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GREEN JOBS IN GREEN SPACES SUMMER WORK EXPERIENCE PROGRAM

CANADIAN PARKS COUNCIL NETWORK GUIDANCE DOCUMENT

All applications should be emailed to:
Zac Wagman, Green Jobs Manager
Project Learning Tree Canada
greenjobs@pltcanada.org
613-745-3706

In 2017, a consortium of partners including the Canadian Parks Council (CPC) and Project Learning Tree Canada (PLT Canada) convened to develop a youth employment program to invest and expand employment opportunities for young Canadians. Canada's Green Jobs in Green Spaces Summer Work Experience program was established, offering a 50% wage-match to support summer green job placements for youth.

As an interlocutor, PLT Canada has partnered with the CPC to support the financial and administrative coordination of funds to CPC members for the Green Jobs in Green Spaces program¹. Together, PLT Canada and the CPC are committed to inspiring leadership in environmental stewardship, building diversity in partnerships with Indigenous and conservation groups, and fostering a passion for science-based research and education.

As one of several partner organizations in the Green Jobs in Green Spaces program, the CPC through its member park agencies, has collectively committed to filling over 600 green jobs over the summers of 2018 and 2019 to get Canada's youth working in green jobs. Through PLT Canada, a 50% wage-match will be given to provincial and territorial park agencies that will offer work experience opportunities to youth in parks and protected areas across Canada.

¹ The CPC is unable to receive funds directly given Parks Canada's responsibilities as the CPC's contract and financial authority.



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SECTION 1: PROCESS FOR ACCESSING THE 50% WAGE MATCH

APPLYING VIA FUNDING APPLICATION FORM

PLT Canada has developed a streamlined online application process for participating CPC park agencies to access and receive the 50% wage-match.

PLT Canada anticipates our online portal (at the www.pltcanada.org website) will be available by April, 2018. Those wishing to apply for a 50% wage-match before April 2018 may do so by completing the attached Funding Application Form.

We are available to answer questions about your application.

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IMPORTANT

Early submissions are encouraged to ensure successful reception of funds. PLT Canada will review all applications to ensure youth employment positions comply with the terms of the Green Jobs in Green Spaces program. PLT Canada will disburse 50% matching funds until all funds have been allocated. PLT Canada wishes to make every effort to streamline the application process. Funding applications may be automatically approved if the job types included in the application are found on the pre-approved list of Green Jobs (see Appendix 1). Application approvals are at the discretion of PLT Canada, in collaboration with the CPC.

Submitting park agencies will be notified of the status of each application. If you are automatically approved, a contract outlining terms and conditions (aligned with eligibility and requirements outlined below) will be drafted by PLT Canada and provided to successful applicants.

If accepted, your park agency will be entering into a contract with PLT Canada. This contract will include reporting requirements as well as obtaining consent from participants to collect, use and disclose their participation.

APPLYING ONLINE

For those applying online (once job portal is launched in April 2018):

1. Create an account for your organization at pltcanada.org.
2. Allow 24 hours for organization profile to be verified and approved by PLT Canada.
3. Complete your job information
4. Submit your funding application form online.

SECTION 2: ELIGIBILITY CRITERIA

FUNDING MATCH

Funding provided by PLT Canada towards the student's wages must be matched equally by the park agency recipient. PLT Canada can fund up to a maximum of 50% of a youth's wages (including MERCs) up to a maximum of \$5,712 per youth. The remaining 50% of the youth's wages (paid by the parks agency employer) cannot be from another federal source.

For your information, T4032 Payroll Deductions Table can be found on the [CRA website](#). Funding will be provided up to 37.5 hours per week per job. Funding will be provided to the employer after the completion of the summer job.

YOUTH ELIGIBILITY

Employees are to be recruited by job providers. To participate in the Green Jobs Summer Work Experience, employees must be:

- between the ages of 15 and 30 (inclusive) at the time of intake/selection;
- Canadian citizens, permanent residents, or persons who have been granted refugee status in Canada;
- legally entitled to work according to the relevant provincial/territorial legislation and regulations;
- registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year (in or outside of Canada)

JOB ELIGIBILITY

- The job must be a Green Job (see Appendix 1);
- The duration of the work experiences must be from a minimum of 8 weeks to a maximum of 16 weeks;
- Work experience must be taking place in Canada;
- Work experiences must be offered during the summer months (May – August) of 2018 or 2019.

REPORTING

A final report will be required at the completion of the employment in order to receive the full funding amount.



APPENDIX 1 – GREEN JOBS INFORMATION

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Green Jobs listed below have been pre-approved by ESDC for PLT Canada to administer. However, your job being offered may still be eligible. All jobs must occur within provincial and territorial parks, or parks agencies headquarters.

Please contact Zac, Green Jobs Manager at greenjobs@pltcanada.org with your job description.

PRE-APPROVED GREEN JOBS:

- Trail and campground maintenance
- Community engagement
- Indigenous relations
- Field work
- Parks operations
- Invasive species management
- Interpretation
- Data entry and statistics
- Administrative support
- Resource management
- Visitor services
- Natural heritage education
- Reforestation

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GUIDANCE FROM EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA (ESDC)

Financial assistance may be provided to cover all or a portion of the costs associated for youth participating in the activities.

Costs may include:

- Up to 50% of income support to participants (wages) based on the prevailing provincial/territorial minimum wage rate per occupation and mandatory employment related costs (MERCs) for participants;
- Additional support to cover all or part of the incremental costs for individuals to participate, such as dependent care or transportation; and,
- Other support to cover the cost of items associated with the youth's participation, including disability supports (this will be assessed on a case-by-case basis).

A rationale for these additional expenses, including a description of the supports needed and the reasoning behind them must be documented and submitted to PLT Canada.

TAXATION SLIPS

Given that wages paid to participants are done through the host employer, T4 slips are the responsibility of the employer and should include all allowances issued to them. T4A would include the additional support that is provided such as travel costs, or dependent care. To ensure compliance with tax law, ESDC recommends that applicants verify this information with the Canada Revenue Agency (CRA).

OTHER

If an employer provides employment that is less than the minimum duration approved (e.g. eight weeks are approved, but the employer provides only four), the job will be deemed ineligible and costs will not be reimbursed. However, if the student chooses to end the employment after the minimum duration approved, the costs related to the number of weeks worked would be eligible for reimbursement.

Normally, the weeks of employment will be consecutive, but exceptions will be treated on a case-by-case basis. For example, the employment period may allow for circumstances when the student is unable to work (e.g. due to weather or other acceptable circumstances), or when the student has requested time off. However, only the number of hours and weeks worked within the contract will be reimbursed.

All students are eligible to work part-time.

Most importantly, the employer must offer a work environment where the student's safety can be assured.