

ITEM	18
MANAGER'S REPORT NO.	15
COUNCIL MEETING	1980 02 25

RE: PROVINCE OF BRITISH COLUMBIA
YOUTH EMPLOYMENT PROGRAM 1980

The following is a report from the Municipal Treasurer re the above.

RECOMMENDATION

1. THAT the recommendations of the Municipal Treasurer be adopted.

* * * * *

1980 February 21

TO: MUNICIPAL MANAGER

File: Y95

FROM: MUNICIPAL TREASURER

RE: PROVINCE OF BRITISH COLUMBIA
YOUTH EMPLOYMENT PROGRAM 1980

RECOMMENDATIONS

1. THAT Provincial Youth Employment applications Nos. 1 to 20 totalling \$156,601.60 be approved; and
2. THAT the Mayor and Municipal Clerk be authorized to sign the necessary agreements; and
3. THAT the Municipal Treasurer be designated as the signing authority in the agreements; and
4. THAT the Municipal Treasurer be directed to submit applications as approved by Council to the Ministry of Labour of the Province of British Columbia.

REPORT

Attached is a copy of the regulations concerning the 1980 Youth Employment Program. The eligibility requirements of persons to be employed are:

- 1) To be eligible, youth must be either unemployed persons or students and meet the appropriate criteria indicated below:
 - a) Unemployed persons:
 - i) who are 15 to 24 years of age as of the date of their employment under the Program; AND
 - ii) who have resided in British Columbia since 1979 October 01; OR whose parents are permanent residents of British Columbia.
 - b) Students:
 - 1) who have attended an accredited educational institution on a full-time basis for at least one semester since 1979 October 01; AND
 - ii) who are at least 15 years of age as of the date of their employment under this Program; AND
 - iii) who have resided in British Columbia since 1979 October 01; OR whose parents are permanent residents of British Columbia.

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2. Youth must be Canadian citizens or landed immigrants.
3. Youth may not have full-time or part-time employment in addition to their employment under this Program.
4. Students may not be employed under the Program while they are attending school.

One-half of those employed must be high school students.

The Ministry of Labour of the Province of British Columbia will contribute \$3.20 per hour towards payment to youth employed on approved programs, inclusive of statutory holidays. The employer is responsible for any difference between wages paid under Union agreements, overtime, holiday pay, and the employee's share of employee benefits.

Attached is a list of applications Nos. 1 to 20 for projects on which reimbursement totals \$156,601.60. The programs are designed to employ a total of 51 high school students and 52 unemployed persons, most of whom will be university students.

Last year's applications approved by Victoria totalled \$58,110.40 and were designed to employ 53 students. Burnaby's cost of the program was \$43,177.65.

Each application must be accompanied by an agreement under seal, copy attached. The agreement makes provision for a separate signing authority and for convenience, this should be made the Municipal Treasurer. All applications must be signed by an authorized member of the Union.

The deadline for making submissions to the Ministry of Labour is 1980 March 07.


MUNICIPAL TREASURER

BM:gw
Attach.



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PROVINCIAL YOUTH EMPLOYMENT PROGRAM MUNICIPAL APPLICATION

Under the Provincial Youth Employment Program, the Ministry of Labour, Province of British Columbia, will provide funds for the employment of youth during the period **May 1 to August 29, 1980.**

Please read carefully the Program Objectives and Regulations which follow. The "Municipal Application Instructions" are designed to assist you in completing the application form.

Only one project should be submitted on each application form.

To be considered for funding, applications must be received by **March 7, 1980** at the Ministry of Labour address indicated in the upper right hand corner of this page.

Applications will be adjudicated on the basis of their conformance with Program Objectives and Regulations. Final approval remains with the Ministry of Labour, Employment Opportunity Programs Branch, Victoria.

Please ensure that you accurately complete ALL sections on the application.

INCOMPLETE APPLICATIONS CANNOT BE CONSIDERED FOR FUNDING.

PROGRAM OBJECTIVES

- 1) To provide youth with opportunities to develop skills which will assist them in entering the work force.
- 2) To contribute to the social and economic development of the Province by creating employment opportunities.

PROGRAM REGULATIONS

A. POSITIONS ELIGIBLE FOR FUNDING

- 1) Positions must provide youth with opportunities to develop skills which will assist them in entering the work force.
- 2) A minimum of 50% of the total number of positions funded per municipality will be designed for, and employ, secondary school students.
- 3) Positions must be in addition to the employer's regular number of full-time and seasonal positions.
- 4) Positions will not result in the dismissal, lay-off or reduction in the hours or period of work of any existing employees of the employer funded under this Program, or of any other employer.
- 5) Applications for positions within a bargaining unit (employees' association or union) must be signed by an accredited representative of the bargaining unit.
- 6) Positions will be created for full-time employment (an average of 7 to 8 hours per day over each month or as per union agreement).
- 7) Employment will be continuous and not interrupted by lay-off.
- 8) Positions will be created for a minimum of 40 working days up to a maximum of 87 working days during the period of May 1 to August 29, 1980.
- 9) Expenditures for wages or other costs incurred before May 1 or after August 29, 1980 will not qualify for reimbursement.
- 10) The employer will be responsible for providing supervision to youth employees.
- 11) The work will be performed entirely within British Columbia.

B. YOUTH ELIGIBLE FOR EMPLOYMENT

- 1) To be eligible, youth must be either unemployed persons or students and meet the appropriate criteria indicated below:
 - a) Unemployed persons:
 - i) who are 15 to 24 years of age as of the date of their employment under the Program; AND
 - ii) who have resided in British Columbia since October 1, 1979; OR whose parents are permanent residents of British Columbia.
 - b) Students:
 - i) who have attended an accredited educational institution on a full-time basis for at least one semester since October 1, 1979; AND
 - ii) who are at least 15 years of age as of the date of their employment under this Program; AND
 - iii) who have resided in British Columbia since October 1, 1979; OR whose parents are permanent residents of British Columbia.
- 2) Youth must be Canadian citizens or landed immigrants.
- 3) Youth may not have full-time or part-time employment in addition to their employment under this Program.
- 4) Students may not be employed under the Program while they are attending school.

C. REIMBURSEMENT FOR WAGES PAID TO YOUTH

- 1) The Ministry of Labour will reimburse the employer up to \$3.20 per hour for each youth employed under approved positions.
- 2) Youth will be paid no less than the Provincial minimum wage.
- 3) The Ministry of Labour will reimburse for an average of 7 to 8 hours per day over each month for a maximum number of working days per month as follows:

May - 22 days	July - 23 days
June - 21 days	August - 21 days
- 4) Unused hours and unused days may not be transferred from month to month.
- 5) Days not worked for reasons of sickness and temporary leave of absence do not qualify for reimbursement.
- 6) Reimbursement for wages paid to youth for statutory holidays in accordance with the Annual and General Holiday Act will be at the reimbursement rate approved in the "Ministry of Labour Approval" section of the application or approved Amendment to the Agreement. If youth worked on a statutory holiday and premium wages are paid, reimbursement will be at the approved rate only.
- 7) All payments to youth of premium rates for overtime will be the responsibility of the employer.
- 8) Payment of holiday pay to youth and the employer's share of employee benefit payments will be the responsibility of the employer.
- 9) Ministry of Labour funds may be used for wages only as approved in the "Ministry of Labour Approval" section of the application or in an approved Amendment to the Agreement.

D. ACCOUNTING FOR FUNDS

- 1) The employer and youth employees will promptly complete, sign and submit all information and financial reports required by the Ministry of Labour.
- 2) The employer will ensure that Youth Information Forms are completed, signed by the youth, and forwarded to the Ministry of Labour on the first day of each youth's employment.
- 3) Claim Forms will be submitted to the Ministry of Labour at the end of each calendar month.
- 4) A reimbursement cheque will be issued to the employer upon approval of an acceptable financial statement.
- 5) Any alteration to an approved application, including the number of youth employed, number of hours or days to be worked, start date, termination date, wages paid or job description and training to be provided must have prior approval from the Ministry of Labour on an Amendment to the Agreement.
- 6) Funded positions will be monitored by Ministry of Labour personnel and may be subject to audit at any time.
- 7) Any Ministry of Labour funds not expended according to the "Ministry of Labour Approval" section of the approved application or approved Amendment to the Agreement must be returned immediately.

E. LEGISLATION

- 1) Employers will comply with provisions of the Apprenticeship and Training Development Act (1977) and with Program Regulations.
- 2) Employers will comply with all applicable Federal and Provincial Legislation.
- 3) Employers and youth will abide by and act in conformity with whatever requirements may be prescribed from time to time by the Ministry of Labour.

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Project No.	Department	No. of Youth	Total Days	Gross Cost \$	Recovery @ \$3.20/hr. \$
<u>PLANNING</u>					
1	Map filing system study	1	87	5,563.59	1,948.80
2	Fire services study	1	87	5,563.59	1,948.80
<u>PERSONNEL</u>					
3	General office - clerical & typing	1		1,963.02	963.20
<u>HEALTH</u>					
4	Dental worker - generalized community health program	1	84	3,834.73	1,881.60
	Camp referral worker - coordinate funding to send children of low income families to camp	1	84	3,834.73	1,881.60
5	Seniors recreational worker - summer outdoor recreational program for seniors	1	84	3,994.32	1,881.60
6	Nutrition aide - preparation of nutrition audio-visual materials. Organization of nutrition literature, setup for talks	1	84	3,994.32	1,881.60
<u>LICENCE</u>					
	Door to door canvass	6	270	10,724.04	6,048.00
<u>R.C.M.P.</u>					
8	Condense correspondence files & index cards for operational & admin. files	1	53	2,419.53	1,187.20
<u>LIBRARY</u>					
9	Tagging Central Park, McGill & Cameron books in preparation for checkpoint	1	58	2,757.98	1,299.20
10	Cataloguing procedures to prepare books for new automation system	4	256	11,686.79	5,734.40
<u>PARKS</u>					
11	Outdoor leader II - recreational games & craft programs for young children	2	100	4,988.24	2,560.00
12	Outdoor leader II - Caravan program - develop a mobile playground caravan	4	220	10,974.13	5,632.00
	Outdoor leader II - Playgrounds - arts & crafts, games, sports, outtrips	2	90	4,279.93	2,304.00
	Outdoor leader I - Preschool - preschool recreation programming	1	45	2,139.97	1,152.00
	Outdoor leader II - Summer Safari - arts & crafts, games, sports, music, drama	1	50	2,494.12	1,280.00
	Outdoor leader III - Outdoor Specialist - outdoor environmental programming	1	50	2,848.32	1,280.00
13	Outdoor leader II - Playground Caravan - arts, crafts, minor games	2	110	5,487.06	2,816.00
	Outdoor leader II - Playground Leader - develop a neighbourhood park	2	100	4,988.24	2,560.00
	Outdoor leader I - Adventure Playgrounds - building, woodwork, outdoor crafts, games	1	45	2,139.97	1,152.00
	Outdoor leader I - Playgrounds - summer recreation program	2	90	4,279.93	2,304.00
	Outdoor leader I - Summer Safari - arts, crafts, games, sports, music, drama	1	45	2,139.96	1,152.00

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<u>Project No.</u>	<u>Department</u>	<u>No. of Youth</u>	<u>Total Days</u>	<u>Gross Cost</u> \$	<u>Recovery</u> @ \$3.20/hr. \$
<u>PARKS (cont'd)</u>					
14	Outdoor leader II - Preschool & Summer Safari - 5 day a week preschool program	1	50	2,494.12	1,280.00
	Outdoor leader I - Adventure Playground - building, woodwork, outdoor crafts, games	1	45	2,139.97	1,152.00
	Outdoor leader II - Playground Leader - develop a neighbourhood park	2	100	4,988.24	2,560.00
	Outdoor leader II - Playground Caravan - develop a mobile playground caravan	4	220	10,974.13	5,632.00
	Outdoor leader I - Preschool & Playground - arts & crafts, games, sports	1	45	2,139.97	1,152.00
15	Outdoor leader II - Caravan - develop a mobile playground caravan	2	110	5,487.06	2,816.00
	Outdoor leader I - Playgrounds - arts & crafts, games, sports, outtrips	2	90	4,279.93	2,304.00
	Outdoor leader II - Playground Leader - develop a neighbourhood park	1	50	2,494.12	1,280.00
16	Outdoor leader III - Day Camp - outdoor environmental orienteering	1	60	3,417.98	1,536.00
	Outdoor leader I - Day Camp - outdoor recreation & camp skills	1	45	2,139.97	1,152.00
17	Outdoor leader III - Kidzart Camp - supervise children, design arts related projects	4	160	9,114.62	4,096.00
	Outdoor leader II - Kidzart Camp - program assistant for person with fine arts skills	1	40	1,995.30	1,024.00
	Outdoor leader III - Drama Caravan - theatrical entertainment for children	4	180	10,253.95	4,608.00
	Outdoor leader III - Special Events - music, theatre, craft fairs, etc.	1	40	2,278.66	1,024.00
18	Lifeguard-Instructor instructional & recreational programs	4	312	18,516.96	7,987.20
	Lifeguard-Instructor - instructional & recreational aquatic programs - lifeguard duties at municipal facilities	15	1170	69,438.56	29,952.00
	Aquatic Leader-Instructor - instructs lifeguards in proper procedures & practices	12	936	59,856.45	23,961.60
19	Recreation Attendant II - operation of various recreational facilities	4	160	7,608.77	4,096.00
	Recreation Attendant I - operation of various recreational facilities	2	148	6,466.24	3,788.80
20	Outdoor specialist - outdoor programs	2	170	10,089.36	4,352.00
		<u>103</u>		<u>339,270.87</u>	<u>156,601.60</u>

AGREEMENT

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THIS AGREEMENT MADE IN DUPLICATE BETWEEN HER MAJESTY THE QUEEN IN THE RIGHT OF THE PROVINCE OF BRITISH COLUMBIA AS REPRESENTED BY A PERSON DESIGNATED BY THE MINISTER OF LABOUR (HEREINAFTER CALLED THE MINISTER) OF THE FIRST PART AND

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X

(NAME OF EMPLOYER)

(HEREINAFTER CALLED THE EMPLOYER) OF THE SECOND PART

WHEREAS THE MINISTER AND THE EMPLOYER DESIRE TO ENTER INTO AN AGREEMENT FOR THE PURPOSE OF THE EMPLOYMENT OF YOUTH IN ACCORD WITH THE PROVISIONS OF THE APPRENTICESHIP AND TRAINING DEVELOPMENT ACT (S.B.C. 1977 C.76) AND PROGRAM REGULATIONS (HEREINAFTER REFERRED TO AS THE "ACT AND PROGRAM REGULATIONS"),

THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE PREMISES AND OF THE COVENANTS, TERMS AND AGREEMENTS HEREINAFTER SET FORTH AND CONTAINED THE PARTIES HERETO COVENANT AND AGREE AS FOLLOWS:

1. The Employer shall hire and employ in accordance with the Act and Program Regulations persons for positions approved by the Minister for the period and at the number of days and hours per day as detailed in the "Ministry of Labour Approval" section of the Application Form.
2. The Employer shall pay the persons hired for positions approved by the Minister an hourly wage rate not less than that specified by the Employer in the "Complete for Each Position" section of the Application Form.
3. The Employer shall provide the Minister on demand with such documentation relating to payroll and employment records and other information as may be required to record and account for the expenditure and disbursements of the funds to be paid to the Employer by the terms hereof.
4. A request by the Employer to change the terms and conditions of this Agreement including termination hereof, shall be made on an Amendment to the Agreement Form and, if approved by the Minister, the terms and conditions of this Agreement will be as detailed in the "Amended Ministry of Labour Approval" section of the Amendment to the Agreement Form.
5. The Minister shall reimburse the Employer for wages paid to persons hired for positions approved by the Minister, for the period, number of days, hours per day and at the hourly wage rate, as detailed in the "Ministry of Labour Approval" section of the Application Form; and shall reimburse for other allowances approved by the Minister as detailed in the "Ministry of Labour Approval" section of the Application Form.
6. The Minister may terminate this Agreement at any time and the Employer may terminate on two weeks notice in writing.
7. This agreement remains in effect only for the period as approved in the "Ministry of Labour Approval" section of the Application Form.
8. Misinformation on the Application Form may at the option of the Minister result in cancellation of this Agreement.
9. This Agreement shall not be construed as a contract of employment between the Minister and the persons hired or employed by the Employer.
10. Save and except for the monies which become due and owing to the Employer for the hiring and employing of persons for positions under the terms of this Agreement Her Majesty the Queen in the right of the Province, Her servants and agents shall not be liable to the Employer for any damages or compensation payable to a servant or any other person in the employ of the Employer in respect of injury or loss sustained by such servant or person, and the Employer shall indemnify and save harmless Her Majesty the Queen in the right of the Province, Her servants or agents against any such damages or compensation as aforesaid and against all or any other actions, suits, proceedings, claims, demands, costs or expenses which may arise in consequence of the performance by the employer of the terms of this Agreement.

IN WITNESS WHEREOF THE PARTY OF THE FIRST PART HAS HEREUNTO SET THEIR HAND ON THE ____ DAY of _____ 19 ____

SIGNED, SEALED AND DELIVERED BY THE PERSON DESIGNATED BY THE MINISTER OF LABOUR

IN THE PRESENCE OF

WITNESS' SIGNATURE

IN WITNESS WHEREOF THE PARTY OF THE SECOND PART HAS HEREUNTO SET THEIR HAND ON THE ____ DAY of _____ 19 ____

SIGNED, SEALED AND DELIVERED BY

X

(NAME OF EMPLOYER - PLEASE PRINT)

X

EMPLOYER'S SIGNATURE
(AUTHORIZED SIGNING AUTHORITY)

IN THE PRESENCE OF

X

WITNESS' SIGNATURE