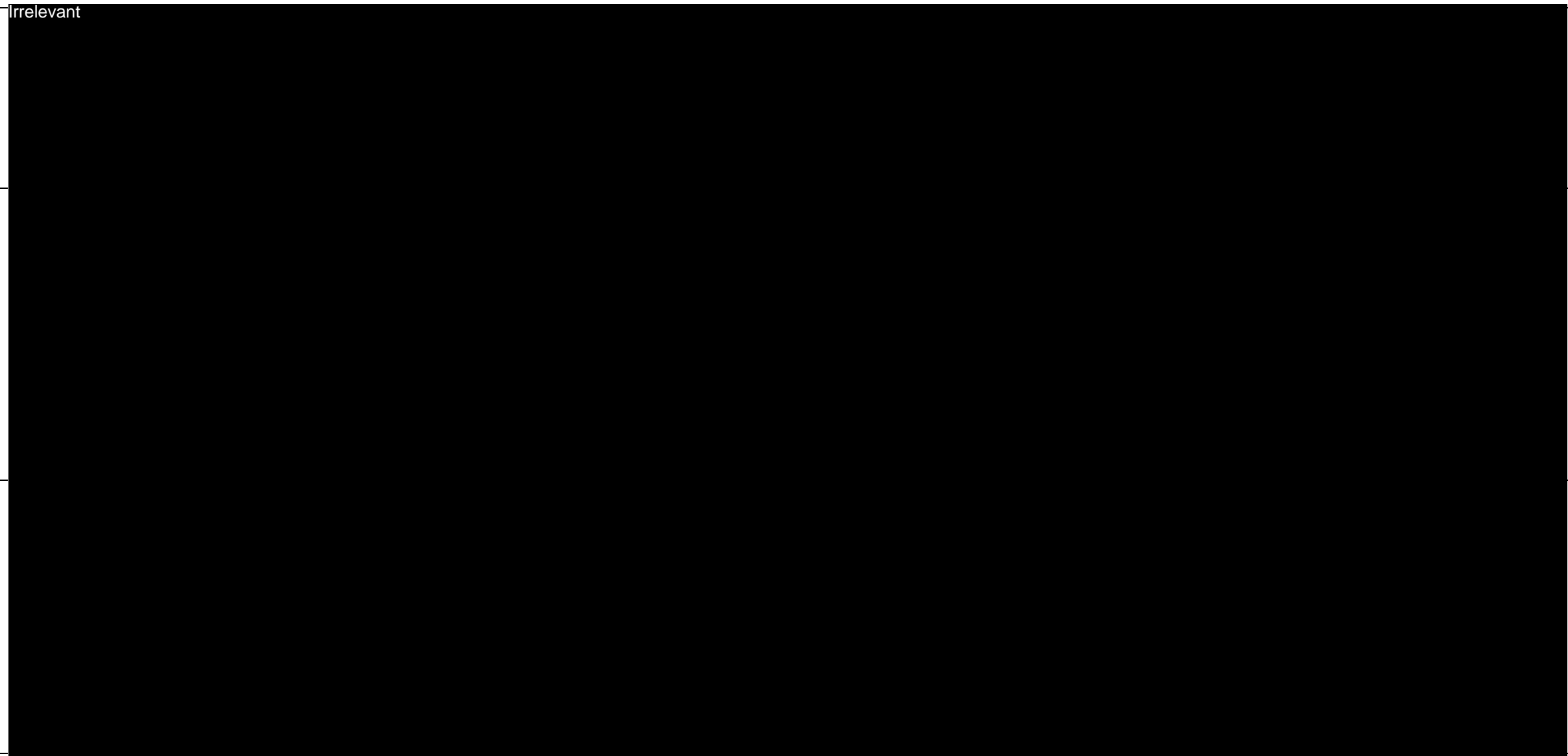


Letter Sent: C Health and Safety / Santé et sécurité des jeunes

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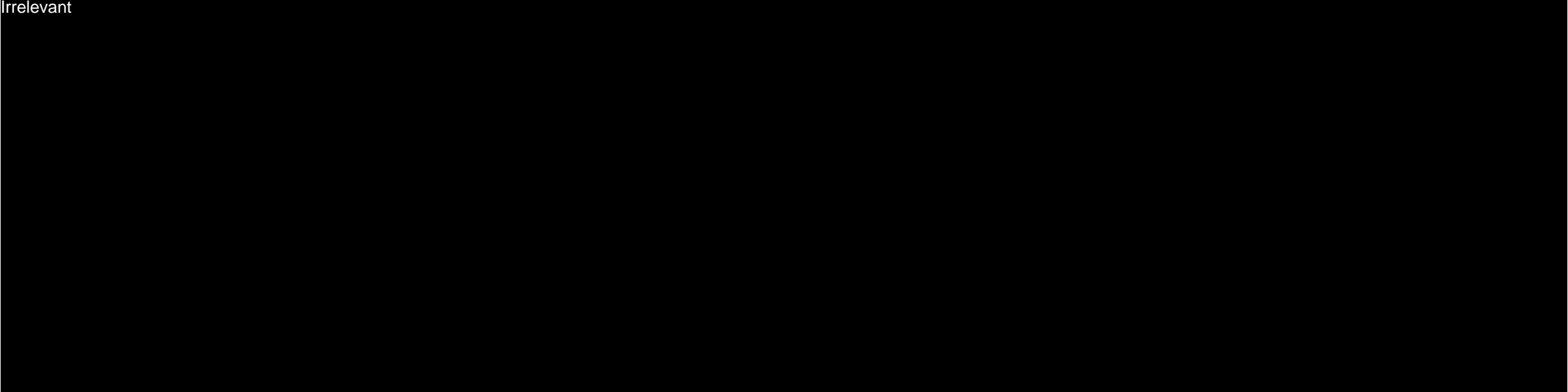


Letter Sent: D Workplace free from Harassment and Discrimination

Irrelevant



Irrelevant




Search Scope This List: Escalation Com

Enter Keywords

Project Number	Organization Name	NHQ/Region	Date Submitted	Date of Committee	Committee Level	Issues to be Raised	Recommendations	Date of Recommendation	Missing information or clarification letter to be sent
16152738	BCM International (Canada) Inc.	ON	2/20/2019	2/27/2019	Committee Level 1	Other / Autre	Not eligible / Non admissible	2/27/2019	n/a / s/o

## AR546

ch Scope This List: Escalation Com  Enter Keywords

Recommendation	Missing information or clarification letter to be sent	Edit	Relevant Notes	Relevant Links	Missing information or clarification provided in time	Missing information or clarification details
n/a / s/o			<p>ALL STUDENTS: It is mandatory to attend all of the required precamp training held from Friday, June 29th at 7pm to Friday, July 6th at 7pm to work at Mill Stream. The precamp training week is an <b>unpaid</b> week. I understand that if I do not attend the required training I may not be hired.</p> <p>*Note 27/02/2019: If CSJ student is required to attend unpaid training then project is ineligible (ON to confirm).</p> <p>*Note 08/03/2019: Missing information letter was sent 28/02/2019, response received 04/03/2019 - please see attached.</p> <p>*Note 11/03/2019: Additional information obtained from applicant - please see attached.</p>	<p><a href="http://www.millstream.ca/mp/2018staffapplication.pdf">http://www.millstream.ca/mp/2018staffapplication.pdf</a></p> <p><a href="https://www.labour.gov.on.ca/english/es/tools/hours/what_counts.php">https://www.labour.gov.on.ca/english/es/tools/hours/what_counts.php</a></p>	n/a / s/o	n/a / s/o

## Email

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### Details

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To: office@millstream.camp  
Date Sent (yyyy/mm/dd): 2019/02/27  
Subject: Missing information on your Canada Summer Jobs application - Project Number:  
016152738

### Message

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2019/02/27

Mr Larry A Chupa  
BCM International (Canada) Inc.  
880 OLD MILL RD  
OMEMEE ON KOL 2W0

Project Number: # 016152738

Constituency: Haliburton-Kawartha Lakes-Brock

Subject: Missing information or clarification required on your Canada Summer Jobs application

Thank you for applying for funding under the Canada Summer Jobs program. Your application is missing and/or requires clarification of an essential requirement in your application:

- Health and safety practices in the workplace

You must provide Service Canada with the missing information within 5 business days following the date of this correspondence. If clarification is required regarding elements of your application, please review the Applicant Guide and program eligibility requirements.

If you fail to respond within the above specified timeframe, your application will be deemed ineligible.

The Department's decisions on the Canada Summer Jobs application process are final. However, if you have any questions concerning your application, please contact me at (289) 269-4100.

Please include your project number in all future correspondence.

Sincerely,

Bijal, Somani  
Service Canada  
STN DON MILLS, P.O. BOX 538  
North York ON M3C 0N9  
bijal.somani@servicecanada.gc.ca

## Email

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### Details

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To: office@millstream.camp  
Date Sent (yyyy/mm/dd): 2019/02/28  
Subject: Missing information on your Canada Summer Jobs application - Project Number: 016152738

### Message

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2019/02/28

Mr Larry A Chupa  
BCM International (Canada) Inc.  
880 OLD MILL RD  
OMEMEE ON KOL 2W0

Project Number: # 016152738

Constituency: Haliburton-Kawartha Lakes-Brock

Subject: Missing information or clarification required on your Canada Summer Jobs application

Thank you for applying for funding under the Canada Summer Jobs program. Your application is missing and/or requires clarification of an essential requirement in your application:

- Other and/or Additional Information: Training: Please confirm the duration of and compensation provided for all mandatory training for the requested jobs (listed below).

Male Section Leader  
Female Section Leader  
Assistant Program Coordinator  
Activity Coordinator  
Cabin Leader

You must provide Service Canada with the missing information within 5 business days following the date of this correspondence. If clarification is required regarding elements of your application, please review the Applicant Guide and program eligibility requirements.

If you fail to respond within the above specified timeframe, your application will be deemed ineligible.

The Department's decisions on the Canada Summer Jobs application process are final. However, if you have any questions concerning your application, please contact me at (289) 269-4084.

Please include your project number in all future correspondence.

Sincerely,

Lee, Tori  
Service Canada  
STN DON MILLS, P.O. BOX 538  
North York ON M3C 0N9  
victoria.lee@servicecanada.gc.ca

## RE: Missing information on your Canada Summer Jobs application - Project Number: 016152738

From:

"Office (Mill Stream)" <office@millstream.camp>

To:

"Somani, Bijal B [ON]" <bijal.somani@servicecanada.gc.ca>

Date:

Mon, 04 Mar 2019 18:13:56 +0000

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### Health and Practices in the Workplace:

- 1) All employees are required to complete the following courses first and provide a certificate of completion (where available). These courses are usually completed online:
  - a. Ontario Accessibility Disability Act
  - b. WHMIS/GHS
  - c. Ontario Occupational Health and Safety Act Training
- 2) All employees complete onsite training the following areas:
  - a. Abuse/Harassment Prevention Policy
  - b. Fire Extinguisher Safety and Usage
  - c. Emergency Procedures
  - d. Use of specific equipment
  - e. Use of chemicals including MSDS sheets applicable to their job responsibilities
- 3) All employees are trained on risk management in the areas they are responsible for
- 4) All employees are supervised closely during their training period with on-going feedback, work inspection and mentoring to ensure all tasks are completed safely to ensure no hazards can cause harm or adverse affects in the workplace

Please let me know if there are more specific details that you require.

Thank you.

Larry

Larry Chupa  
Mill Stream Bible Camp  
& Retreat Centre  
880 Old Mill Road  
Ormeau, ON, CAN  
K0L 2W0

Phone: 705.799.6521  
Fax: 705.799.1465  
Email: [office@millstream.camp](mailto:office@millstream.camp)  
Web Site: [www.millstream.camp](http://www.millstream.camp)  
Facebook: [www.facebook.com/mill.stream.7](https://www.facebook.com/mill.stream.7)  
Instagram: [millstreambiblecamp](https://www.instagram.com/millstreambiblecamp)



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**From:** SV-SF-CSOS [mailto:no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca]  
**Sent:** Wednesday, February 27, 2019 2:20 PM  
**To:** Mr Larry A Chupa  
**Subject:** Missing information on your Canada Summer Jobs application - Project Number: 016152738

2019/02/27

Mr Larry A Chupa  
BCM International (Canada) Inc.  
880 OLD MILL RD  
OMEMEE ON K0L 2W0

**Project Number:** # 016152738

**Constituency:** Haliburton-Kawartha Lakes-Brock

**Subject:** Missing information or clarification required on your Canada Summer Jobs application

Thank you for applying for funding under the Canada Summer Jobs program. Your application is missing and/or requires clarification of an essential requirement in your application:

- \* Health and safety practices in the workplace

You must provide Service Canada with the missing information within 5 business days following the date of this correspondence. If clarification is required regarding elements of your application, please review the Applicant Guide and program eligibility requirements.

**If you fail to respond within the above specified timeframe, your application will be deemed ineligible.**

The Department's decisions on the Canada Summer Jobs application process are final. However, if you have any questions concerning your application, please contact me at (289) 269-4100.

Please include your project number in all future correspondence.

Sincerely,

Bijal, Somani  
Service Canada  
STN DON MILLS, P.O. BOX 538  
North York ON M3C 0N9  
bijal.somani@servicecanada.gc.ca





Virus-free. [www.avast.com](http://www.avast.com)

## Email

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### Details

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To: office@millstream.camp

Date Sent (yyyy/mm/dd): 2019/05/02

Subject: Canada Summer Jobs application - Project Number: 016152738

### Message

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\*\*\*This is a system generated e-mail. Please do not reply\*\*\*

2019/05/02

Mr Larry A Chupa  
BCM International (Canada) Inc.  
880 OLD MILL RD  
OMEMEE ON K0L 2W0

Project Number: # 016152738

Constituency: Haliburton-Kawartha Lakes-Brock

Subject: Canada Summer Jobs application

We appreciate your interest in Canada Summer Jobs.

Thank you for providing additional information. After a full assessment, your application has been deemed ineligible for the following reason(s):

- The proposed project/activity is ineligible - Projects or job activities that restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.

The Department's decisions on Canada Summer Jobs applications are final. However, if you have any questions about the process or the decision made in respect of your application, please contact me at (289) 269-4283.

If you proceed with plans to hire a youth this summer and are interested in advertising your job vacancies, you may visit [www.jobbank.ca](http://www.jobbank.ca). Job Bank offers free job postings to employers, including job listings for students.

Sincerely,

JEFF SUM, Director/Directeur  
Service Canada  
STN DON MILLS, P.O. BOX 538  
North York ON M3C 0N9

**Certification**

The Notice of Application in Federal Court File No. T-918-19 dated June 3, 2019 contains a request pursuant to Rule 317 of the *Federal Courts Rules* for material. The Rule 317 request includes a request for the following material (the "Third Request"):

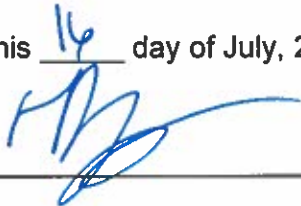
3. The record of all documents and other materials before the Minister informing the Minister's decision to impose the Impugned Provision on any CSJ application.

The Notice of Application defines the "Impugned Provision" as the provision in the 2019 Canada Summer Jobs Applicant Guide which defines ineligible projects and job activities as projects or job activities which:

"restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;"

In response to the Third Request, I certify that the attached are true copies of all the documents and other materials relevant to the decision to impose the Impugned Provision in the possession of the Minister of Employment, Workforce Development, and Labour, which the Crown does not object to producing.

Dated this 14 day of July, 2019.



Tahiya Bakht,

Senior Advisor, Office of the Honourable Patty Hajdu, Minister of Employment,  
Workforce Development and Labour, on behalf of Her Majesty



NOV 2 - 2018

2018 SC-NHQ 002722


SECRET  
SOLICITOR CLIENT PRIVILEGE  
AND LITIGATION PRIVILEGE  
IRBV

**MEMORANDUM TO THE MINISTER OF EMPLOYMENT, WORKFORCE  
DEVELOPMENT AND LABOUR**

**CANADA SUMMER JOBS 2019: QUALITY JOBS FOR YOUTH  
CHANGES TO PROGRAM DELIVERY**

**FOR DECISION AT YOUR EARLIEST CONVENIENCE**

**SUMMARY**

- The purpose of this memorandum is to seek your decision on whether to proceed with the proposed changes to strengthen the delivery of the Canada Summer Jobs (CSJ) program. These changes would be implemented for CSJ 2019 and will support decisions on funding projects and organizations that provide quality work placements for youth. Your approval of the CSJ program eligibility changes (2018 SC-NHQ 002679) and the Program Parameters (2018 SC-NHQ 002770) is being sought concurrently.
- Your approval is being sought at your earliest convenience regarding:
  1. An enhanced approach to screening and assessment of applications; and,
  2. Improvements to agreement management, monitoring, close-out, and reporting.
- Cabinet Confidence  

- Under separate cover, the Department is seeking your approval of the program parameters for the launch of CSJ 2019 (2018 SC-NHQ 002770).

**BACKGROUND**

- CSJ is an initiative of the Youth Employment Strategy (YES), the Government of Canada's commitment to help young people get the information and gain the skills, work experience and abilities they need to make a successful transition into the labour market.
- Cabinet Confidence [REDACTED]
- In keeping with Cabinet Confidence [REDACTED] a renewed YES, the CSJ program will now be open to all youth 15 to 30 years of age, not only students, and will place a greater emphasis on the creation of quality work experiences for youth that provide opportunities to develop and improve their skills. Through the application of national and local priorities, CSJ also seeks to improve access to employment opportunities for youth who face unique barriers. The Department has sought your approval of the amendments to the Terms and Conditions for the Youth Employment Strategy, which includes CSJ, to allow for these changes to be implemented as part of CSJ 2019 (2018 NHQ 004359).

**CURRENT STATUS**

- Cabinet Confidence [REDACTED] the Department has outlined operational changes to strengthen the delivery of the CSJ program to better meet the policy objectives of creating quality work experiences in inclusive work environments.
- The aim of these changes is to improve the Department's ability to ensure that project funding is used for placements that align with the program objectives while attempting to address some of the issues that arose during CSJ 2018. The Department proposes to make these changes as follows:
  - Screening and Assessment: Enhancing project screening and assessment procedures in tandem with clearer eligibility criteria to support eligibility determination to avoid the funding of projects that are inconsistent with CSJ policy and program objectives;
  - Monitoring and Agreement Management: Improving monitoring and funding agreement management, including enhanced language in the Articles of Agreement that will provide for the ability to terminate funding agreements in the event of a breach of the Agreement and/or

.../3



Attestation where the Department has sufficient evidence upon which to rely; and,

- Agreement Close-out and Reporting: Strengthening agreement close-out and reporting to ensure that employer results inform decision making for future funding.

### **Program Delivery Improvements:**

This section outlines how the department will operationalize strengthened policy objectives to support program eligibility and funding decisions.

#### *Screening and Assessment*

- Further to the proposed CSJ program eligibility changes (2018 SC-NHQ 002679), the funding agreement between the Department and the employer will be strengthened to outline eligibility and ineligibility criteria and projects, as well as consequences of non-compliance. These enhancements will support the Department's ability to screen organizations in or out of the assessment process.
- The assessment process for incoming applications will be strengthened by requesting that applicants provide information on the job placement, to ensure it is of high quality and takes place in a safe and inclusive working environment. For instance, organizations will be required to describe elements of a supervision and mentoring plan for the youth and provide more details on the job and working environment.
- All incoming applications for CSJ 2019 will be reviewed for both quality and risk to make an eligibility determination prior to submitting the projects for MPs input and funding agreement.
- The eligibility determination is conducted during screening and assessment. An initial eligibility determination is made during the screening phase, a process during which the application is reviewed for completeness and fulfillment of 15 mandatory criteria. The following criteria are new or have been expanded (a complete list of screening criteria is available in Annex A):
  - Employer is an eligible recipient;
  - Proposed projects are eligible.
  - Employer has declared that the organization's hiring and termination practices as well as its working environment do not discriminate contrary to applicable laws;
  - Application provides supervision and mentoring plans;

- Review of ESDC files associated with the employer to verify if there is documented evidence from previous agreements with the Department that would render the application ineligible.
- Applications deemed to be ineligible are screened out. Applications deemed to be eligible during the screening phase are advanced to the assessment phase.
- The assessment process will be improved to reflect the updated policy objectives and an enhanced risk assessment. The proposed changes to the eligibility and ineligibility criteria, as well as the application and assessment process, will be more transparent and well communicated, which would support the Department in decisions to refuse funding to an organization as a result of a determination made according to this internal screening process.
- Applications will be assessed for quality against the following revised criteria to support Departmental efforts to recommend employers and projects that:
  - Provide supervision and mentoring;
  - Declare having implemented the appropriate health and safety measures;
  - Declare having hiring and termination practices as well as a working environment that does not discriminate contrary to applicable laws;
  - Provide employment opportunities consistent with national and/or local priorities; and,
  - Provide skills development, as outlined in the application form.
- The revised assessment criteria place a greater emphasis on the quality of the project and the work environment, aligning the assessment criteria with CSJ policy objectives to guide funding decisions.
- Applications will be assessed against the following criteria:
  1. Project Value
  2. Number of Project Participants
  3. Complexity of Activities
  4. Organizational Administration (Funding history with ESDC and achievement of results)
  5. Concerns about Occupational Health and Safety (OHS)
  6. Concerns about work environment (participant complaints) including policies and practices
  7. Impact
- The Department will use the risk assessment score to support eligibility determinations and funding recommendations and to determine the degree of

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monitoring to be performed to ensure adherence to the funding terms and conditions.

- Following screening and assessment, all eligible projects are ranked by assessment score. After Service Canada officials have assessed and ranked all eligible applications, Members of Parliament are provided with a list of recommended projects for their constituencies and are offered the opportunity to provide feedback based on their local knowledge.
- Final funding recommendations reflect quality, risk, and MP input.


#### **Decision: Screening and Assessment**

- The level of intensity for risk-based screening and assessment is scalable, depending on available resources and time for assessment. The more intense and comprehensive the screening of applicants, the more resources are required and the longer the assessment period:

- **Option A: Expanded review of 1/3 of applications (estimated at 14,000 out of 42,000)**

An expanded check would be undertaken for applicants with a high-risk score for key factors in the assessment phase to validate eligibility. These key factors include: first-time applicants and new employers to CSJ (not funded within the previous year); employers who did not meet the CSJ 2018 eligibility criteria; organizational administration (issues with past agreements, financial irregularities, etc.); concerns regarding the work environment (concerns raised by participants, etc.); and impact. The Department would check beyond information provided via the application or the information available related to previous agreements with the employer, using information in the public domain or relying on follow-up information provided by the applicant. Cabi

Cabinet Confidence



- **Option B (Recommended): Expanded review of 1/2 of applications (estimated at 21,000 out of 42,000)**

An expanded check would be undertaken for applicants with an overall high risk score in the assessment phase. Screening would include all the key factors outlined in Option A, as well as other factors such as project value, complexity, etc. As well, additional time would be allotted

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(100 minutes) per application to validate eligibility. The Department would check beyond information provided via the application or the information available related to previous agreements with the employer, using information in the public domain or relying on follow-up information provided by the applicant. Additional activities would include support for employers to sign up for the Grants and Contributions Online System, further strengthening the screening of applications and authentication of employers. These activities would require additional resources beyond those outlined in Option A.

Cabinet  
Confidence

o **Option C: Full scope (estimated at 42,000 applications)**

A comprehensive check of all applicants would be undertaken and additional time would be allotted (200 minutes) per application to validate eligibility. The Department would check beyond information provided via the application or the information available related to previous agreements with the employer, using information in the public domain or relying on follow-up information provided by the applicant.

Cabinet Confidence

*Monitoring and Agreement Management*

- As part of the management of agreements, the Department conducts several monitoring activities, including on-site monitoring and financial monitoring.
- To ensure compliance with the Articles of Agreement, the Department currently conducts on-site monitoring for the highest risk projects, up to 10% of all agreement holders (approximately 3,000).
- The Department also conducts discretionary on-site monitoring when a problem or issue is identified, such as those related to eligibility, financial activities, or project activities.
- The Department is revising procedures for monitoring and agreement management, including developing an expedited on-site monitoring process and the ability to suspend, terminate and/or recover funding as required to

.../7

support the program's policy objectives as set out in the Articles of Agreement.

- The Department proposes the following adjustments to the monitoring process in cases where a problem with the eligibility of an organization or project job activities is identified:
  - An expedited process will be put in place to ensure that an onsite monitoring visit is conducted within 5 business days of the issue being identified.
  - The timeline for the recipient to provide additional documentation will be reduced from 30 calendar days to 7 business days.
- The Department explored the possibility of conducting on-site monitoring for 30% or 50% of agreement holders. However, as per direction communicated through your office, the Department will instead direct available and expected resources to support the expanded screening and assessment processes. For CSJ 2019, the Department will continue to conduct on-site monitoring for 10% of agreement holders and discretionary on-site monitoring as required.

#### *Suspension of Activities and/or Payments*

- If during the monitoring process the issue is not remedied within fifteen days, the Department will withhold payment to the organization until the situation is resolved satisfactorily or a decision is taken to terminate the agreement following the process set out in the Articles of Agreement.
- This change to the monitoring process enhances the Department's ability to take corrective action more quickly to support program integrity, uphold the policy and program objectives, and ensure that Government funds are used to create quality jobs in keeping with the objectives of the Program.

#### *Enforcement and Compliance Measures*

- The Articles of Agreement have been strengthened to clarify the consequences of non-compliance with program requirements, including termination of the funding agreement and potential impacts on the assessment of future applications (Section 21.1 [Termination for Default]). The language in the Agreement has been clarified to allow for immediate suspension of activities (Section 21.1[3]) and payment halt (Section 21.1[2]), as well as the recovery of monies already disbursed to the employer (Section 21.1[7]).

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- A breach of the Agreement will be a factor considered for eligibility for funding in subsequent years. The revised Agreement stipulates that employers in breach of the Agreement would not be eligible to apply for funding for a period of 2 years (Section 21.1 [6]).
- The Department has also outlined a process to notify employers and give them the right to respond before finalizing any decision to terminate or recover funding (Section 21.0 [Termination of Agreement] in the Articles of Agreement and Section 13 [Termination of Agreement] in the Operational Directives). Solicitor-Client Privilege  
[REDACTED]
- The Department will ensure that any decisions for termination for default are made with sufficient evidence to support them, and duly documented.

#### *Recourse and Recovery*

- Under the CSJ 2018 Articles of Agreement, there was no requirement for the Employer to repay funds already paid to them by Canada upon termination of the Agreement for the Employer's default.
- Under the updated CSJ 2019 Articles of Agreement, if the Agreement is terminated for an event of default (e.g. ceases to operate, or non-compliance with the Agreement), the Employer will be asked to repay Canada within 30 calendar days. Solicitor-Client Privilege  
[REDACTED]
- The Department will work with the Canada Revenue Agency to recover these funds, where appropriate.

#### *Agreement Close-out and Reporting (Future Decisions)*

- As part of the agreement close-out and reporting on results, the Department will collect more complete project information—such as issues with the projects and results achieved—to support future eligibility and funding decisions. Any issues identified during a project will be recorded in the Common System for Grants and Contributions. This information is subject to Access to Information and Privacy Disclosure requirements.
- The Department will conduct mandatory surveys of employer and youth participants that will provide valuable data on the quality of the work placements and the skills developed, as well as the work environment. The results will be used to track the achievement of results and to support future

improvements to program delivery. The Department will explore how youth responses could be used to inform future assessment decisions.

- The proposed new activities will provide stronger reporting and data collection to facilitate better-informed decision making in subsequent years, and to support program-wide and employer-specific performance reporting.

#### *Move to Mandatory Online Submission of Applications for CSJ 2020*

- Once the requirements of Part 6 (Electronic Administration or Enforcement) of the *Department of Employment and Social Development Act* (DESDA) are complied with, the Department will move to mandatory online application submissions. This will increase screening and assessment efficiency by avoiding duplicate submissions—when organizations submit both online and paper applications—which can lead to errors and inconsistencies.
- Moving to the mandatory online submission of applications will also further Departmental efforts to authenticate employers and confirm that the Application is signed by the proper legal authority in order to ensure that the Agreement is legally binding on the organization.
- Online submission will also enhance efforts to strengthen program integrity and stewardship, helping the Department to prevent and reduce the risk of fraud.
- As part of the CSJ 2019 application intake, the Department has set a target of moving approximately 12,000 applicants to GCOS to support the migration to mandatory online submissions once the necessary authorities are in place. This first phase of the plan will target CSJ organizations that received funding in 2018 and have inactive or active GCOS accounts but did not submit through GCOS, or who are located in northern locations and may require additional support to register. Phase two of the plan will focus on migrating the remaining approved applicants with an agreement but no GCOS account.

## **CONSIDERATIONS**

### *Program Stewardship*

- The changes described above support the Department's ability to better achieve CSJ program policy objectives. However, it is expected that a small number of organizations with goals contrary to these objectives may still make it through the screening process and be recommended for funding in 2019. With strengthened evidence and program delivery, the Department aims to have a more solid basis to screen out ineligible organizations, terminate

.../10



funding to organizations, and/or use this information for screening in future years.

- Solicitor-Client Privilege [REDACTED]  
[REDACTED]. However, strengthening the evidence supporting policy decisions, defining what is meant by a quality project and what constitutes an inclusive work environment, and clarifying the link to program objectives and statutory mandate, will assist in supporting the Departmental funding decisions.

#### *Communications*

- From a communications perspective, this approach reinforces the Government's position on upholding the rights of individuals. While new wording may not allay all stakeholders' concerns, it does provide further clarity and demonstrates that the Government is listening and responding.

#### *Financial*


Cabinet Confidence



- Cabinet Confidence
- 

#### Legal Considerations

Solicitor/Client Privilege



#### RECOMMENDATION

- **Decision 1 – Enhanced screening:** It is recommended that you approve Option B, where an expanded check would be undertaken for applicants with an overall high risk score in the assessment phase (half of applications). **Cabi**

Cabinet Confidence



#### NEXT STEPS

- Please note a decision is also pending on the proposed amendments to the Terms and Conditions for the Youth Employment Strategy, which includes

.../12

CSJ (2018 NHQ 004359). This change will open the CSJ program to all youth and is required before the launch of CSJ 2019.

- Subject to your decisions, **Cabinet Confidence**  
[REDACTED] the Department will implement the program delivery changes for CSJ 2019.
- Your decision is requested at your earliest convenience.



Leslie MacLean

Key Contact: Stephanie Hébert  
(819) 654-2447

Rachel Wernick  
(819) 654-5991

Mark L. McCombs  
(819) 654-1965

- ☐ I would like an oral briefing
- ☐ I would like \_\_\_\_ of my staff to be briefed
- ☐ No briefing required
- ☐ I would like to see additional options

**Decision: Screening and Assessment**

- ☐ Option A – Expanded review of 1/3 of applications
- ☐ Option B – Expanded review of 1/2 of applications (Recommended)

.../13

☐ Option C – Expanded review of all applications

☐ I would like to see additional options

I concur:

\_\_\_\_\_  
Patty Hajdu

\_\_\_\_\_  
Date

I do not concur:

\_\_\_\_\_  
Patty Hajdu

\_\_\_\_\_  
Date

Attachments: 1



## Screening Criteria

During screening, applications are reviewed for completeness and fulfillment of 15 mandatory criteria. If an application does not meet all 15 eligibility requirements it will be deemed ineligible and will not proceed to assessment.

1. **Application was received by the deadline**
2. **Attestation is complete**
3. **Application is complete**
4. **Eligibility of employer:** The employer must be eligible as per the eligibility criteria detailed in the Applicant Guide.
5. **Eligibility of proposed activities:** The job activities must be eligible as per the eligibility criteria detailed in the Applicant Guide.
6. **Job duration:** The job duration must be between 6 and 16 consecutive weeks.
7. **Job hours:** The proposed job must be full-time (i.e. 30 to 40 hours per week).
8. **Other Sources of Funding:** The applicant must declare whether there are other sources of funding for the proposed activities, the source(s) of funding, and the amount(s).
9. **Salary:** The salary must respect minimum wage requirements.
10. **Money owing to the Government of Canada:** The applicant must declare any money owing to the Government of Canada.
11. **Health and Safety:** The applicant must demonstrate that it has implemented measures to ensure youth awareness of health and safety practices in the work environment. Safety measures must relate to the type of work environment and specific job type and activities. Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth.
12. **Hiring practices and work environment:** The applicant must demonstrate that they have implemented measures to ensure hiring practices and a workplace free of harassment and discrimination, such as raising awareness and prevention activities.
13. **Supervision:** The applicant must describe the supervision plan for the youth and proposed job activities.
14. **Mentoring:** The applicant must describe the mentoring plan for the youth and proposed job activities.
15. **Past Results:** Service Canada will review all files associated with each organization to verify if there is documented evidence from previous agreements with the Department that would render an application ineligible (e.g., financial irregularities, health and safety concerns, past project results). The Department may consult with the Canada Revenue Agency (CRA) on past financial irregularities.

Failure to comply with any conditions of a previously funded project will be considered in the evaluation of new applications and could result in a decision of ineligibility.

## **Assessment Criteria**

The Assessment Criteria are used to evaluate the quality of the application compared to other projects submitted. Applications will be assessed to determine the quality of the work experience for the youth in relation to the program objectives. Applications will be assessed for quality against the following criteria using information contained in your application:

### **Objective 1: Provide quality work experiences for youth:**

The quality of the work experience will be assessed against your supervision plan and mentoring plan, what skills you will help the youth to develop, the duration of the placement, the wage offered, and the commitment to providing a safe and respectful workplace. For many participants, this placement is likely one of their first experiences in the labour market. Therefore, priority will be given to applications that demonstrate the following:

1. The job(s) provides a salary above the provincial or territorial minimum wage and/or you intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement.
2. The youth will be supervised and mentored. You must provide a detailed supervision plan and a detailed mentoring plan including what opportunities you will provide for early work and career-related experience.
3. The workplace is safe and inclusive, free from harassment and discrimination. You must describe the measures in place in your workplace.

### **Objective 2: Provide youth with opportunity to develop and improve their skills:**

Skills development will be assessed against the following criteria:

1. The applications need to demonstrate how the work experience will build both job specific skills (e.g., client service, digital skills) and transferable skills (e.g., teamwork, leadership, communication). Skills development is also a required component of the mandatory supervision and mentoring plans (see Objective 1).

### **Objective 3: Respond to national and local priorities to improve access to the labour market for youth who face unique barriers:**

1. National priorities for the program are established to help the program achieve its objectives of helping young people, particularly those facing barriers to employment, to transition to the labour market. In order to obtain points in this category, applicants are required to indicate which national priorities are supported and provide a clear description of how.

The Canada Summer Jobs 2019 National Priorities are:

1. Organizations which provide services to, and which express an intent and desire to hire, youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market, as outlined below:
    - Recent immigrant youth and recent refugee youth (recent is defined as having arrived in Canada in the past 5 years)
    - Youth who have not previously been employed and for whom this would be their first job experience
    - Indigenous
    - Youth with disabilities
    - Youth who have not completed high school
    - Visible minorities
    - LGBTQ2 youth
    - Women in Science, Technology, Engineering and Mathematics (STEM)
  2. Opportunities for youth to gain work experience related to the skilled trades;
  3. Opportunities for youth in rural areas (RAs) and remote communities and Official Language Minority Communities (OLMCs);
  4. Small businesses, in recognition of their contribution to the creation of jobs; and,
  5. Organizations which deliver supports or services to seniors.
2. Local priorities are established for each constituency by Members of Parliament throughout the country taking into account vital community services and local events, local labour market information, including sectors experiencing labour shortages, and national priorities.

In order to obtain points in this category, applicants are required to indicate which local priorities are supported and provide a clear description of how.

## Risk Assessment

Each application is assessed for risk to support eligibility determinations, funding recommendations, and to clarify the degree of monitoring to be performed to ensure adherence to the funding terms and conditions.

The factors assessed are:

1. **Project Value:** The amount of funding under the proposed agreement.
2. **Number of Project Participants:** The number of youth to be employed under the Canada Summer Jobs funding agreement.
3. **Complexity of Activities:** The complexity of the specific project design features and delivery requirements of the project activities.
4. **Organizational Administration:** The ability of the organization to administer the Canada Summer Jobs project(s).
5. **Concerns about Occupational Health and Safety:** Concerns about occupational health and safety in relation to the tasks to be carried out by the youth without the requirement for a specific certification or education in order to complete the tasks.
6. **Concerns about Work Environment (including policies and practices):** Organization demonstrates that its hiring and termination practices do not discriminate contrary to applicable laws in its jurisdiction.
7. **Impact:** The possible impact of the project on the community where the job will occur.



2018 SC-NHQ 002679

SECRET  
SOLICITOR CLIENT PRIVILEGE  
AND LITIGATION PRIVILEGE  
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**MEMORANDUM TO THE MINISTER OF EMPLOYMENT, WORKFORCE  
DEVELOPMENT AND LABOUR**

**CANADA SUMMER JOBS 2019: QUALITY JOBS FOR YOUTH  
CHANGES TO PROGRAM ELIGIBILITY**

**FOR DECISION AT YOUR EARLIEST CONVENIENCE**

**SUMMARY**

- The purpose of this memorandum is to seek your decision on program eligibility changes for Canada Summer Jobs (CSJ) 2019, as well as to outline further decisions that are being sought under separate cover to support the launch of CSJ 2019.
- In keeping with the renewed policy objectives of the Youth Employment Strategy (YES) to provide youth with quality job placements in safe, inclusive and healthy work environments, the Department has strengthened the policy rationale supporting CSJ funding decisions (Annex A). Linked to this rationale and your statutory authorities, the Department has developed eligibility requirement options to support funding decisions and address stakeholder concerns.
- Your approval is being sought at your earliest convenience regarding:
  - a) Language for the Employer Attestation (Annex B); and,
  - b) Ineligibility Criteria (Annex C).
- The Department has sought your approval of the proposed approach to strengthen the program delivery (2018 SC-NHQ 002722) as well as the program parameters for CSJ 2019 (2018 SC-NHQ 002770) under separate cover.



## BACKGROUND

- CSJ is an initiative of the YES, the Government of Canada's commitment to help young people get the information and gain the skills, work experience and abilities they need to make a successful transition into the labour market.
- Cabinet Confidence [REDACTED]
- In keeping with the renewed YES, the CSJ program will now be open to all youth between 15 and 30 years of age, not only students. The objectives of the program are also being updated to place greater emphasis on the creation of quality work experiences for youth that provide opportunities to develop and improve their skills. Through the application of national and local priorities, CSJ also seeks to improve access to employment opportunities for youth who face unique barriers.
- To achieve the policy objectives and to address feedback from stakeholders, the Department has identified how the program could be strengthened to ensure that jobs funded under CSJ take place in inclusive and non-discriminatory work environments that are in compliance with all applicable laws.

### *2018 Eligibility Changes*

- A new requirement was introduced in CSJ 2018 to help prevent Government of Canada funding from flowing to organizations whose mandates or projects may not respect individual human rights or the values underlying the *Canadian Charter of Rights and Freedoms* (Charter). All applicants were required to attest that both the job and the organization's core mandate respected the following principles:

"attest that both the job and the organization's core mandate respect individual human rights in Canada, including the values underlying the *Canadian Charter of Rights and Freedoms* as well as other rights. These include reproductive rights and the right to be free from discrimination on the basis of sex, race, national or ethnic origin, colour, mental or physical disability, sexual orientation or gender identity or expression."

- The inclusion of this language in the Attestation put the onus on the applicant to self-assess that their organizational mandate and job placement complied with program eligibility requirements. Further to implementing this approach, Supplemental Information was published by the Department to clarify the use

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of the terms "core mandate" and "respect". A total of 1,563 program applicants did not submit a complete application with a signed Attestation.

#### *Feedback from Stakeholders*

- Feedback related to the new eligibility requirement focused on the following issues:
  - Concern around the use and meaning of "respect" and "core mandate";
  - Criticism of the linkage between *Charter* rights and reproductive rights;
  - Allegations of infringements on *Charter* rights (particularly freedom of religion, belief, and expression) and/or that the requirement represents compelled speech or a "values test"; and,
  - Claims that faith-based organizations were being denied access to a government program on the basis of their religious beliefs.

#### *Challenges before the Courts*

- The language of the 2018 Attestation has been subject to a legal challenge before the Court of Queen's Bench in Alberta. There are also 9 judicial review applications before the Federal Court challenging the decisions regarding funding.

#### **CHANGES FOR CSJ 2019**

- **Cabinet Confidence** [REDACTED] the Department has developed a range of changes to clarify and strengthen program requirements to better meet policy objectives for inclusive work environments and quality work placements.
- These changes will improve the Department's ability to ensure that project funding is used for placements that align with the policy objectives, while aiming to address some of the concerns that arose during CSJ 2018.

#### *Policy Rationale (Annex A)*

- Funding decisions should be connected to policy objectives and statutory authorities:
  - Section 5 of the *Department of Employment and Social Development Act* (the Departmental Act) provides that the Minister shall exercise her powers and perform the duties and functions relating to human resources and skills development with a view to improving the standard of living and quality of life of all Canadians by promoting a highly skilled and mobile workforce and an efficient and inclusive labour market; and

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relating to social development with a view to promoting social well-being and income security.

- Section 7 provides the Minister with the authority to make grants and contributions in relation to programs that contribute to the development of the human resources and skills of Canadians or that contribute to the social development of Canada.
- In an effort to reinforce the alignment between funding decision, statutory authorities and the renewed policy objectives, the Department has defined "quality work experience" and "respectful and inclusive work environment" and how these concepts relate to your statutory authorities under the Departmental Act.
- Essential to creating a quality work experience is the need to ensure that program participants—including vulnerable or underrepresented youth in particular—are employed in inclusive and non-discriminatory work environments and are contributing to organizations that respect the rights of all Canadians.
- The European Union developed a comprehensive list of indicators of job quality in 2001 at the Laeken summit. The Laeken indicators of job quality include the following criteria as measures to define a quality work experience: socio-economic security (i.e. decent wages and secure transitions); skills and training opportunities; safe and healthy working conditions; the ability to combine work and family life, and promotion of gender equality.
- Quality job placements that provide a positive work experience taking into account the international Laeken indicators and occur in an inclusive work environment include jobs that:
  - Demonstrate that employers are investing in youth (by paying above the wage subsidy);
  - Provide an opportunity for youth to develop skills needed for employment;
  - Provide mentoring and supervision; and,
  - Occur in safe work environments (e.g., work environments with Workplace Hazardous Materials Information Systems certification and inspections; with policies against sexual harassment and violence); and,
  - Occur in inclusive and healthy work environments (as demonstrated through activities such as promoting mental wellness, promoting equal opportunity and respect for employees regardless of sex, age, religion, race, national or ethnic origin, colour, mental or physical ability, sexual orientation, or gender identity or expression).

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- Applications to the CSJ program will be screened and assessed against these criteria for quality job placements to determine eligibility. This will support the program objective of helping youth develop skills to support their transition to the labour market, which is in keeping with your powers and duties as set out in the Departmental Act related to human resources and skills development in Canada and the social development of Canada. Consistent with the Act's emphasis on an efficient and inclusive labour market, job placements should also be available to any youth between 15 and 30 years old, regardless of sex, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation or gender identity or expression, so they can benefit from the government programming.
- These criteria are especially important for a program that targets youth, some of whom are minors or deemed vulnerable and, therefore, may be more at risk of being significantly influenced by discriminatory behaviour and those practices that do not comply with the law.
- The CSJ Application, Articles of Agreement, and ineligible criteria have been aligned with the strengthened policy rationale.
- This note is seeking your decision on the language for the employer attestation and on options for ineligibility criteria.

#### **DECISION 1: EMPLOYER ATTESTATION**

- The Department has developed a proposed Attestation for employers to declare their adherence to the eligibility requirements (Annex B):
- The proposed Attestation retains the structure and approach of the 2018 Attestation and will remain in the Application Form immediately above the Applicant's signature block and ahead of the Articles of Agreement. The Attestation will also form part of the Articles of Agreement.
- The language below will appear in the Attestation:

"On behalf of my organization I declare that:

1. I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
3. The job would not be created without the financial assistance provided under a potential contribution agreement;
4. Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada."

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### Considerations

- The proposed language addresses the principal criticisms raised by stakeholders in CSJ 2018:
  - For CSJ 2019, the language of the Attestation has been modified to respond to stakeholders' concerns around the use and meaning of "respect" and "core mandate", criticism of the linkage between *Charter* rights and reproductive rights, as well as allegations of infringements on *Charter* rights (particularly freedom of religion, belief, and expression) and/or that the requirement represents compelled speech or a "values test". As a result, for CSJ 2019, there will be no reference to "core mandate" or the use of the word "respect". Instead, the employer must now attest that the funding will not be used to undermine or restrict the exercise of rights legally protected in Canada. In addition, new lists of ineligible employers, activities or projects will be outlined in the Articles of Agreement and Applicant's Guide.
  - The revised attestation no longer includes a reference to reproductive rights. However, as per the eligibility criteria, employers, activities or projects that seek to restrict a woman's access to sexual and reproductive health services will not be eligible for funding.
- The approach of an Attestation has benefits:
  - It is visible and transparent to have organizations sign the Attestation when applying for funding. The onus remains on organizations to decide whether or not to apply and the application may still elicit criticism from some organizations.
- This approach still requires the proponent to attest as a pre-condition that they will abide by the terms of the funding agreement. This, along with the strengthened terms of the funding agreement, will provide the Department with a basis to terminate the funding agreement with employers who are found to be in breach of the terms of the agreement, subject to there being sufficient and reliable evidence to conclude that there is a breach of the terms of the Agreement.
- However, there will still be greater onus on the Department than in 2018 to screen out ineligible organizations based on the enhanced program eligibility requirements as well as the associated eligibility criteria.


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### Articles of Agreement

- The revised Articles of Agreement emphasize that funded organizations will have ongoing responsibility to meet their contractual obligations. The Articles of Agreement also provide for a specific process to terminate the funding agreement when employers do not comply with the Articles themselves or with the terms of the Attestation.
- The strengthened Articles of Agreement will include:
  - An updated Section 12.0 (Employer Attestation);
  - Expanded Employer responsibilities related to the policy objective of the program to create quality jobs;
  - Expanded ineligibility criteria;
  - Updated items related to the termination of agreements; and,
  - Language related to new mandatory reporting requirements and the disclosure of information.

### Legal Considerations for Decision 1– Attestation and Articles of Agreement

Solicitor/Client Privilege



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Solicitor/Client Privilege



## **DECISION 2: INELIGIBILITY CRITERIA**

- In addition to changes to the Attestation and Articles of Agreement, the Department developed two options to provide clear criteria to CSJ applicants when determining their eligibility to apply to the program as well as to support Service Canada program officers when screening the eligibility of applications (Annex C):
  - Option A considers eligibility decisions on the basis of employers and job activities;
  - Option B considers eligibility decisions on the basis of employers, work environments and projects (Recommended).
- The following definitions will guide the screening and assessment of applications for eligibility:

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- Employer: the "Legal Name of the Organization" in the "Canada Summer Jobs - Application/Agreement". It is the entity bound by the terms of the Agreement and who establishes a relationship (Employer-Employee) with the employee, including the hiring, management, and supervision of the employee. The various obligations of the Employer are outlined throughout the Agreement and, in particular, section 9.0 outlines the responsibilities related to the management of the project, which includes the provision of a safe, inclusive and respectful work environment.
- Project: the hiring, administration of, and job activities as described in the Application/Agreement.
- Work environment: includes a quality work experience which takes into account the international Laeken indicators in the environment of the employer in which the job and project occur. Work environments must be safe, respectful, inclusive, free of harassment, abuse and discrimination and in compliance with all applicable laws.

### **Option A: Ineligible Employers and Job Activities**

#### Ineligible Employers

- Members of the House of Commons and the Senate;
- Federal Government Departments and Agencies;
- Provincial and Territorial Departments and Agencies;
- Employers who engage in partisan political activities;
- Employers who:
  - deny access to their programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - foster intolerance, discrimination and/or prejudice; or,
  - work to undermine or restrict a woman's access to sexual and reproductive health services.

#### Ineligible Job Activities

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant
- Job activities that:
  - restrict access to programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;

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- discriminate on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
- foster intolerance, discrimination and/or prejudice; or,
- work to undermine or restrict a woman's access to sexual and reproductive health services.

### **Option B: Ineligible Employers, Work Environments and Projects (Recommended)**

#### Ineligible Employers:

- o Members of the House of Commons and the Senate;
- o Federal government departments and agencies;
- o Provincial and Territorial department and agencies; and
- o Organizations that engage in partisan political activities.

#### Ineligible Projects and Job Activities:

- o Projects consisting of activities that take place outside of Canada;
- o Activities that contribute to the provision of a personal service to the employer;
- o Partisan political activities;
- o Fundraising activities to cover salary costs for the youth participant
- o Projects and job activities that occur in work environments which:
  - restrict access to programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - foster intolerance, discrimination and/or prejudice; or,
  - work to undermine or restrict a woman's access to sexual and reproductive health services.

### Considerations

- Both options seek to emphasize the requirement for employers to have in place inclusive work environment policies and for employers to provide equitable access to programs and services in support of the CSJ policy objective to provide quality work placements in safe, healthy, and inclusive work environments.
- Eligibility decisions will be more complex this year for program staff. Applications will also take longer to assess this year in comparison to CSJ 2018. Cabinet Confidence  
[REDACTED]
- While both options aim to minimize variability and ambiguity, Option A will require more interpretation, fact-finding or follow-up with applicants than in previous years to support eligibility decisions.

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- Despite all of the program delivery improvements introduced this year related to screening and assessment, as well as enhanced monitoring and compliance activities, Option A risks identifying and assessing too many organizations as ineligible. In the case of Option A, the Department anticipates that more faith-based employers would be deemed ineligible.
- Option A may tend to render faith-based employers ineligible for two reasons:
  - Ancillary activities:
    - Among the community services they provide, they may also conduct activities (e.g., a sermon, host pro-life group in their premises) that could be seen as undermining a woman's access to sexual and reproductive health services or discriminatory practices.
  - Faith-based organizational governance models:
    - Employers governed by or linked to faith-based organizations would disproportionately be deemed ineligible given potential links made by program staff to broader doctrine adhered to by faith based organizations. These decisions will in particular, affect applicants who, for example, belong to a faith based employer that runs a summer camp, daycare, or homeless shelter.
- Assessments in the case of Option A are more complex than Option B. Eligibility decisions under Option A will require program officers to more frequently find, consider, and examine factors outside of the Application process. Specifically, the Department would assesses the broad connection between information on the organization's mandate found in the public domain and the subsequent connection to concrete activities in making eligibility determinations. This will in some cases require the Department to follow-up with organizations regarding their mandates and activities; moreover, subsequent negative eligibility determinations may be difficult to explain to applicants deemed ineligible.
- While there was a reduction in the number of faith-based employers who applied in 2018 as compared to 2017, the approach outlined in Option A would likely result in similar number of applicants, but an increased number of organizations deemed ineligible. While this would likely garner media attention, it should not have an impact on the department's ability to meet its target of 70,000 jobs.

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- Option B enables the department to meet your policy objectives by focusing on the quality of the work experience, the work environment and job activities. Considering projects instead of employers enables the Department to make more informed eligibility decisions that consider the quality of the work placement in terms of wages offered, skills development opportunities, supervision and mentoring, safety of the workplace, and the inclusiveness and health of the work environment.
- Applications will be assessed for quality against the following criteria to support Departmental efforts to recommend projects that:
  - Provide supervision and mentoring;
  - Declare having implemented the appropriate health and safety measures;
  - Declare having hiring and termination practices as well as a working environment that does not discriminate contrary to applicable laws;
  - Provide employment opportunities consistent with national and/or local priorities; and,
  - Provide skills development, as outlined in the application form.
- In terms of assessment methodology, for Option B, program staff will focus on the quality of the work experience as defined by:
  - Job quality
  - Work and work environment quality
  - Employment quality
- These elements of a quality work experience, the factors considered and the subsequent means to evaluate them are informed by the Laeken indicators and work conducted by the OECD (OECD Guidelines on Measuring the Quality of the Working Environment).



Table 1: Operationalization of Laeken Indicators

Element of Work Experience	Factors Considered in Evaluation	Assessment Criteria
Job Quality	Skill Development and Training Opportunities	<p>Mentoring and Supervision Plans must be provided. Quality of the plans will be assessed.</p> <p>Narrative required in the Application Form on the skills developed during the placement.</p> <p>Alignment with CSJ 2019 National Priorities.</p>
Work and Work Environment Quality	Physical Working Conditions	Occupational Health and Safety practices collected in the Application
	Health and Injury Variables	Occupational Health and Safety practices collected in the Application
	Gender Equality and Inclusion	<p>Declaration that hiring and termination practices do not discriminate as per applicable laws.</p> <p>Applicants are asked whether they will hire youth who are underrepresented or who have additional barriers to the labour market.</p> <p>Signed Attestation.</p> <p>Alignment with CSJ 2019 national priorities.</p>
Employment Quality	Wage	Wages offered are included in the Application. Must respect minimum wage requirements and higher wages result in higher scores in the assessment process.
	Length of work experience	Information provided in the Application (longer job activities are scored higher).

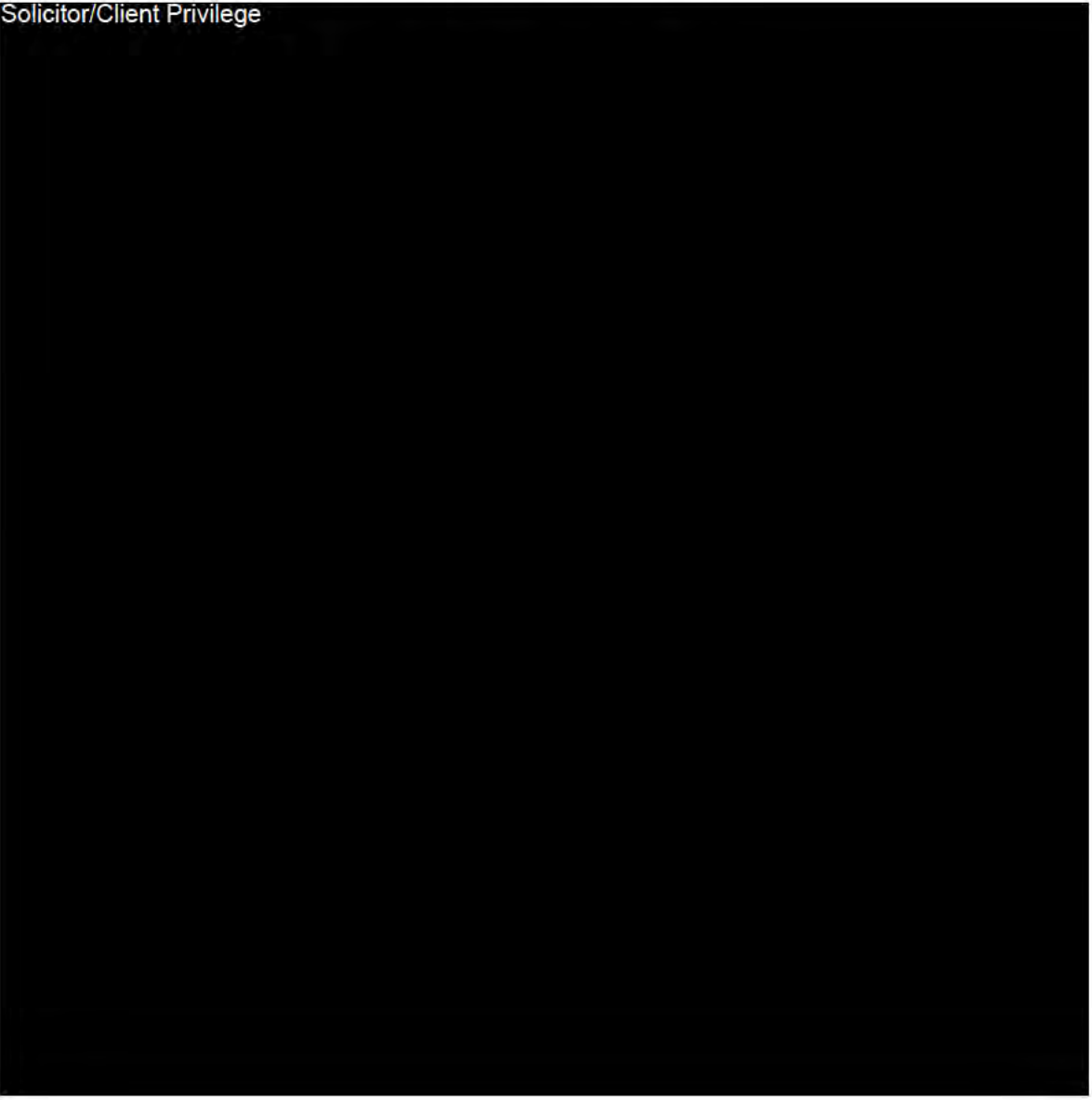
- Considering gender equality, diversity and non-discrimination as elements of a quality work environment contributes to both the recruitment of youth who face unique barriers into the labour market and ensures that their experience has a lasting and positive impact on their future labour market participation so that they are confident about their ability to participate in future employment.
- Eligibility decisions made using the approach in Option B will be easier to operationalize and explain to applicants compared to Option A given they consider specific elements such as quality of the work environment as defined by the Laeken indicators and other research.

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- Assessing projects on the basis of job activity, work environment and work experience, which are informed by the Laeken indicators and other research, (Option B) will facilitate consistency in decision making and aligns more closely with public statements made last year.
- With the focus on the work environment, Option B permits program officers to make eligibility determinations on the basis of the quality of the job and work environment. As a result, employers that share a business number with an ineligible parent organization would not be automatically deemed ineligible.

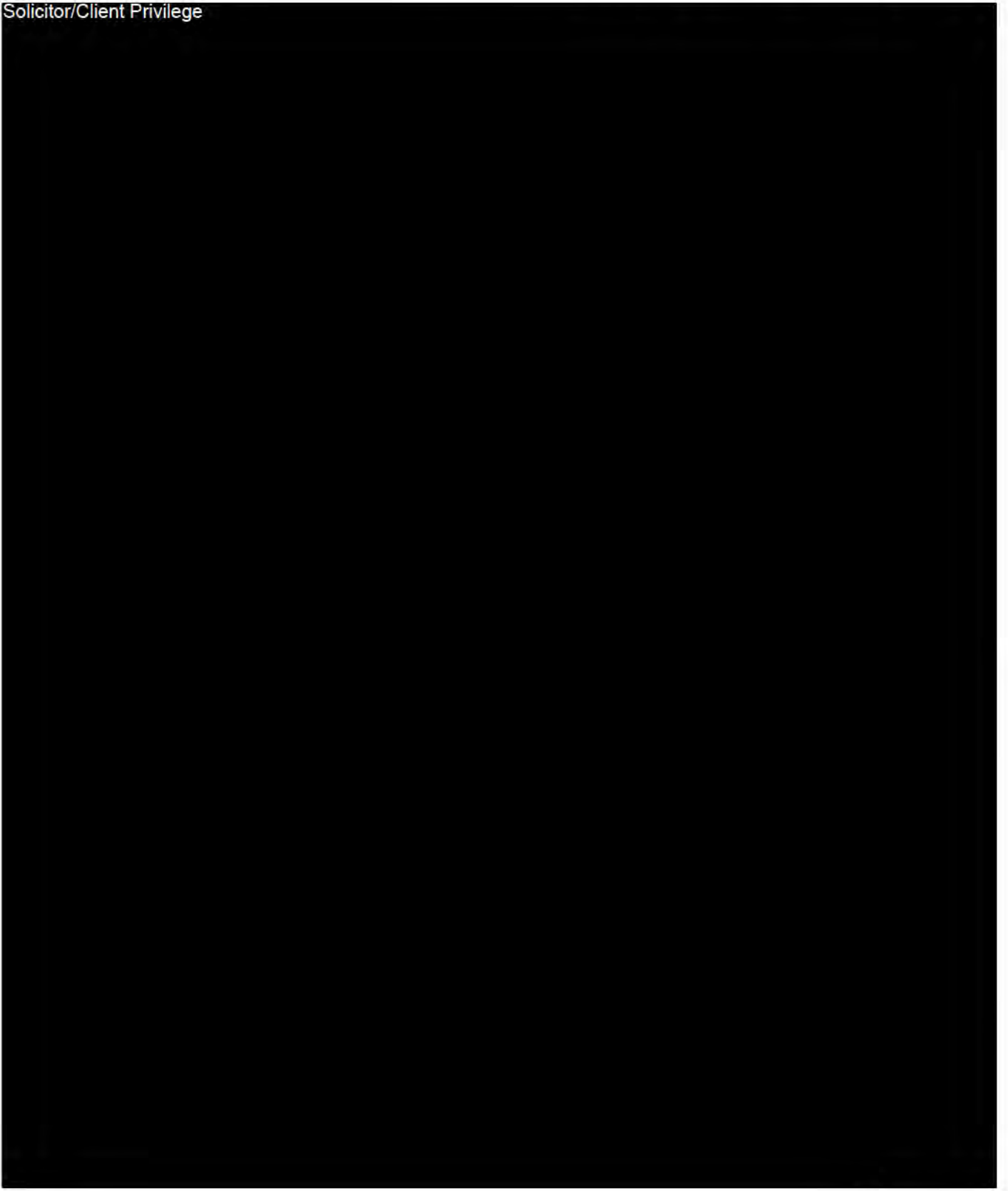
Legal Considerations for Decision 2 – Ineligibility Criteria

Solicitor/Client Privilege



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Solicitor/Client Privilege



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Solicitor/Client Privilege



## RECOMMENDATION

- **Decision 1: Employer Attestation:** You are requested to indicate your approval of the revised Attestation.
- **Decision 2: Ineligibility Criteria:** It is recommended that you approve Option B (Ineligible Employers, Work Environments and Projects) to further strengthen the eligibility requirements for employers and job activities and provide additional support to the measures in Decision 1.

## NEXT STEPS

- Cabinet Confidence 

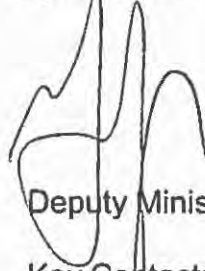
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Cabinet Confidence



- Subject to your decision and to support the launch of CSJ 2019, the Department has sought your approval of the following under separate cover:
  - Proposed program delivery enhancements, notably the proposed approach to enhance the screening and assessment of applications, monitoring of agreements, as well as the process for terminating agreements, up to and including revocation of funding in cases where issues are identified (2018 SC-NHQ 002722).
  - Recommended program parameters for CSJ 2019, including the allocation formula, the national priorities, Applicant Guide and the Information Kit for Members of Parliament (2018 SC-NHQ 002770).

Your decision is requested at your earliest convenience.

  
Deputy Minister  
Key Contact:

Stephanie Hébert  
(819) 654-2447

Rachel Wernick  
(819) 654-5991

Mark L. McCombs  
(819) 654-1965

- ☐ I would like an oral briefing
- ☐ I would like \_\_\_\_\_ of my staff to be briefed
- ☐ No briefing required

I concur:

**Decision 1: Employer Attestation**

- ☐ Revised Employer Attestation
- ☐ I would like to see additional options

**Decision 2: Ineligibility Criteria**

- ☐ Option A – Ineligible Employers and Job Activities
- ☐ Option B – Ineligible Employers, Work Environments and Projects
- ☐ I would like to see additional options

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I concur:

\_\_\_\_\_  
Patty Hajdu

\_\_\_\_\_  
Date

I do not concur:

\_\_\_\_\_  
Patty Hajdu

\_\_\_\_\_  
Date

Attachments: 3



## Strengthened Policy Rationale

### *Overview of the YES Policy Objective*

YES is the Government of Canada's commitment to help young people, particularly those facing barriers to employment, get the information and gain the skills, work experience and abilities they need to make a successful transition into the labour market.

The modernization of the broader YES puts more emphasis on measuring meaningful outcomes, such as skills development, and on helping those youth furthest from opportunity or underrepresented in the labour market.

The overarching objective is to provide youth with high quality job placements in safe and inclusive work environments.

### *Updates to CSJ*

CSJ is an initiative of the YES. In keeping with the renewed YES, the program will now be open to all youth, not only students. The objectives of the CSJ program were also updated to place a greater emphasis on the creation of quality work experiences for youth that provide opportunities to develop and improve their skills in inclusive and respectful work environments. Through the application of national and local priorities, CSJ also seeks to improve access to employment opportunities for youth who face unique barriers. These national and local priorities are updated on an annual basis to allow the Government of Canada to address gaps in programming.

The updated program objectives are:

- Providing quality work experiences for youth;
- Responding to national and local priorities to improve access to the labour market for youth who face unique barriers; and,
- Providing opportunities for youth to develop and improve their skills.

### *Quality Job Placements and an Inclusive Work Environment*

- Job quality is necessarily a multidimensional concept. The general or overall quality of a job is the sum of multiple aspects affecting both the work environment and the work itself. There are more than 20 recognized frameworks that assess dimensions of job quality. While they have differences, generally they measure issues related to job satisfaction; wages; health and safety/working conditions; skills development and utilization; and work-life balance. These include the:
  - European Job Quality Index;
  - International Labour Organization's Decent Work Indices;
  - Good Jobs Index; and
  - Laeken Indicators of Job Quality

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- While each framework has its own strengths and weaknesses they focus on similar dimensions. For the purposes of this assessment the Laeken Indicators of Job Quality are being used. They have been widely used since 2001 and have among their strengths objective variables, inclusion of dynamic variables and because they have been used for a number of years allow for cross country comparison. Under Laeken, indicators are clustered under two dimensions.

1.) Characteristics of the job itself

- Intrinsic job quality
- Lifelong learning and career development
- Gender equality
- Health and safety at work
- Flexibility and security
- Inclusion and access to the labour market

2.) The work and wider labour market context

- Work organization and work-life balance
- Social dialogue and workers' involvement
- Diversity and non-discrimination
- Overall economic performance and productivity (including wages)

*Application of Job Quality to CSJ*

- ESDC will therefore consider quality job placements that demonstrate:
  - Employers are investing in youth (by paying above minimum wage or committing to retain the youth beyond the wage subsidy);
  - Provide an opportunity for youth to develop skills needed for employment;
  - Provide mentoring and supervision;
  - Occur in safe work environments (e.g., workplaces with Workplace Hazardous Materials Information Systems certification; inspections; with policies against sexual harassment and violence); and,
  - Occur in inclusive and healthy work environments (as demonstrated through activities such as promoting mental wellness, promoting equal opportunity and respect for employees, regardless of sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation or gender identity or expression).
- Applying these criteria of quality job placements for youth ensures they can develop skills that will support their transition to the work environment, consistent with the Minister's powers and duties as set out in the Departmental Act. Consistent with the Act's emphasis on an efficient and inclusive labour market, job placements should also be available to any youth, regardless of race, gender identity, religious beliefs or disability, can benefit from government programming.
- These quality criteria are especially important for a program that targets youth, many of whom are minors, who may be more at risk of being the victim of discriminatory

behaviour and practices and can be significantly influenced by exposure to negative adult behavior<sup>2</sup>.

- For many youth, summer employment represents a key step in the transition into the labour market. Not only does it provide youth with work experience and the opportunity to earn money during the summer months, it also has a lasting impact on their future labour market participation. Youth who participated in meaningful summer employment where they feel that they learned new skills are more likely to be confident about their ability to participate in future employment and more motivated to find a job following their job placement<sup>3</sup>.
- At the same time, for youth that have negative experiences in the labour market at an early age, the repercussions can have a scarring impact on the youth both professionally and personally. For many youth, a summer job represents their first work experience. Youth who hold a job for the first time are particularly vulnerable to be at risk of harassment or discrimination, as they are often unfamiliar with the expectations, roles, responsibilities and norms of the workplace, and often receive little or no training<sup>4</sup>.
- Youth workplace harassment is a serious and growing issue and countries are beginning to develop programs to support the high numbers of youth who experience it<sup>5</sup>. Certain sub-groups of youth are more likely to experience workplace harassment: female and male visible minorities, white women and LGBTQ2 youth<sup>6</sup>. Youth have a high risk of experiencing employment harassment for several reasons: 1) their young age; 2) their new occupational status as an employee; and 3) their lack of employment experience and uncertainty of how to respond to the harassment<sup>7</sup>.
- While it is difficult to quantify the number of youth who experience harassment in the workplace due to the tendency of young victims to be unwilling to come forward in the majority of situations, research in the United States indicates that even though sexual harassment complaints are declining among the general population, that they

<sup>2</sup> <http://www.te-palvelut.fi/te/fi/>; <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2752426/>

<sup>3</sup> Weaver, Robert D. 2011. "Assessing the Impact of a Summer Jobs Program on Youth's Perceptions of their Employability." *Currents: Scholarship in the Human Services* 10(1): 1-19.

<sup>4</sup> Drobac, Jennifer Ann. 2007. "I can't to I Kant: the sexual harassment of working adolescents, competing theories, and ethical dilemmas" *Albany Law Review*. 70.2 (Spring): p 675-739; Flahardy, Cathleen. 2005. EEOC Responds To Harassment Complaints From Teens. *Corporate Legal Times*, 75 (1 November), 44-45. Accessed 2 November. Available at: <https://www.law.com/almid/51c9a7eb150ba0411400013a/?slreturn=20181002120239>; Wells, Susan. J. (2005). De-Greening Teens. *HR Magazine*, 4 (1). 1 April. Accessed 2 November 2018. Available at: <https://www.shrm.org/hr-today/news/hr-magazine/Pages/0405wells.aspx>

<sup>5</sup> U.S. Equal Employment Opportunity Commission "Youth@Work". No date given. Accessed 18 October 2018. Available at: <https://www.eeoc.gov/youth/index.html>

<sup>6</sup> Welsh, S., Carr, J., Macuarrie, B., & Huntley, A. (2006). "I'm not thinking of it as sexual harassment": Understanding harassment across race and citizenship. *Gender and Society*, 20, 87-107.; Krieger, N., Waterman, P. D., Hartman, C., Bates, L. M., Stoddard, A. M., Quinn, M. M., et al. (2006). Social hazards on the job: Workplace abuse, sexual harassment, and racial discrimination. *International Journal of Health Services*, 36, 51-85.

<sup>7</sup> Mortimer, J. T. (2003). *Working and growing up in America*. Cambridge, MA: Harvard University Press.



are on the rise among the youngest workers. The proportion of complaints from underage workers between the ages of 14 and 17 increased from under two percent in 2001 to eight percent in 2004. Teens who are sexually harassed at work are likely to experience isolation, helplessness, hopelessness and powerlessness. For young women, the trauma often takes the form of increased alcohol use, high levels of depression and anxiety, while young men may show anger and violence, poor school performance and criminal activity.<sup>8</sup>

- While youth from both high socio-economic backgrounds and low socio-economic backgrounds may occupy similar types of work during adolescence, a youth's socio-economic background significantly impacts how she or he will cope with negative work experiences, such as harassment. For example, youth from higher socio-economic backgrounds who are being harassed at work have more resources to quit their job and seek employment where they will be treated better. Youth from lower socio-economic backgrounds who are being harassed at work cannot necessarily afford to leave the job which may prevent long-term obstacles to upward mobility.<sup>9</sup>

#### *Promoting Equality of Opportunity and Addressing Social Exclusion and Discrimination*

- It is also known that certain youth face additional barriers to the labour market, including women in certain fields, visible minorities and new immigrants, Indigenous youth, youth with disabilities, LGBTQ2 youth. Women, especially, still face inequity in the labour market through lower pay for the same job, more part-time work, and being delegated to traditional gender roles and occupations, which are typically at a lower pay level than men's.<sup>10</sup>
- The Government has been clear about its commitment to gender equity<sup>11</sup>, and to policies and programs that support women's reproductive rights<sup>12</sup>, LGBTQ2 rights<sup>13</sup> and to the promotion of human rights within Canada and around the world<sup>14</sup>. The Government has also introduced Bill C-65, *An Act to amend the Canada Labour Code (harassment and violence)*, to prevent sexual harassment and violence against women in the work environment.

<sup>8</sup> Crafts, D. & Thomas, S. (2015). Sexual Harassment: A focus on Youth Employment and Managerial Practice in the Hospitality and Service Industries. *The Electronic Journal of Legal, Safety, and Security Research*. November, 1, Vol. 8

<sup>9</sup> McLaughlin, H., Uggem, C., & Blackstone, A. (2008). Social class and workplace harassment during the transition to adulthood. In J. T. Mortimer (Ed.), *Social class and transitions to adulthood. New Directions for Child and Adolescent Development*, 119, 85–98.

<sup>10</sup> "Women in Canada: a Gender-Based Statistical Report", <http://www.statcan.gc.ca/pub/89-503-x/2015001/article/14694-eng.pdf>

<sup>11</sup> GoC commitments outlined in the report from the Status of Women Canada entitled "Setting the Stage for the Next Century: The Federal Plan for Gender Equality"

<sup>12</sup> Announcement on March 8, 2017: "Canada's commitment to sexual and reproductive health and rights [http://international.gc.ca/world-monde/issues\\_development-enjeux\\_developpement/global\\_health-sante\\_mondiale/reproductive\\_faq-reproductifs\\_faq.aspx?lang=eng](http://international.gc.ca/world-monde/issues_development-enjeux_developpement/global_health-sante_mondiale/reproductive_faq-reproductifs_faq.aspx?lang=eng)

<sup>13</sup> November 15, 2016 news release "Prime Minister announces Special Advisor on LGBTQ2 issues" <https://www.pm.gc.ca/eng/news/2016/11/15/prime-minister-announces-special-advisor-lgbtq2-issues>.

<sup>14</sup> Canada's commitment to the promotion of human rights within Canada and around the world <https://www.canada.ca/en/canadian-heritage/services/canada-united-nations-system.html>.

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- Consistent with the Government's position and the advice from the Expert Panel on Youth Employment, the new Youth Employment Strategy, including the CSJ program, will aim to address these barriers faced by certain youth – and encourage greater participation of women in the work environment, and in certain fields that have traditionally been male-dominated (e.g., STEM, trades).

The language below will appear in the Attestation:

"On behalf of my organization I declare that:

1. I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
3. The job would not be created without the financial assistance provided under a potential contribution agreement;
4. Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada."

« Au nom de mon organisation, je déclare que :

1. j'ai lu, compris et je me conformerai aux dispositions de l'Entente d'Emplois d'été Canada;
2. je dispose des pouvoirs, autorisations et approbations nécessaires pour soumettre la demande en mon nom et au nom de l'organisme;
3. l'emploi ne serait pas créé sans l'aide financière fournie en vertu d'une entente de contribution éventuelle;
4. le financement du programme d'Emplois d'été Canada ne sera pas utilisé pour miner ou restreindre l'exercice de droits légalement protégés au Canada.»

**Option A: Ineligible Employers and Job Activities**Ineligible Employers

- Members of the House of Commons and the Senate;
- Federal Government Departments and Agencies;
- Provincial and Territorial Departments and Agencies;
- Employers that engage in partisan political activities;
- Employers who:
  - deny access to their programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - foster intolerance, discrimination and/or prejudice; or,
  - work to undermine or restrict a woman's access to sexual and reproductive health services.

Ineligible Job Activities

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant
- Job activities that:
  - restrict access to programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - foster intolerance, discrimination and/or prejudice; or,
  - work to undermine or restrict a woman's access to sexual and reproductive health services.

**Option B: Ineligible Employers, Work Environments and Projects**Ineligible Employers:

- Members of the House of Commons and the Senate;
- Federal government departments and agencies;
- Provincial and Territorial department and agencies; and
- Organizations that engage in partisan political activities.

Ineligible Projects and Job Activities:

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant
- Projects and job activities that occur in work environments which:
  - restrict access to programs or services, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate, contrary to applicable laws, on the basis of prohibited grounds including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;

**SOLICITOR CLIENT PRIVILEGE**

- foster intolerance, discrimination and/or prejudice; or,
- work to undermine or restrict a woman's access to sexual and reproductive health services.



**Hébert, Stephanie S [NC]**

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**From:** Saini, Sabina S [NC]  
**Sent:** November-21-18 2:29 PM  
**To:** Wernick, Rachel R [NC]; Hébert, Stephanie S [NC]  
**Cc:** Flack, Graham G [NC]; MacLean, Leslie L [NC]; Van Houten, Leah L [NC]; Bakht, Tahiya T [NC]  
**Subject:** FW: UPDATED: CSJ eligibility language  
**Attachments:** Declaration-Ineligability\_ Nov21PMchanges.docx

All,

Please find attached language that been approved by the Prime Minister and the Minister.

No.further action required.

Many thanks,

Sabina

**2019 Attestation (Approved by Minister Hajdu):**

1. I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
3. The job would not be created without the financial assistance provided under a potential contribution agreement;
4. Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

**Eligibility Criteria (Option 1: Approved by Minister Hajdu)****Ineligible Employers:**

- Members of the House of Commons and the Senate
- Federal Government Departments and Agencies
- Provincial and Territorial Departments and Agencies
- Organizations that engage in partisan political activities
- Organizations that undermine or restrict the exercise of rights legally protected in Canada.

**Ineligible Projects and Job Activities:**

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant; or
- Projects or job activities that:
  - restrict access to programs or services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - discriminate contrary to applicable laws, on the basis of prohibited grounds, including sex, age, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - foster or advocate intolerance, discrimination and/or prejudice; or
  - actively work to undermine or restrict a woman's access to sexual and reproductive health services.

DRAFT

**Hébert, Stephanie S [NC]**

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**From:** Saini, Sabina S [NC]  
**Sent:** December-05-18 3:33 PM  
**To:** Hébert, Stephanie S [NC]  
**Cc:** Bakht, Tahiya T [NC]; Khehar, Alka AK [NC]; Roy, Chantal C [NC]; Underwood, Kristen K [NC]; Wernick, Rachel R [NC]; Sheedy, Helene H [NC]; Wilson, Patricia PJ [NC]  
**Subject:** Re: CSJ Follow-up

If it's the same 20 page memo you sent up before we are not signing that. **Cabinet Confidence**

Thanks,

S.

Sent from my iPhone

On Dec 5, 2018, at 2:47 PM, Hébert, Stephanie S [NC] <[stephanie.a.hebert@hrsdc-rhdcc.gc.ca](mailto:stephanie.a.hebert@hrsdc-rhdcc.gc.ca)> wrote:

Hi,

Thanks for letting us know.

I assume that this approval is also with the changes indicated below, correct? We look forward to receiving the signed memo.

Thanks,  
 Stephanie

**Stephanie Hébert**

Sous-ministre adjointe / Assistant Deputy Minister  
 Direction générale des opérations de programme / Program Operations Branch  
 Service Canada  
 Gouvernement du Canada | Government of Canada  
[stephanie.a.hebert@hrsdc-rhdcc.gc.ca](mailto:stephanie.a.hebert@hrsdc-rhdcc.gc.ca)  
 Tél. | Tel. : 819-654-2447 Cell. : 819-230-1997

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**From:** Saini, Sabina S [NC]  
**Sent:** December 5, 2018 2:39 PM  
**To:** Hébert, Stephanie S [NC]  
**Cc:** Bakht, Tahiya T [NC]; Khehar, Alka AK [NC]; Roy, Chantal C [NC]; Underwood, Kristen K [NC]; Wernick, Rachel R [NC]; Sheedy, Helene H [NC]; Wilson, Patricia PJ [NC]  
**Subject:** Re: CSJ Follow-up

Hey Stephanie,

I would like to confirm that the Minister has approved the attached eligibility memo and has asked that the word "project" be defined in the Articles of Agreement as:

*"Project" means the hiring, administration of, job activities, and organization's activities as described in the Application/Agreement;*

Thanks,

S.

Sent from my iPhone

On Dec 4, 2018, at 12:52 PM, Hébert, Stephanie S [NC] <[stephanie.a.hebert@hrsdc-rhdcc.gc.ca](mailto:stephanie.a.hebert@hrsdc-rhdcc.gc.ca)> wrote:

As requested, please find attached the Attestation and the Ineligibility Criteria in both official languages. It reflects the changes outlined below.

Stephanie

**Stephanie Hébert**

Sous-ministre adjointe / Assistant Deputy Minister  
Direction générale des opérations de programme / Program Operations Branch  
Service Canada  
Gouvernement du Canada | Government of Canada  
[stephanie.a.hebert@hrsdc-rhdcc.gc.ca](mailto:stephanie.a.hebert@hrsdc-rhdcc.gc.ca)  
Tél. | Tel. : 819-654-2447 Cell. : 819-230-1997

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**From:** Hébert, Stephanie S [NC]  
**Sent:** December 4, 2018 12:43 PM  
**To:** Bakht, Tahiya T [NC]; Saini, Sabina S [NC]  
**Cc:** Khehar, Alka AK [NC]; Roy, Chantal C [NC]; Underwood, Kristen K [NC]; Wernick, Rachel R [NC]; Sheedy, Helene H [NC]; Wilson, Patricia PJ [NC]  
**Subject:** CSJ Follow-up

Hi,

As promised, please find the proposed definition of administration **Solicitor-Client Privilege**

Proposed definition:

"Administration" refers to the employer's capacity to deliver the project in accordance with requirements outlined in the Articles of Agreement. This



## AR605

includes the ability provide a quality work experience that is safe, inclusive and free of harassment and discrimination, as demonstrated by organizational capacity and stability, effective workplace policies and practices, adherence to generally accepted business and accounting practices, and achievement of results. In administering the project, the employer may not conduct activities outlined in the ineligible projects or job activities (Section 15.1).

As agreed, the Eligibility Memo will be approved with changes and returned to the Department. We understand that the changes will be as follows (which would need to be indicated in the returned memo):

Revise the Ineligibility criteria, as per the version provided on November 21<sup>st</sup>, to:

- remove from the Ineligible employers: "Organizations that undermine or restrict the exercise of rights legally protected in Canada."
- remove reference to "age" and to add reference to "generic characteristics" in the list of prohibited grounds
- add to the Articles of Agreement a definition of "administration" as it pertains to the projects and job activities

Please advise if there are changes that I overlooked or misunderstood.

A memo for information will be sent up today providing the updated MP Kit and Applicant Guide, to ensure that all the requested changes have been reflected.

Thank you,  
Stephanie

### Stephanie Hébert

Sous-ministre adjointe / Assistant Deputy Minister  
Direction générale des opérations de programme / Program Operations Branch  
Service Canada  
Gouvernement du Canada | Government of Canada  
[stephanie.a.hebert@hrsdc-rhdcc.gc.ca](mailto:stephanie.a.hebert@hrsdc-rhdcc.gc.ca)  
Tél. | Tel. : 819-654-2447 Cell. : 819-230-1997

<CSJ\_Attestation\_Ineligibility-BIL-4Dec.docx>



2018 SC-NHQ 003236

SECRET  
SOLICITOR CLIENT PRIVILEGE  
AND LITIGATION PRIVILEGE  
IRBV

**REVISED MEMORANDUM TO THE MINISTER OF EMPLOYMENT,  
WORKFORCE DEVELOPMENT AND LABOUR**

**CANADA SUMMER JOBS 2019:  
CHANGES TO PROGRAM ELIGIBILITY**

**FOR APPROVAL**

**SUMMARY**

- The purpose of this memorandum is to confirm the approved revised eligibility criteria for Canada Summer Jobs (CSJ) 2019, which have been communicated by your office to the Department.
- This memorandum also provides supplementary questions and answers that have been developed by the Department to address potential questions arising from the approved eligibility criteria (Annex A).
- Cabinet Confidence  
[REDACTED] and to implement changes to strengthen program funding decisions and oversight. It will not be possible to inform Members of Parliament of the revised budget for their constituency until the decision is known.

**BACKGROUND**

- Further to your commitment to review the approach to the 2018 Attestation, while maintaining the policy intent, the Department has sought your approval of the strengthened program eligibility requirements and enhancements to the delivery of the program, providing a greater alignment between the renewed Youth Employment Strategy policy objectives, funding decisions and your authorities in *Department of Employment and Social Development Act* (DESDA).

Canada



- The approved Attestation, as communicated by your office, is as follows:

"On behalf of my organization I declare that:

1. I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
3. The job would not be created without the financial assistance provided under a potential contribution agreement;
4. Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada."

- The approved Ineligible Employers, Projects, and Job Activities, as communicated by your office, are as follows:

Ineligible Employers:

- Members of the House of Commons and the Senate;
- Federal government departments and agencies;
- Provincial and Territorial department and agencies; and
- Organizations that engage in partisan political activities.

Ineligible Projects and Job Activities:

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer.
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant
- Projects or job activities that:
  - restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - advocate intolerance, discrimination and/or prejudice; or,
  - actively work to undermine or restrict a woman's access to sexual and reproductive health services.

- The approved definition of "project" will appear in the Articles of Agreement as follows:

"Project" means the hiring, administration of, job activities, and organization's activities as described in the Application/Agreement.

Solicitor/Client Privilege



**NEXT STEPS**

- The Department is preparing to launch engagement with Members of Parliament on December 7 and subsequently launch the Call for Proposals on December 17, 2018.
- Cabinet Confidence [REDACTED] and to implement changes to strengthen program funding decisions and oversight. It will not be possible to inform Members of Parliament of the revised budget for their constituency until the decision is known.

Deputy Minister

Key Contact:

Stephanie Hébert  
(819) 654-2447

Rachel Wernick  
(819) 654-5991

Mark L. McCombs  
(819) 654-1965

- ☐ I would like an oral briefing
- ☐ I would like \_\_\_\_\_ of my staff to be briefed
- ☐ No briefing required

I approve:

  
Patty Hajdu

Date

DEC 06 2018

I do not approve:

Patty Hajdu

Date

Attachment: 1

## Canada Summer Jobs 2019 – Supplementary Questions and Answers

## ATTESTATION

**1. Why was the Attestation changed / retained? Why was the reference to "core mandate" and/or "respect" removed?**

The 2019 Attestation is informed by feedback from and consultations with stakeholders in 2018. It maintains the 2018 objectives and reflects the renewed program objectives to:

- Provide quality work experiences to youth;
- Respond to national and local priorities to improve access to the labour market for youth who face unique barriers; and,
- Provide opportunities for youth to develop and improve their skills.

The 2019 Attestation will appear in both the Application Form and the Articles of Agreement.

The revised Attestation reads as follows:

1. I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
3. The job would not be created without the financial assistance provided under a potential contribution agreement; and,
4. Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

The revised Attestation is supported by additional enhancements to program delivery, including updated ineligibility criteria, screening and assessment processes, agreement management practices, monitoring conditions, and close-out activities.

**2. What do you mean by "undermine or restrict" the exercise of rights legally protected in Canada?**

To "undermine or restrict" means to weaken or limit the ability to exercise rights legally protected in Canada.

Section 5 of the *Department of Employment and Social Development Act* provides that the Minister shall exercise her powers and perform the duties and functions relating to human resources and skills development with a view to improving the standard of living and quality of life of all Canadians by promoting a highly skilled and mobile workforce and an efficient and inclusive labour market.

Essential to creating a quality work experience is the need to ensure that program participants—including vulnerable or underrepresented youth in particular—are employed in safe, inclusive and healthy work environments and are contributing to organizations that do not undermine or restrict the exercise of rights legally protected in Canada.

**3. What rights are legally protected in Canada?**

Rights legally protected in Canada are determined by federal, provincial, and territorial laws.

As per the CSJ Articles of Agreement (Section 31 – Compliance), all CSJ-funded projects must be carried out:

"in compliance with all applicable laws, by-laws, and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; any accessibility legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project."

As per human rights legislation in all jurisdictions, rights legally protected in Canada include the right to be free from discrimination on the basis of prohibited grounds including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.

**4. Do these rights include abortion?**

Canada Summer Jobs will not fund projects or job activities that work to undermine or restrict a woman's access to sexual and reproductive health services.

**5. What projects are eligible and/or ineligible?**

As per the Canada Summer Jobs 2019 Applicant Guide, the following projects are eligible:

Eligible Projects

- Provide full-time work experience from April to September in Canada for a minimum of six weeks;
- Provide a work experience in a safe, inclusive and healthy work environment that respects the rights of all Canadians; and,
- Support skills acquisition and development.

As per the Canada Summer Jobs 2019 Applicant Guide, the following projects and job activities are ineligible:

Ineligible Projects and Job Activities

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant; or
- Projects or job activities that:
  - restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin,

colour, mental or physical disability, sexual orientation, or gender identity or expression;

- o advocate intolerance, discrimination and/or prejudice; or
- o actively work to undermine or restrict a woman's access to sexual and reproductive health services.

**6. What is the current status of the Judicial Review(s) related to the Attestation?**

The Department cannot comment on the specifics of any ongoing cases that are currently before the courts.

**7. With whom did the Minister consult on the revised Attestation?**

The Minister conducted consultations with Canadians, employers, students, Members of House of Commons, Senators, and other stakeholders.

*Parliament*

**ELIGIBILITY**

**8. Do the eligibility criteria restrict freedom of expression or belief?**

No, the eligibility criteria do not restrict freedom of expression or belief. The Government of Canada respects the rights of Canadians, including freedom of conscience and religion, and wants to ensure funding for Canada Summer Jobs is used to create quality job placements for youth in safe, inclusive and healthy work environments. All applicants are required to meet the same eligibility requirements. The applications are assessed based on the Canada Summer Jobs eligibility criteria as set out in the Application Guide and the Articles of Agreement.

**9. Are faith-based organizations eligible?**

Yes, faith-based organizations are eligible. Canada Summer Jobs provides wage subsidies to employers from the not-for-profit, public, and private sectors to create quality summer work experiences for young people aged 15 to 30 years. All not-for-profit entities, including churches and religious and faith-based organizations can apply for Canada Summer Jobs program funding. All applications are assessed based on the CSJ eligibility criteria as set out in the Application Guide and the Articles of Agreement.

**10. What is the Department doing to ensure that groups that advocate intolerance are not funded under the Canada Summer Jobs program?**

For CSJ 2019, the Department has made enhancements to screening, assessment, monitoring, agreement management, and close-out procedures to ensure that funded projects will support the program objectives to provide quality work experiences to youth, respond to national and local priorities to improve access to the labour market for youth who face unique barriers, provide opportunities for youth to develop and improve their skills.



Funded projects must meet program eligibility requirements and comply with the terms and conditions of the Agreement entered into between the Department and the Organization. The list of ineligible projects or job activities are those that:

- restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
- advocate intolerance, discrimination and/or prejudice; or
- actively work to undermine or restrict a woman's access to sexual and reproductive health services.

The Articles of Agreements set out the conditions that may create an event of default and describe the steps that would be taken in the event that an organization fails to comply with the terms and conditions of the Agreement. Among those steps, an organization that is in breach of Agreement may among other things not be reimbursed for the student's salary and the provision of false or misleading information may affect eligibility for future funding.

In addition to regular on-site monitoring of up to 10% of all agreement holders, the Department also conducts discretionary on-site monitoring when a problem or issue is identified, such as those related to eligibility, financial activities, or project activities.

For CSJ 2019, the Department has put in place an expedited process to conduct on-site monitoring within 5 days of an issue being identified. If non-compliance is discovered and is not remedied, the Department may withhold payment or terminate the agreement, further to due process being followed as provided for in the Articles of Agreement.

This change to the monitoring process enhances the Department's ability to take corrective action quickly to support program integrity and uphold the program objectives.

#### 11. What does it mean to "advocate intolerance, discrimination and/or prejudice"?

To advocate means to promote, foster, or actively support intolerance, discrimination, and/or prejudice.

Section 5 of the *Department of Employment and Social Development Act* provides that the Minister shall exercise her powers and perform the duties and functions relating to human resources and skills development with a view to improving the standard of living and quality of life of all Canadians by promoting a highly skilled and mobile workforce and an efficient and inclusive labour market.

Essential to creating a quality work experience is the need to ensure that program participants—including vulnerable or underrepresented youth in particular—are employed in safe, inclusive and healthy work environments and are contributing to organizations that do not undermine or restrict the exercise of rights legally protected in Canada.

**12. What are "sexual and reproductive health services"? What do you mean by "work to undermine or restrict" a woman's access to sexual and reproductive health services?**

The Government of Canada defines sexual and reproductive health services as including comprehensive sexuality education, family planning, prevention and response to sexual and gender-based violence, safe and legal abortion, and post-abortion care.

Section 5 of the *Department of Employment and Social Development Act* provides that the Minister shall exercise her powers and perform the duties and functions relating to human resources and skills development with a view to improving the standard of living and quality of life of all Canadians by promoting a highly skilled and mobile workforce and an efficient and inclusive labour market.

Essential to creating a quality work experience is the need to ensure that program participants are employed in safe, inclusive and healthy work environments and are contributing to organizations that do not undermine or restrict the exercise of rights legally protected in Canada.

To work to "undermine or restrict" means to work to weaken or limit a woman's ability to access such services.

**13. In what circumstances would an employer have their CSJ agreement and/or funding suspended or revoked?**

The Employer will have to comply the terms and conditions of the Agreement entered into between the Department and the Employer. The Articles of Agreements set out the conditions that may create an event of default and describe the steps that would be taken in the event that an organization fails to comply with the terms and conditions of the Agreement. Among those steps, an organization that is in breach of Agreement may, among other things, not be reimbursed for the student's salary and the provision of false or misleading information may affect eligibility for future funding.

In addition to regular on-site monitoring of up to 10% of all agreement holders, the Department also conducts discretionary on-site monitoring when a problem or issue is identified, such as those related to eligibility, financial activities, or project activities.

For CSJ 2019, the Department has put in place an expedited process to conduct on-site monitoring within 5 days of an issue being identified. If non-compliance is discovered and is not remedied, the Department may withhold payment or terminate the agreement, further to due process being followed as provided for in the Articles of Agreement.

This change to the monitoring process enhances the Department's ability to take corrective action quickly to support program integrity and uphold the program objectives.

**14. What are "partisan political activities"?**

A partisan political activity is any activity that provides direct or indirect support or opposition to any political party at any time, whether during an election period or not, or to a candidate for public office.

**MEMBER OF PARLIAMENT ROLE****15. Has the role of the MP changed?**

The role of the MP has not changed. They will still be involved in the following stages:

- Promoting CSJ
- Establishing local priorities
- Reviewing and providing feedback on the list of projects recommended for funding
- Notifying successful applicants

However, CSJ 2019 includes a new Youth Recruitment Phase during which MPs are invited to reach out to youth and employers in their constituencies to inform them of the funding opportunities available through CSJ. This year, in addition to posting a list of funded organizations with contact information, Service Canada will automatically post all positions funded by CSJ online at Job Bank to help match youth with employers.

**16. What is the difference between the previous MP Validation phase and the current MP Review phase?**

The MP Review process will begin in March 2019, after Service Canada officials have assessed and ranked all eligible applications. MPs are offered the opportunity to review the list for their constituency and recommend changes to ensure that local priorities are met. MPs will be required to sign the amended list after which the Department will review the proposed changes and make a final determination on the list of projects. It is important to note that it has always been the case that the Department approves the final list of projects.

The Review Phase for CSJ 2019 includes several enhancements, including an updated list of recommended projects that will provide MPs each project's assessment score and details on the organization's capacity to offer quality placements and a Conflict of Interest Statement.

**17. Will the lists of ineligible employers for Canada Summer Jobs 2019 be disclosed to anyone outside of the Department?**

The Department is bound by the application privacy provisions in the *Department of Employment and Social Development Act*, the *Access to Information Act*, and the *Privacy Act*. The CSJ Privacy Notice Statement, as set out in the Application Form and Articles of Agreement, provides that information on ineligible employers will not be disclosed publicly.

**18. Will the list of recommended projects MPs review include all applications received in their respective constituency?**

The list of recommended projects MPs review will include all eligible applications received in their respective constituency. Ineligible applications will not be assessed and will therefore not be included on the list of recommended projects.



**19. Could my proposed changes to the list of projects for my constituency be changed by Service Canada?**

After Service Canada officials have assessed and ranked all eligible applications, MPs are offered the opportunity to review the list for their constituency and recommend changes to ensure that local priorities are met. MPs will be required to sign the amended list after which the Department will review the proposed changes and make a final determination on the list of projects.

The Department's final determination takes into account all assessment criteria, including the employer's ability to provide quality work experiences to youth, respond to national and local priorities to improve access to the labour market for youth who face unique barriers, and provide opportunities for youth to develop and improve their skills.

**20. What is my constituency budget for Canada Summer Jobs 2019?**

We suggest that Members of Parliament work from their 2018 Canada Summer Jobs allocation.

**FEDERAL COURT**

**B E T W E E N :**

**BCM INTERNATIONAL (CANADA) INC.**

**Applicant**

**- and -**

**CANADA (MINISTER OF EMPLOYMENT, WORKFORCE DEVELOPMENT AND  
LABOUR, and THE ATTORNEY GENERAL OF CANADA)**

**Respondent**

**APPLICANT’S MEMORANDUM OF FACT AND LAW**

**Justice Centre for Constitutional Freedoms**

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## OVERVIEW

1. This is an Application for Judicial Review of a decision<sup>1</sup> (the “Decision”) of the Respondent Minister of Employment, Workforce, and Labour (the “Minister”). The Decision rejected a 2019 Canada Summer Jobs (“CSJ”) Program application (the “Mill Stream Application” or “Application”) by BCM International (Canada) Inc. (“BCM”), holding it to be ineligible. The Application sought CSJ grants for youth employment at a BCM summer camp, Mill Stream Bible Camp & Retreat Centre (“Mill Stream Bible Camp” or “Mill Stream”).
2. The “reason(s)” for the Decision communicated to BCM is that programs or activities at Mill Stream “restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds”.<sup>2</sup> The reasons given to BCM do not specify how this is so.
3. Service Canada did not communicate any concern about discrimination at Mill Stream to BCM, apart from the Decision itself. Service Canada did engage in forthright communication with BCM regarding other matters, including health and safety practices and payment for staff training at Mill Stream Bible Camp, showing that it was perfectly capable of asking questions of BCM regarding programs and employment at Mill Stream.
4. Nothing in the record indicates that the Minister considered for a moment whether Mill Stream’s projects or activities discriminate “contrary to applicable laws.” Mill Stream’s proposed programs or activities can only be found to be “contrary to applicable law” if section 24(1)(a) of the *Ontario Human Rights Code* is considered, and only after inquiring into the particular religious and employment practices followed at Mill Stream.
5. Records produced in this litigation indicate that the Minister deemed BCM ineligible based on the 2019 CSJ Application from a BCM camp other than Mill Stream. BCM was evidently flagged as ineligible on the basis of alleged “controversial church doctrine along with discriminating hiring practices based on church beliefs.”<sup>3</sup>
6. The administrative law difficulties with the Mill Stream decision are obvious: the Minister rejected BCM’s Application without either considering or inquiring into an essential element

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<sup>1</sup> May 2, 2019 email from Jeff Sum to Larry Chupa (“Decision”) (**Applicant’s Record** (“AR”) **Tab 3, AR160**).

<sup>2</sup> *Ibid.*

<sup>3</sup> Certified Materials of the Respondent (“Certified Materials”), pages 243 and 259 (**AR Tab 8, AR521 and AR529**).

of her conclusion that Mill Stream Bible Camp’s programs or activities discriminate contrary to applicable laws. The Decision is for that reason unreasonable. Moreover, Service Canada gave BCM no notice of, or opportunity to engage, its concerns, whatever its concerns may have been.

7. This case does not end there, however. When a government decision-maker acts to limit *Charter*-protected rights and freedoms, it bears the burden of showing that the decision strikes a proportionate balance between statutory goals and *Charter* protections, and thus constitutes a reasonable limit on those rights and freedoms.
8. If a government decision-maker fails to do this, it follows that the *Charter* protections the decision-maker limits are unreasonably limited, and the decision itself violated the *Charter*.
9. This conclusion follows regardless of whether the state might come up with other or better reasons for limiting *Charter* rights and freedoms on another or later occasion: the Supreme Court of Canada’s recent decision in *Canada (Minister of Citizenship and Immigration) v Vavilov* makes clear that judicial review of a decision by a statutory decision-maker is concerned with the decision that was actually made,<sup>4</sup> not with reasons that might be constructed or adduced after the fact.<sup>5</sup>
10. This Court should quash the Decision. Further, since BCM and potential youth employees have now been deprived of participating in the 2019 CSJ Program, a declaration under section 24(1) of the *Charter* is an “appropriate and just” remedy under these circumstances.

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<sup>4</sup> [2019 SCC 65](#) [*Vavilov*] at para 15, **Applicant’s Book of Authorities [ABOA], Tab 8**.

<sup>5</sup> For this reason, the affidavits from experts who had no involvement in the 2019 CSJ Program or the Decision in particular are not relevant in reviewing the Decision: see Transcript of Cross-Examination of Dr. Ellen Faulkner on Affidavit, February 6, 2020, questions 53-56 (**AR Tab 7, AR322-23**); Transcript of Cross-Examination of Dr. Barry Adam on Affidavit, February 5, 2020, questions 15-17 (**AR Tab 6, AR291-92**).

## PART I: FACTS

### Mill Stream Bible Camp

11. Mill Stream Bible Camp is a Christian youth camp located about nine kilometers south-west of Omemee, Ontario, on the Pigeon River. Mill Stream operates week-long summer camps during the months of July and August for youth aged 5 to 15. Mill Stream welcomes all campers, regardless of their personal characteristics.<sup>6</sup>
12. Mill Stream's mission is stated on the homepage of its website and in its CSJ Application, as follows:

... Mill Stream Bible Camp & Retreat Centre is a Bible-based, non-denominational organization. We are dedicated to developing Christian character in young people and leadership skills in youth and adults, through spiritual, physical, mental and social experiences in a camping environment and through our summer programs. We provide flexible programs, therefore giving exposure to new areas of interest and providing an atmosphere of fun, fellowship and Christian living.<sup>7</sup>

### Canada Summer Jobs Program

13. Acting through Service Canada, the Minister each year provides grants to support youth employment across Canada through the Canada Summer Jobs ("CSJ") Program under the authority of the *Department of Employment and Social Development Act*.<sup>8</sup>
14. BCM successfully applied for CSJ grants for Mill Stream from 2011 to 2017. Over that time, it created 11 summer jobs through the CSJ Program.<sup>9</sup>
15. The Applicant Guide for the 2019 CSJ Program says that certain programs and activities are ineligible for CSJ grants:

#### **Ineligible Projects and Job Activities:**

...

Projects or job activities that:

restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic

<sup>6</sup> Affidavit of Larry Chupa, sworn September 13<sup>th</sup>, 2019 ("Chupa Affidavit"), para 5 (AR Tab 3, AR14).

<sup>7</sup> Chupa Affidavit, para 6 (AR Tab 3, AR14) and Mill Stream Application Summary, page 2 (AR Tab 3N, AR137).

<sup>8</sup> Section 7 of the *Department of Employment and Social Development Act*, [SC 2005, c 34](#), **Appendix A, Tab 2** permits the Minister to "establish and implement programs designed to support projects or other activities that contribute to the development of the human resources of Canada and the skills of Canadians, or that contribute to the social development of Canada, and the Minister may make grants and contributions in support of the programs."

<sup>9</sup> Chupa Affidavit, para 15 (AR Tab 3, AR15).

characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression[.]<sup>10</sup>

...

16. This eligibility rule was approved by the Minister and the Prime Minister,<sup>11</sup> following a memo which had recommended substantially similar eligibility criteria (“Option B”) addressing discrimination in the work environment.<sup>12</sup> The memo also set out possible eligibility criteria that would have authorized inquiry into the character of the applicant employers themselves (“Option A”). Option A was not recommended, and presumably not chosen, in part because:

Employers governed by or linked to faith-based organizations would disproportionately be deemed ineligible given potential links made by program staff to broader doctrine adhered to by faith based organizations. These decisions will in particular, affect applicants who, for example, belong to a faith based employer that runs a summer camp, daycare, or homeless shelter.<sup>13</sup>

17. Rather, the 2019 CSJ Program actively encouraged faith based organizations to apply.<sup>14</sup>

#### **Decision on Mill Stream Application**

18. BCM submitted a CSJ grant Application for Mill Stream Bible Camp for the summer of 2019 on or around January 24, 2019, requesting grants for six youth positions.<sup>15</sup>
19. On May 2, 2019, BCM received an email from a Director at Service Canada (the “Decision”), stating that the Mill Stream Application was ineligible for the CSJ Program.<sup>16</sup> The sole reason given for the refusal quotes the portion of the Applicant Guide quoted at paragraph 15 above:

After a full assessment, your application has been deemed ineligible for the following reason(s):

The proposed project/activity is ineligible - Projects or job activities that restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion,

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<sup>10</sup>Canada Summer Jobs 2019 Applicant Guide (“CSJ Applicant Guide”), pages 10-11 (**AR Tab 3M, AR101-02**)

<sup>11</sup> Email from Sabina Saini to Rachel Wernick and Stephanie Hébert, November 21, 2018 (**AR Tab 3V, AR201-03**).

<sup>12</sup> Memorandum re Changes to Program Eligibility, November 16, 2018 [Eligibility Memo] (**AR Tab 3U, AR173-200**).

<sup>13</sup> Eligibility Memo, page 11 (**AR Tab 3U, AR183**).

<sup>14</sup> 2019 Canada Summer Jobs Application/Agreement, page 4 (**AR Tab 3L, AR84**); CSJ Applicant Guide, page 9 (**AR Tab 3M, AR100**).

<sup>15</sup> Chupa Affidavit at para 28 (**AR Tab 3, AR16**)

<sup>16</sup> Decision (**AR Tab 3P, AR160**).

race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression.<sup>17</sup>

20. The Decision further said that “[t]he Department’s decisions on Canada Summer Jobs applications are final.”<sup>18</sup>
21. A recommendation to hold the Mill Stream Application ineligible had been approved much earlier. A Memorandum from the Director General, Ontario Region, Program Delivery Branch to the Regional Assistant Deputy Minister (the “Regional ADM”) recommended that the Mill Stream Application be deemed “Not eligible” because of “Project or job activity ineligibility”.<sup>19</sup> The Regional ADM approved the recommendation (the “Decision Memorandum”) on March 15, 2019.<sup>20</sup>
22. The Decision Memorandum describes Mill Stream’s activities, and reproduces the passage quoted above, from the Mill Stream Application:

... The organization's activities, as set out in the application, are as follows:

Mill Stream Bible Camp & Retreat Centre offers a variety of summer camps In July and August and has year round retreat facilities for ministering to youth and adults. Mill Stream Bible Camp & Retreat Centre is a Bible-based, nondenominational organization. We are dedicated to developing Christian character in young people and leadership skills in youth and adults, through spiritual, physical, mental and social experiences in a camping environment and through our summer programs. We provide flexible programs, therefore giving exposure to new areas of interest and providing an atmosphere of fun, fellowship and Christian living.

23. The Decision Memorandum says it “enclosed ... the evidence reviewed by the Escalation Committee” for the Regional ADM.<sup>21</sup> The Certified Materials that follow the Decision Memorandum relate to three Escalation Committee meetings and include undated material from an “Escalation Committees Meetings Tracker”.<sup>22</sup>
24. The records following the Decision Memorandum in the Certified Materials thus appear to be the material that was before the Regional ADM in deciding the Mill Stream Application.

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<sup>17</sup> Decision (AR Tab 3P, AR160).

<sup>18</sup> *Ibid.*

<sup>19</sup> Memorandum re Determination of Project Eligibility, Certified Materials, page 193-194 (“Decision Memorandum”) (AR Tab 8, AR471-72).

<sup>20</sup> *Ibid.*

<sup>21</sup> *Ibid.*

<sup>22</sup> Certified Materials, page 195-268 (AR Tab 8, AR473-546).



25. The Mill Stream Application was considered at a meeting of an “Escalation Committee Level 1” on February 27, 2019.<sup>23</sup> Concerns were apparently raised for that meeting that Mill Stream staff would not be paid for time spent in mandatory training for the camp season: it was noted that “[i]f CSJ student is required to attend unpaid training then project is ineligible (ON to confirm).”<sup>24</sup> Records prepared for the meeting provided hyperlinks to the 2018 Mill Stream staff application and an Ontario Ministry of Labour webpage describing “What Counts as Work Time”, which says that “[t]ime spent by an employee in training that is required by an employer or by law is counted as work time.”<sup>25</sup> These latter documents were reproduced for the Regional ADM.<sup>26, 27</sup>
26. The Certified Materials also show that Service Canada and BCM’s Mill Stream representative exchanged email correspondence between February 28 and March 8, 2019, which was provided to the Regional ADM.<sup>28</sup> The correspondence dealt with health and safety training and practices at Mill Stream Bible Camp, and confirmed that summer job holders would be paid for time spent in training. BCM’s responses to Service Canada’s inquiries were apparently satisfactory.
27. There was no other communication from Service Canada regarding the Mill Stream Application, apart from communication of the Decision on May 2, 2019.
28. Service Canada policy required that if there were eligibility concerns about discrimination a clarification email would be sent to a CSJ applicant.<sup>29</sup> Nothing was sent to BCM concerning the Mill Stream Application on this issue.

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<sup>23</sup> Certified Materials, pages 195, 217 (**AR Tab 8, AR473, AR495**). Two sets of material relating to the meeting were reproduced for the Regional ADM: pages 195-216 (**AR Tab 8, AR473-494**), and 217-238 (**AR Tab 8, AR495-516**).

<sup>24</sup> Certified Materials, pages 216, 222 (more legibly) (**AR Tab 8, AR494, AR500**).

<sup>25</sup> *Ibid.*

<sup>26</sup> 2018 Summer Camp Staff Application (“Mill Stream staff application”), Certified Materials, pages 210-14 (**AR Tab 8, AR488-492**).

<sup>27</sup> “What Counts as Work Time?”, Certified Materials, page 215 (**AR Tab 8, AR493**).

<sup>28</sup> See Certified Materials, pages 206-209 (**AR Tab 8, AR484-487**).

<sup>29</sup> CSJ Operational Directives, Version 2.0 (“CSJ Directives”), page 27, questions 4-5 and page 30, question 12, Certified Materials pages 64 and 67 (**AR Tab 8, AR353 and AR356**); see more generally CSJ Directives, pages 26-31, Certified Materials pages 63-68 (**AR Tab 8, AR4352-58**) and “Missing Information and Request for Clarification Letter”, Certified Materials, pages 116-117 (**AR Tab 8, AR405-06**).

29. The Certified Materials indicate the Regional ADM also received information regarding two meetings of an “Escalation Committee - Level 1 & 2” held on March 1 and March 13, 2019.<sup>30</sup> These materials do not refer at all to the Mill Stream Application, but instead refer to a CSJ application by a different BCM camp located in Nova Scotia, Mount Traber Bible Camp, and comment:

Organization: Mount Traber Bible Camp; Application Attached

Reason for escalation: Impact related to Harassment & Discrimination

During a domain search, NHQ flagged this organization due to their application for potential Youth workers. I reviewed the file and noticed the application that the organization has provided for the youth contains controversial church doctrine along with discriminating hiring practices based on church beliefs. The application also asks the Youth personal questions regarding their physical and mental health including Medications and medical history.<sup>31</sup>

30. This reference to discrimination in employment is the only reference to discrimination in the material before the Regional ADM. The quoted comment, regarding another BCM CSJ application, says only that “the [Mount Traber staff] application ... contains controversial church doctrine along with discriminating hiring practices based on church beliefs.” There is no indication in the record that Service Canada otherwise considered Mill Stream’s religious beliefs or employment practices, or considered whether they are “contrary to applicable laws”.
31. The “applicable laws” regarding discrimination in employment at a religious summer camp in Ontario appear in sections 5 and 24(1)(a), of Ontario’s *Human Rights Code*<sup>32</sup> and the jurisprudence interpreting that legislation.<sup>33</sup> The *Code* contains prohibitions against discrimination in employment and exemptions from those prohibitions for religious organizations, where religious belief and practice consonant with their mission is a reasonable and bona fide qualification because of the nature of the employment:

5(1) Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin,

<sup>30</sup> Certified Materials, pages 239-266 (AR Tab 8, AR517-44).

<sup>31</sup> Certified Materials, pages 243 and 259 (AR Tab 8, AR521 and AR537). [The Mill Stream staff application, while similar, also varies significantly from the Mount Traber staff application form. For instance, it does not ask any questions about applicants’ physical or mental health. See Affidavit of Phil Whitehead, sworn September 13, 2019, Exhibits E and F, (AR Tab 4E and 4F, AR230-36, AR238-46).]

<sup>32</sup> [RSO 1990, c H.19](#), as amended, Appendix A, Tab 3.

<sup>33</sup>; See *Ontario (Human Rights Commission) v Christian Horizons*, [2010 ONSC 2105](#), [2010] OJ No 2059 (Div Ct), ABOA, Tab 23 [*Christian Horizons*] and *HS v The Private Academy*, [2017 HRTO 791](#) (CanLII), ABOA, Tab 16.

citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

24(1) The right under section 5 to equal treatment with respect to employment is not infringed where,

(a) a religious, philanthropic, educational, fraternal or social institution or organization that is primarily engaged in serving the interests of persons identified by their race, ancestry, place of origin, colour, ethnic origin, creed, sex, age, marital status, or disability employs only, or gives preference in employment to, persons similarly identified if the qualification is a reasonable and bona fide qualification because of the nature of the employment[.]

32. The material before the Regional ADM shows Mill Stream Bible Camp is a “Bible-based, nondenominational organization ... dedicated to developing Christian character in young people and leadership skills in youth and adults, through spiritual, physical, mental and social experiences in a camping environment and through our summer programs” in “an atmosphere of fun, fellowship and Christian living.”<sup>34</sup> Without more, it is not possible to conclude that Mill Stream Bible Camp discriminates under Ontario law when it seeks to hire youth with Christian beliefs and following Christian practices as camp staff dealing with campers and in its leadership positions. The Minister did not ask for more.
33. As a result of the Decision, Mill Stream was unable to hire enough staff for the summer of 2019, and had to turn away over a dozen children from summer camp.<sup>35</sup>

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<sup>34</sup> Decision Memorandum (AR Tab 8, AR471).

<sup>35</sup> Chupa Affidavit, para 38 (AR Tab 3, AR20).

**PART II: ISSUES**

34. These issues arise in this proceeding:

- a. The Minister failed in her duty of fairness and raised a reasonable apprehension that the Decision was made in a biased fashion;
- b. The Decision is unreasonable, as it failed to consider an essential element of a determination that Mill Stream Bible Camp discriminates in employment contrary to applicable laws;
- c. The Minister wholly failed to balance her statutory objectives with the *Charter* freedoms limited by the Decision;
- d. The Decision should be quashed, and a declaration issued pursuant to section 24(1) of the *Charter* that BCM's *Charter* freedoms of religion and association were infringed in an unreasonable and unjustified manner.

## PART III: SUBMISSIONS

### Standards of Review

35. There are four defects in the Mill Stream Decision to be reviewed by the Court:

- a. The Minister failed to consider whether the project and activities proposed by the Mill Stream Application “discriminate, contrary to applicable laws”. Inconsistency with applicable laws is an essential element of the Decision’s conclusion that Mill Stream’s projects and activities were ineligible for CSJ support.
- b. The Minister did not tell BCM what her concerns might have been in this regard and did not give BCM an opportunity to respond to her concerns, whatever they were;
- c. The Minister did not consider whether the Decision proportionately balanced the *Charter* protections it limited with any applicable statutory objectives.<sup>36</sup>
- d. That the Minister failed to consider a) whether Mill Stream’s proposed projects and activities were contrary to applicable laws and b) whether Mill Stream’s *Charter*-protected freedoms were proportionately balanced in her Decision demonstrate that the Decision was biased.

36. The applicable standards of review of these issues and the standards’ proper application are affected by whether the defects of the Decision affect its process or the merits, and by whether the Decision limits the *Charter*-protected freedoms of BCM and of those it serves and employs.

37. Alleged breaches of the duty of procedural fairness, including whether the Decision process raises a reasonable apprehension of bias,<sup>37</sup> are to be reviewed on a standard of correctness.<sup>38</sup>

38. Following *Vavilov*, the presumptive standard of review of the merits of the Mill Stream Decision is reasonableness:

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<sup>36</sup> *Law Society of British Columbia v Trinity Western University*, [2018 SCC 32](#) at para 79 [*LSBC v TWU*], **ABOA, Tab 18**, citing *Doré v. Barreau du Québec*, [2012 SCC 12](#) [*Doré*] at paras 3 and 7, **ABOA, Tab 15**, and *Loyola High School v. Quebec (Attorney General)*, [2015 SCC 12](#) [*Loyola*] at para 32, **ABOA, Tab 19**; see also *CHP v Hamilton (City)*, [2018 ONSC 3690](#) [*CHP*] at para 57, **ABOA, Tab 14**: “Failure to balance said interests will, by definition, render a decision unreasonable as per *Doré v. Barreau du Québec*”.

<sup>37</sup> *Baker v Canada (Minister of Citizenship and Immigration)*, [\[1999\] 2 SCR 817](#) [*Baker*] at para. 45, **ABOA, Tab 5**: “procedural fairness [...] requires that decisions be made free from a reasonable apprehension of bias by an impartial decision maker”; see also *Mission Institution v Khela*, 2014 SCC 24 at para 79.

<sup>38</sup> *Canadian Pacific Railway Company v. Canada (Attorney General)*, [2018 FCA 69](#) at para 34, **ABOA, Tab 12**.

Where a court reviews the merits of an administrative decision (i.e., judicial review of an administrative decisions [sic] other than a review related to a breach of natural justice and/or the duty of procedural fairness), the standard of review it applies must reflect the legislature's intent with respect to the role of the reviewing court, except where giving effect to that intent is precluded by the rule of law. The starting point for the analysis is a presumption that the legislature intended the standard of review to be reasonableness.

In conducting a reasonableness review, a court must consider the outcome of the administrative decision in light of its underlying rationale in order to ensure that the decision as a whole is transparent, intelligible and justified. What distinguishes reasonableness review from correctness review is that the court conducting a reasonableness review must focus on the decision the administrative decision maker actually made, including the justification offered for it, and not on the conclusion the court itself would have reached in the administrative decision maker's place.<sup>39</sup>

39. We note that, if the Minister *had* considered whether or not Mill Stream's hiring practices discriminated in employment contrary to applicable laws, her conclusion would have to be correct.<sup>40</sup> Instead, the Minister simply arrived at a conclusion that Mill Stream Bible Camp engages in unlawful discrimination without actual consideration of the applicable law, including the relevant statutory exemption. The Decision the Minister actually made is unreasonable for that reason alone, and fails before a correctness review of that issue becomes relevant.
40. Whether, *Charter* rights were limited by the Decision is a question of their "definitional scope" that must be determined on the basis of correctness.<sup>41</sup> Likewise, the Decision's failure to consider the *Charter* protections it limited attracts a correctness standard of review.<sup>42</sup>
41. Normally, it falls on an applicant for judicial review to show that an administrative decision is unreasonable.<sup>43</sup> However, since the *Charter*-protected freedoms of religion and association of

<sup>39</sup> *Vavilov*, *supra* note 4 at paras 23, 15, **ABOA, Tab 8**.

<sup>40</sup> See *Canada (Attorney General) v Johnstone*, [2014 FCA 110](#) at para 36-52, **ABOA, Tab 7**. Further, if the Minister had reached her Decision through applying the eligibility rule, then the constitutionality of the eligibility would be at issue on a standard of correctness: *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982 (UK)*, 1982, c 11, s 52(1), **Appendix A, Tab 1**. *Vavilov*, *supra* at para 56, **ABOA, Tab 8**.

<sup>41</sup> *UAlberta Pro-Life v Governors of the University of Alberta*, [2020 ABCA 1](#) [*UAlberta*] at paras 30 and 170, **ABOA, Tab 28**; see also *Mouvement laïque québécois v Saguenay (City)*, [2015 SCC 16](#) [*Mouvement laïque québécois*] at para 51, **ABOA, Tab 22**.

<sup>42</sup> *Canadian Broadcasting Corporation v. Ferrier*, [2019 ONCA 1025](#) at para 34, **ABOA, Tab 10**.

<sup>43</sup> *Vavilov*, *supra* at para 100, **ABOA, 8**.

BCM and those it serves and employs are limited by the Decision, it falls on the Respondent to show that her Decision is substantively reasonable:

The onus is first on the Applicant to establish that its constitutionally enshrined freedom has been limited. The onus then shifts to the Respondent to establish that the limit was imposed in pursuit of its statutory objectives and that the Applicant's [*Charter* freedom] was not limited more than reasonably necessary given those statutory objectives.<sup>44</sup>

42. In determining whether the Minister has met this burden, the Court must consider whether the Decision proportionately balances the *Charter* protections it impairs with the applicable statutory objectives: "[f]ailure to balance said interests will, by definition, render a decision unreasonable as per *Doré v. Barreau du Québec*."<sup>45</sup>

43. A failure to give effect as fully as possible to the *Charter* protections at stake<sup>46</sup> constitutes a failure to engage in the required proportionate balancing, thereby demonstrating that the limitation of those *Charter* protections is not "demonstrably justified in a free and democratic society."<sup>47</sup>

**A. The Minister failed in her duty of fairness, and raised a reasonable apprehension that the Decision was biased.**

44. There is no doubt that the Minister had a duty of procedural fairness. An administrative decision which "affects 'the rights, privileges or interests'" of individuals "is sufficient to trigger the duty of fairness."<sup>48</sup>

45. *Baker v Canada (Minister of Citizenship and Immigration)* provides a non-exhaustive list of factors that affect the content of the duty of fairness: (1) the nature of the decision being made and the process followed in making it, (2) the nature of the statutory scheme and the terms of the statute pursuant to which the body operates, (3) the importance to the individuals affected;

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<sup>44</sup> *Canadian Centre for Bio-Ethical Reform v City of Peterborough*, [2016 ONSC 1972](#) at para 15, ABOA, Tab 11; *Canadian Charter of Rights and Freedoms*, Part I of the [Constitution Act, 1982](#), being schedule B to the *Canada Act 1982* (UK), 1982, c 11 [*Charter*], s 1, ABOA, Tab 1. See, also *Doré*, *supra* note 36 at para 63, ABOA, Tab 15; *UAlberta*, *supra* note 41 at paras 161-62, JBOA, Tab 28.

<sup>45</sup> *CHP*, *supra* note 36 at para 57, ABOA, Tab 14; *LSBC v TWU*, *supra* note 36 at para 79, ABOA, Tab 18 citing *Doré*, *supra* at paras 3 and 7, ABOA, Tab 15 and *Loyola*, *supra* note 36 at para 32, ABOA, Tab 19;

<sup>46</sup> *Doré*, *supra* at paras 57-58, ABOA, Tab 15; *LSBC v TWU*, *supra* at para 80, ABOA, Tab 18, citing *Loyola*, *supra* at para 39, ABOA, Tab 19.

<sup>47</sup> *Charter*, *supra* s 1, Appendix A, Tab 1.

<sup>48</sup> *Baker*, *supra* note 37 at paras 22-27, ABOA, Tab 5.

(4) the legitimate expectations of the person challenging the decision, and (5) the choices of procedure made by the decision-maker.<sup>49</sup>

- a. The Decision that the Mill Stream Application was ineligible was not a discretionary decision: rather, it was a determination that proposed “projects or job activities . . . restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds.”<sup>50</sup>
- b. The Decision deprived BCM of the opportunity to receive up to \$45,600 in CJS grants.<sup>51</sup> It prevented Christian youth from being employed at Mill Stream and resulted in over a dozen children not being able to attend Mill Stream Bible Camp that summer.<sup>52</sup>
- c. The Decision concerning eligibility to participate in the CSJ Program and potentially receive CSJ grants was final, with no avenue of appeal provided. This lends greater importance to notice and opportunity to be heard, which cannot be corrected by a subsequent hearing.<sup>53</sup>
- d. Further, the Minister addressed concerns about whether wages would be paid for Mill Stream Bible Camp’s staff training by considering Ontario law and providing BCM with notice of her concerns and an opportunity to be heard. This contributed to a legitimate expectation on the part of BCM that the Minister would similarly ask about other concerns she might have with its 2019 Mill Stream Application, and allow BCM to respond.
- e. “[I]mportant weight must be given to the choice of procedures made by the agency itself.”<sup>54</sup> The Minister created a detailed procedure for determining CSJ applications,<sup>55</sup> which required a letter to be sent to an applicant regarding allegations of discrimination and an opportunity for the applicant to respond with missing information or clarification.<sup>56</sup> These procedures were adopted to “ensure transparency and fairness in the decision-making

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<sup>49</sup> *Baker*, *supra* note 37 at para 20, **ABOA, Tab 5**, quoting *Cardinal v Director of Kent Institution*, [1985] 2 SCR 643 at 653, **ABOA, Tab 13**.

<sup>50</sup> Decision (**AR Tab 3, AR160**).

<sup>51</sup> See Certified Materials page 192 (**AR Tab 8, AR470**).

<sup>52</sup> Chupa Affidavit, para 38 (**AR Tab 3, AR20**).

<sup>53</sup> *Baker*, *supra* at para 24, **ABOA, Tab 5**.

<sup>54</sup> *Baker*, *supra* at para 27, **ABOA, Tab 5**.

<sup>55</sup> See “Escalation Committees Terms of Reference”, Appendix L to CSJ Directives, Certified Materials, at pages 134-44 (**AR Tab 3, AR423-33**).

<sup>56</sup> See CSJ Directives, pages 26-31, Certified Materials pages 63-68 (**AR Tab 8, AR4352-58**) and “Missing Information and Request for Clarification Letter”, Certified Materials, pages 116-117 (**AR Tab 8, AR405-06**).



process.”<sup>57</sup> The Minister’s own procedures also contributed to a legitimate expectation that BCM would receive notice of allegations of discrimination at Mill Stream and be given an opportunity to respond.

46. The right to be heard (either in writing or orally) and receive sufficient notice are what *Baker* termed “participatory rights”. “At the heart of this analysis is whether, considering all the circumstances, those whose interests were affected had a meaningful opportunity to present their case fully and fairly.”<sup>58</sup>

47. In some circumstances, the duty of procedural fairness also requires a written explanation for a decision.<sup>59</sup> Here, the Decision merely quoted a conclusion from the Applicant Guide regarding discrimination, without elaboration. If the Minister had engaged BCM on these topics, a conclusion at the end of the conversation may have been sufficient, but she did not engage BCM on the issue.

48. Here we say that:

- a. The Minister was required to give notice of her concerns regarding discrimination to BCM, and to give BCM an opportunity to respond, but did not; and
- b. The Minister was required to provide some explanation beyond a quotation of the Applicant Guide for her conclusion that Mill Stream’s projects and activities “discriminate, contrary to applicable laws, on the basis of prohibited grounds”, but did not.

49. Further, the quoted comment by an unidentified individual regarding the application of another BCM camp is the only reference to discrimination in the material before the Regional ADM:

During a domain search, NHQ flagged this organization due to their application for potential Youth workers. I reviewed the file and noticed the application that the organization has provided for the youth contains controversial church doctrine along with discriminating hiring practices based on church beliefs.<sup>60</sup>

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<sup>57</sup> See CSJ Directives section 8.4, Certified Materials page 80, and “Escalation Committee Terms of References, Certified Materials page 134, (AR Tab 8, AR369 and AR423)

<sup>58</sup> *Baker*, *supra* note 37 at para 30, ABOA, Tab 5.

<sup>59</sup> *Baker*, *supra* at para 43, ABOA, Tab 5.

<sup>60</sup> Certified Materials, pages 243 and 259 (AR Tab 8, AR521 and AR537).

50. This inexplicable concern with “controversial church doctrine” colours how the Court may understand the Decision process throughout. As we described above, the “Option A” presented to the Minister and Cabinet, but not recommended or chosen, would have led program staff to exclude faith-based summer camps based on “potential links made by program staff to broader doctrine adhered to by faith based organizations.”<sup>61</sup> Here, a comment on the CSJ application of another BCM camp led the Minister to decide that Mill Stream Bible Camp was ineligible due to BCM’s “controversial church doctrine”.
51. This raises the prospect that the mere fact that Mill Stream Bible Camp *is* a Christian Bible camp – deemed to hold to “controversial church doctrine” – obviated any need to consider “applicable law” or engage BCM about alleged discrimination. If there was anything more to the Decision than simple discrimination against a Christian Bible camp, these questions would have been entertained and inquiries made, *but they were not*.
52. The apparent lack of impartiality on the part of the Minister also raises serious concerns about her violation of the state duty of neutrality, which requires that the “state neither favour nor hinder any particular belief.”<sup>62</sup>
53. There is therefore a reasonable apprehension that the Decision suffers from bias. An informed person, viewing the matter realistically and practically and having thought the matter through would think that it is more likely than not that the Minister, whether consciously or unconsciously, did not decide fairly.<sup>63</sup>

**B. The Decision is unreasonable, as it failed to consider an essential element of a determination that Mill Stream Bible Camp discriminates in employment contrary to applicable laws**

54. There is *nothing* in the Certified Materials to indicate that anyone involved in the Decision process considered whether Mill Stream Bible Camp discriminates in employment contrary to applicable (i.e., Ontario) laws. This is an essential element of any conclusion that Mill Stream

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<sup>61</sup> Eligibility Memo, page 11 (AR Tab 3U, AR183).

<sup>62</sup> *Mouvement laïque québécois*, *supra* note 41 at para 72 (see section C below), ABOA, Tab 22.

<sup>63</sup> See *Yukon Francophone School Board, Education Area #23 v Yukon (Attorney General)*, 2015 SCC 25 at para 20, 22, 26 and 36, ABOA, Tab 29; see also *Setlur v Canada (Attorney General)*, 2000 CanLII 16580 (FCA) at para 27, ABOA, Tab 26; *Ark Angel Foundation v Canada (National Revenue)*, 2019 FCA 21 at para 88, ABOA, Tab 4 citing *Bergey v Canada (Attorney General)*, 2017 FCA 30, 2017 C.L.L.C. 220-024 at para. 65, ABOA, Tab 6.

Bible Camp runs afoul of a requirement that it not “discriminate, contrary to applicable laws, on the basis of prohibited grounds” in its hiring practices.<sup>64</sup>

55. The issue cannot be simply ignored: section 24(1)(a) of Ontario’s *Human Rights Code* and *Ontario (Human Rights Commission) v Christian Horizons* (Div Ct) show that it is difficult to avoid a conclusion that Mill Stream Bible Camp does not discriminate in employment under Ontario law, and the Minister didn’t even try.
56. *Vavilov* elaborates on how the reasonableness standard is to be applied here: a decision that fails to consider an essential element of its conclusion is unreasonable, for that reason alone. The Minister’s central failure in the Mill Stream Decision – her failure to address whether Mill Stream Bible Camp’s projects and activities “discriminate, contrary to applicable laws” – renders the Decision unreasonable:

Where a decision maker's rationale for an essential element of the decision is not addressed in the reasons and cannot be inferred from the record, the decision will generally fail to meet the requisite standard of justification, transparency and intelligibility.<sup>65</sup>

**C. The Decision unreasonably restricted the *Charter*-protected freedoms of religion and association of BCM and those it serves and employs.**

57. Provisions like section 24(1)(a) of Ontario’s *Human Rights Code* seek to respect the *Charter*-protected freedom of association, and more particularly association for religious purposes. In *Christian Horizons*, the Ontario Divisional Court considered an Ontario Human Rights Tribunal decision that an Evangelical Christian organization that served the handicapped without regard to their religious beliefs must serve only its co-religionists to fall within section 24(1)(a), and the Court held that aspect of the decision to be incorrect.<sup>66</sup> The Court described how section 24(1)(a) should be understood:

[60] [T]he Supreme Court rejected an argument that such provisions should be construed narrowly as rights limiting sections (Caldwell, at p. 626 S.C.R.; Brossard, at para. 99). Rather, these provisions were characterized as having a dual purpose: they both confer rights on some persons and limit the rights of others in situations where the section applies

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<sup>64</sup> Decision (AR Tab 3, AR160).

<sup>65</sup> *Vavilov*, *supra* note 4 at para 98, ABOA, Tab 8.

<sup>66</sup> *Christian Horizons*, *supra* note 33 at para 38-78, ABOA, Tab 23.

(Caldwell, at p. 626 S.C.R.; Brossard, at para. 100). They are meant to protect the right to associate and to promote certain types of association, including religion. ...

...

[70] Here, the Tribunal failed to consider the impact of its narrow interpretation of the second element of s. 24(1)(a) on the rights and freedoms of members of religious organizations, despite the guarantee of freedom of religion in s. 2(a) of the Charter. Moreover, the approach of the Tribunal failed to give [page288] effect to the directive from the Supreme Court of Canada that the right to freedom of religion should be considered from the perspective of the religious minority whose rights are infringed (*Syndicat Northcrest v. Amselem*, [2004] 2 S.C.R. 551, [2004] S.C.J. No. 46, at paras. 43-46).

[71] Subsection 24(1)(a) seeks to balance the rights of certain groups against equality rights. An approach to s. 24(1) (a) that takes into account, in the determination of the primary activity of a religious organization, the perspective and purpose of the organization is consistent with the guarantee of freedom of religion. At the same time, the BFOQ requirement found in s. 24(1)(a) upholds the important Charter protection for equality rights.<sup>67</sup>

58. Section 24(1)(a) thus provided the Minister her salient opportunity to ensure that the affected *Charter* freedoms of religion<sup>68</sup> and association<sup>69</sup> were respected by her Decision. She did not however consider that section, despite the direction of the eligibility rule she was applying, and did not otherwise seek to balance these protected freedoms and comply with her duty of neutrality,<sup>70</sup> in pursuit of other statutory objectives.

59. The Decision's reasons therefore "contain a fundamental gap".<sup>71</sup> It would not be appropriate for the Court to "fashion its own reasons in order to buttress" the Decision, even if the Decision "could be reasonable under different circumstances."<sup>72</sup> This Court is not required or permitted "to guess what findings might have been made or to speculate as to what the tribunal might have been thinking."<sup>73</sup>

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<sup>67</sup> *Christian Horizons*, *supra* note 33 at paras 60, 70-71, **ABOA, Tab 23**.

<sup>68</sup> See *R v Big M Drug Mart Ltd.*, [1985] 1 SCR 295 [*R v Big M Drug Mart*] at page 336 (para 94), **ABOA, Tab 25**; *R v Edwards Books and Art Ltd.*, [1986] 2 SCR 713, at 758-59, 765-66 (paras 95-97, 115), **ABOA, Tab 24**; *Syndicat Northcrest v Amselem*, 2004 SCC 47 at paras 56-57, **ABOA, Tab 27**; *Loyola*, *supra* note 36 at para 34, **ABOA, Tab 19**; *LSBC v TWU*, *supra* note 36 at paras 60-75, **ABOA, Tab 18**; see also *LSBC v TWU* at 77 (the *Charter* section 15(1) right of Christian youth excluded by the Decision from employment at Mill Stream to "equal benefit of the law without discrimination...based on...religion" can be accounted for under the religious freedom claim.)

<sup>69</sup> *Mounted Police Association of Ontario v Canada (Attorney General)*, 2015 SCC 1 at paras 35, 47, 52-53, 56-57, 63, 66 and 121, **ABOA, Tab 21**.

<sup>70</sup> *Mouvement laïque québécois*, *supra* at paras 72, 75-76, 78 and 83, **ABOA, Tab 22**.

<sup>71</sup> *Vavilov*, *supra* note 4 at para 96, **ABOA, Tab 8**.

<sup>72</sup> *Ibid.*

<sup>73</sup> *Vavilov*, *supra* at para 97, **ABOA, Tab 8**, quoting Rennie J in *Komolafe v Canada (Minister of Citizenship and Immigration)*, 2013 FC 431 at para 11, **ABOA, Tab 17**.

60. Rather, the Court “must be able to trace the decision maker's reasoning without encountering any fatal flaws in its overarching logic, and it must be satisfied that there is a line of analysis within the given reasons that could reasonably lead the tribunal from the evidence before it to the conclusion at which it arrived”.<sup>74</sup>

61. The Decision is therefore an unreasonable limitation of the *Charter* freedoms of association and religion of BCM and those it serves and employs at Mill Stream Bible Camp.

**D. The Decision should be quashed, and a declaration issued pursuant to section 24(1) of the *Charter* that the Decision infringed the freedoms of religion and association in an unreasonable and unjustified manner.**

62. The Decision was procedurally unfair, and interfered with the *Charter* freedoms of religion and association in an unreasonable and unjustified manner. The Decision should therefore be quashed, and a declaration issued pursuant to section 24(1) of the *Charter* that the Decision impaired the freedoms of religion and association in an unreasonable and unjustified manner.<sup>75</sup>

63. While the time to receive grants and hire youth under the 2019 CSJ Program has long passed, the infringement of *Charter* rights is complete, but remains unresolved and unredressed. Further, the Decision will continue to negatively affect BCM’s ability to participate in the CSJ Program.<sup>76</sup> Quashing the Decision and issuing a *Charter* declaration will redress the infringement and provide direction to the Minister, who will be obliged to correct course to respect the declarations of the Court moving forward.<sup>77</sup>

64. Government decision makers must respect the constitutional and legal limits within which they exercise their discretion. Although this Decision purported to be based on a relatively straightforward eligibility rule incorporating the legal standard of “applicable laws,” the Minister disregarded this legal constraint, which was necessary to respect *Charter* protections from unjustified violation.

<sup>74</sup> *Vavilov*, *supra* note 4 at para 102, **ABOA, Tab 8** [internal quotes omitted].

<sup>75</sup> See *Canada (Prime Minister) v Khadr*, [2010 SCC 3](#) [*Khadr*] at para 47, **ABOA, Tab 9**.

<sup>76</sup> See Memorandum to the Minister of Employment, Workforce Development and Labour re “Changes to Program Delivery”, November 2, 2018, page 4, Certified Materials, page 375 (**AR Tab 8, AR557**) : “Review of ESDC files associated with the employer to verify if there is document evidence from previous agreements with the Department that would render the application ineligible.”

<sup>77</sup> See *Khadr*, *supra* at paras 27-48.

**PART IV: ORDERS SOUGHT**

65. BCM asks this Court to:

- a. Quash the Decision;
- b. Declare that the Decision is an unreasonable and unjustified violation of the freedoms of religion and association protected under section 2(a) and (d) of the *Charter*; and
- c. Order costs in favour of BCM.

RESPECTFULLY SUBMITTED, August 5, 2020.

A handwritten signature in dark ink, appearing to read 'D. W. L. A.', is written over a horizontal line.

Counsel for the Applicant

## Appendix A

TAB	Citation
1	<i>Constitution Act, 1982</i> , being Schedule B to the <i>Canada Act 1982</i> (UK), 1982, c 11
2	<i>Department of Employment and Social Development Act</i> , SC 2005, c 34
3	<i>Ontario Human Rights Code</i> , RSO 1990, c H19

## Appendix B

<b>TAB</b>	<b>Citation</b>
<b>4</b>	<i>Ark Angel Foundation v Canada (National Revenue)</i> , 2019 FCA 21
<b>5</b>	<i>Baker v Canada (Minister of Citizenship and Immigration)</i> , [1999] 2 SCR 817
<b>6</b>	<i>Bergey v Canada (Attorney General)</i> , 2017 FCA 30, 2017 C.L.L.C. 220-024
<b>7</b>	<i>Canada (Attorney General) v Johnstone</i> , 2014 FCA 110
<b>8</b>	<i>Canada (Minister of Citizenship and Immigration) v Vavilov</i> , 2019 SCC 65
<b>9</b>	<i>Canada (Prime Minister) v. Khadr</i> , 2010 SCC 3
<b>10</b>	<i>Canadian Broadcasting Corporation v Ferrier</i> , 2019 ONCA 1025
<b>11</b>	<i>Canadian Centre for Bio-Ethical Reform v City of Peterborough</i> , 2016 ONSC 1972
<b>12</b>	<i>Canadian Pacific Railway Company v Canada (Attorney General)</i> , 2018 FCA 69
<b>13</b>	<i>Cardinal v Director of Kent Institution</i> , [1985] 2 SCR 643
<b>14</b>	<i>Christian Heritage Party v Hamilton (City)</i> , 2018 ONSC 3690
<b>15</b>	<i>Doré v Barreau du Québec</i> , 2012 SCC 12
<b>16</b>	<i>HS v The Private Academy</i> , 2017 HRTO 791 (CanLII)
<b>17</b>	<i>Komolafe v Canada (Minister of Citizenship and Immigration)</i> , 2013 FC 431
<b>18</b>	<i>Law Society of British Columbia v Trinity Western University</i> , 2018 SCC 32
<b>19</b>	<i>Loyola High School v Quebec (Attorney General)</i> , 2015 SCC 12
<b>20</b>	<i>Mission Institution v Khela</i> , 2014 SCC 24
<b>21</b>	<i>Mounted Police Association of Ontario v Canada (Attorney General)</i> , 2015 SCC 1
<b>22</b>	<i>Mouvement laïque québécois v Saguenay (City)</i> , 2015 SCC 16
<b>23</b>	<i>Ontario (Human Rights Commission) v Christian Horizons</i> , 2010 ONSC 2105
<b>24</b>	<i>R v Edwards Books and Art Ltd.</i> , [1986] 2 SCR 713
<b>25</b>	<i>R v Big M Drug Mart Ltd.</i> , [1985] 1 SCR 295



<b>26</b>	<i>Setlur v Canada (Attorney General)</i> , 2000 CanLII 16580 (FCA)
<b>27</b>	<i>Syndicat Northcrest v Amselem</i> , [2004] 2 S.C.R. 551, [2004] S.C.J. No. 46
<b>28</b>	<i>UAlberta Pro-Life v Governors of the University of Alberta</i> , 2020 ABCA 1
<b>29</b>	<i>Yukon Francophone School Board, Education Area #23 v Yukon (Attorney General)</i> , 2015 SCC 25