

WORK ACTIVITY PROJECT --  
CANADA ASSISTANCE PLAN

1. TITLE: BURNABY EMPLOYMENT PREPARATION PROJECT
2. AUSPICES: MUNICIPAL OF BURNABY, BURNABY, B. C.
3. AGENCY RESPONSIBLE: Burnaby Social Service Department in conjunction with the Burnaby School Board, The Burnaby Parks and Recreation Commission and the Burnaby office of Canada Manpower Commission and the Department of Rehabilitation and Social Improvement.
4. OBJECTIVES:

The projects are intended to provide two groups of 20 unemployed men who are in receipt of social assistance to have a training and work experience that will enable them to:

  - (a) have the experience of working under supervisors who are sensitive to human behaviour,
  - (b) have the opportunity to update "life skills" and to adapt to future life employment,
  - (c) have counselling to correct attitudes or habits that interfere with holding a job.

There are approximately 450 married men with families in Burnaby who fall in the "unemployed employable" category who would be possible candidates for the projects. Many of these men have limited skills to offer an employer and all of them would benefit from the above objectives. The average education of the men would be Grade VIII or lower.

5. Project Plan and Method:

Each of the two projects (the second project to commence approximately two weeks after the completion of the first project) will consist of 20 men who will be separated into 2 groups of 10 men. Initial selection will be made by the social assistance social workers from recipients who will fulfil the following qualifications:

- (1) Male
- (2) Married with dependents
- (3) Unemployed employable and in receipt of social assistance for at least 6 months
- (4) Under 50 years of age
- (5) Must not be on medication, addicted or mentally ill
- (6) Must be willing to work outdoors

Final selection will be made by the social worker (project director) and a representative from Canada Manpower.

(a) Orientation and Training:

The first group of 10 will begin in early May with the second following in two weeks. Each group of 10 will start their program with 2 weeks "Classroom" orientation.

The Adult Education Department of the Burnaby School Board will undertake responsibility for all "classroom" activity including curriculum development and content. It is proposed to teach basic courses in arithmetic, English, letter writing, etc. Further lectures would deal with other subjects such as

- how to get along with your "boss"
- how to get along with your fellow employees
- job search techniques
- the instructor will gauge other lectures on the needs of the particular group

(b) Work Activity:

The work activity will be administered by the Parks and Recreation Department and the prime tasks to be undertaken are in ravine clearance, development of park pathways, and the development of trail systems. It is proposed that these tasks would not be done for many years if left to normal park development.

MANAGER'S SIGNATURE

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(c) Location:

It is proposed that the central location for the project will be the Municipal Hall with classroom activities centered in the School Board Offices and the Work Activity in the Parks and Recreation Works Yard and Municipal Parks.

(d) Duration:

- (i) Each group of 10 to be involved over 14 weeks. Because the second group will commence 2 weeks after the first group the program will extend over a period of 16 weeks.
- (ii) The expectation will be that each man will continue for the 14 weeks unless he secures a job, becomes ill or is found to be completely unsuitable.
- (iii) Follow up services will be offered on completion of the project until he finds full time employment, part time employment, or goes on for further training.

(e) Staff:

- (i) The Social Service Department will appoint an experienced social worker to act as Project Director.

Duties will include: Co-ordination of on-going social work services to candidates and families - co-ordination of overall project with Departments and staff involved.

Involvement in orientation program in interpretation of objectives.

Oversight of preparation of candidates including transportation, clothing.

Individual counselling for candidates who encounter difficulty in participating.

- (ii) The Adult Education Department will appoint a Co-ordinator who will take full responsibility for the "classroom" portion of the project. This Co-ordinator will have frequent contact with the Project Director.
- (iii) The Parks Board will assign a supervisor who will direct the work portion of the programs and act as liaison person on behalf of the Parks Board.

(f) Allowances Paid to Participants:

- (i) A 'Training Allowance' of \$350. per month will be paid to each participant.
- (ii) Provision will be made to ensure that a candidate will receive a total monthly income of at least \$100. per month in excess of his social assistance entitlement. This payment will be made through the normal social assistance payment procedures.

Each candidate will also be eligible for a clothing grant and transportation expenses. Health benefit coverage will remain in effect throughout the project.

(g) Provision for Welfare Services:

The Social Service Department will supply regular social work services to the candidate and his family.

In addition, special effort will be made to involve the spouse of the candidate in group meetings designed to interpret the project and geared to elicit full support for the candidate.

Follow-up will be continued to ensure that the gains made during the life of the project, are maintained.

(h) Evaluation:

Purpose: To measure the progress of the candidates selected against the goals of the project. This measurement will be kept continuously through the project and should coincide with the commencement of the project.

MEMBERS LIST

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Measurement for evaluation of the project will be made at 4 different intervals.

1. The first evaluation:
  - (a) an initial individual assessment of the candidates by the social and project workers.
  - (b) an initial response from the candidates themselves. e.g. how they feel about the project.....what are their expectations from it initially.
2. The second evaluation:

a further assessment by the social and project workers of the individual candidates.
3. The third evaluation:
  - (a) a further individual assessment by the social and project workers.
  - (b) a final response from the candidates. e.g. how they now feel about the project.....were their expectations met. suggestions they may have concerning improving the effectiveness of the project.
4. The fourth and further monthly evaluations:

further individual assessments of candidates as the situation warrants.

BURNABY WORK ACTIVITY PROJECT BUDGET  
Canada Assistance Plan

NOTE: Original and One Copy of This Form to be Sent to Director, Canada Assistance Plan, Ottawa

Province BRITISH COLUMBIA Budget Period May 1, 1971 to November 30, 1971

Project Title BURNABY EMPLOYMENT PREPARATION PROJECT, BURNABY, B. C.

ITEM	Shareable	Non-Shareable	Total Cost	
	Column 1	Column 2	Column 3	
1. Salaries and Wages	17,791.	-	17,791.	
2. Fringe Benefits	1,779.	-	1,779.	
3. Travel	1,476.	-	1,476.	
4. Other Operating Expenditures	(i) Rent			
	(ii) Utilities			
	(iii) Material and Supplies		2,650.	2,650.
	Other (Specify)			
	(iv)			
	Accident Insurance	500.		500.
	Lectures	300.		300.
5. Total Expenditures (Excl. Allowances)	21,846.			
6. Allowance to Participants	49,000.		49,000.	
7. TOTAL COST	70,846.	2,650.	73,496.	
B SOURCE OF FUNDS	1. Voluntary Agencies	-	-	-
	2. Sale of Products and/or Services Rendered	-	-	-
	3. Provincial Government	53,135.	1,325.	54,460.
	4. Municipalities	17,711.	1,325.	19,036.
	5. Other (Specify)	-	-	-
	6. TOTAL (These figures should equate Item A7)	70,846.	2,650	73,496.
C SHAREABLE COST	1. PROVINCIAL (Item B3, Column 1)	53,135.		
	2. MUNICIPAL (Item B4, Column 1)	17,711.		
	3. TOTAL SHAREABLE COST	70,846.		
D FEDERAL SHARE (50% of Item C3)	35,423.			

FINANCIAL STATEMENT

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BUDGET EXPLANATION

A 1. Salaries

Social Worker 2 mos. @ 827 = 1,678	
6 mos. @ 843 = <u>5,134</u>	\$ 6,812
Instructor 7 mos. @ 880 =	6,160
Foreman (as provided by Parks Board)	<u>4,819</u>
	\$17,791

2. Fringe Benefits @ 10% \$ 1,770

3. Parks Board Truck rental (2 sessions) \$1,100  
 Social Worker Car Allowance 8 mos. @ \$47 376 \$ 1,476

4. (iii) Materials and Supplies - Parks Board

Equipment	\$ 500	
Tools	500	
Material	1,500	
<u>School Board</u>	<u>150</u>	\$ 2,650.

Accident Insurance may be supplied by  
 Reid, Shaw and Osler Ltd., 1203 W. Pender  
 Mr. Greening, Agent

\$250 per session with \$30 per week indemnity

6. Allowances to participants

350 per mo. x 20 men x 14 weeks for each project =  
 24,500 x 2 = \$49,000.

B. 3. Provincial Government 75% of Manpower Costs = \$53,135  
 50% of Material Costs = 1,325

4. Municipal Government 25% of Manpower Costs = \$17,711  
 50% of Material Costs = 1,325

Total Municipal Cost \$19,036