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Ottawa, ON K1Y 3B2

## GREEN JOBS IN GREEN SPACES

### SFI NETWORK GUIDANCE DOCUMENT

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

Shaping the future of our forests, and the wildlife, communities, and livelihoods that depend on them, begins with engaging youth. It is critical that we engage with youth today, so that we can inspire them to become lifelong forest supporters and conservation leaders. Providing them with first-hand employment experiences in green jobs will increase their continued connection to nature.

The Government of Canada's Green Jobs in Green Spaces Youth Employment Strategy offers a 50% wage-match to support green job placements for youth. Project Learning Tree Canada (PLT Canada), in coordination with the Sustainable Forestry Initiative (SFI) Program Participants and partners, aims to fill over 1,000 green jobs in 2018 and 2019 to get Canada's youth working in the woods.

These jobs will inspire leadership in forest management stewardship, build diversity in partnerships with Indigenous and conservation groups, and foster a passion for science-based research and education.

Through this process, a 50% wage-match will be given to qualified job providers that will offer work experience opportunities to youth in the green jobs sector, mainly in natural settings across Canada. Projects can also, where necessary, offer other activities that help students gain skills and work experience to prepare them for, and successfully transition them into the labour market.



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## **SECTION 1: HOW TO APPLY**

### **APPLYING ONLINE**

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

1. Create an account for your organization at [pltcanada.org](http://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.

Questions can be directed to:  
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### **IMPORTANT**

We will review and approve applications as we receive them 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 and SFI Inc.

You will be notified of the status of your 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 you are accepted as an employer, you 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.



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## **SECTION 2: ELIGIBILITY CRITERIA**

### **FUNDING MATCH**

Funding provided by PLT Canada towards the student's wages must be matched equally by the contribution recipient and/or its partner(s). 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 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 Program, 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 take place in Canada;
- Work experiences must be offered from May 2018 to December 2018, or May 2019 to August 2019

### **REPORTING**

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

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Green Jobs listed below have been pre-approved by Economic and Social Development Canada (ESDC) for PLT Canada to administer. However, your job being offered may still be eligible.

Please contact Zac, Green Jobs Manager at [greenjobs@pltcanada.org](mailto:greenjobs@pltcanada.org) with your job description.

**PRE-APPROVED GREEN JOBS:**

**GUIDANCE FROM EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA (ESDC)**

**Ecosystem and Wildlife Management**

- Biodiversity specialist
- Conservation biologist
- Invasive species management
- Land reclamation technician
- Native plant specialist
- Nursery/orchard technician
- Remediation technician
- Wildlife biologist/technician

**Silviculture, Forest Conservation and Research**

- Forest fire researcher
- Forest fuels worker
- Forest health technician
- Forest insects technician
- Forestry planner
- Forestry researcher
- Forest reclamation technologist
- Silviculture technician/supervisor
- Silvicultural workers (e.g., brushing, tree planting)
- Tree care specialist
- Urban forester

**Indigenous Forest Based Programs**

- Archaeologist/heritage specialist
- Indigenous knowledge coordinator
- Special sites coordinator
- Traditional plant use technician

**Recreation and Interpretation**

- Community engagement specialist
- Forests interpreter
- Knowledge exchange specialist
- GIS technician
- Outdoors educator/facilitator
- Park interpreter
- Parks guide
- Recreation technician/specialist (e.g., facilities development & maintenance)
- Stewardship youth ranger
- Trails developers (e.g., biking/hiking/skiing trails)
- Visual landscape technician

**Conservation and Research**

- Agrology technologist
- Environmental monitoring technician
- Soils surveyor
- Aquatic environmental technician
- Fisheries biologist/technician
- Hydrologists
- Watershed management technician

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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.