

CANADA SUMMER JOBS 2025

Providing Youth with Quality Work Experiences

Applicant Guide

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Introduction

This applicant guide provides information to help you complete your Canada Summer Jobs (CSJ) application.

Read the following guide and the [Articles of Agreement](#) in their entirety before you start your application for funding, as they contain important details on the information and supporting documentation that Service Canada requires to assess your application. As part of the application, organizations are required to attest that they have read, understood, and will comply with the Articles of Agreement.

1. What this program offers

Canada Summer Jobs is a program under the [Youth Employment and Skills Strategy](#) (YESS), which aims to provide quality summer employment opportunities for youth to develop skills and gain paid work experience to successfully transition into the labour market.

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

Program objectives

The CSJ program objectives align with YESS and are as follows:

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

The Government of Canada aims to ensure that all CSJ-funded job opportunities take place in a safe, inclusive, and healthy work environment free from harassment and discrimination.

To support Service Canada in screening and assessing the eligibility and quality of each project, the Application Form collects information from you such as:

- your organization's health and safety practices;
- your organization's work environment policies;
- supervision and mentoring plans;
- skills development plan; and
- other details related to both your organization and the proposed job(s).

For more details on the information collected through the application process, consult [Section 3 – How to answer the application questions](#).

Key dates

Please note the following key dates:

- Applications are due by **December 19, 2024 at 11:59 p.m. Pacific Standard Time.**
- Funding confirmations will be sent to employers starting in April 2025 and will continue into the summer months.
- The earliest job start date is April 21, 2025.
- The latest job start date is July 21, 2025.
- The latest job end date is August 30, 2025.
- The latest date to submit a payment claim is 30 days following the completion of the last CSJ-funded job.

Important: A submitted application is referred to as a project. Activities will not be eligible for reimbursement until your project is approved and an agreement has been signed by both the employer and Service Canada. The receipt of a completed application does not in itself constitute a commitment on the part of Service Canada. Do not assume any commitment on the part of Service Canada until funding has been approved and a formal agreement has been signed by a Service Canada representative.

Key terms

Here is a list of key terms used within this application guide.

- **Call for Applications:** An open, formal, and planned process with a specific start and end date. It is used to identify eligible applicants interested in achieving program objectives and expected outcomes. Applicants submit a complete, costed application for funding consideration. Applications received or postmarked after the deadline date will not be considered.
- **Constituency:** Geographic area in Canada that a Member of Parliament represents in the House of Commons (also known as a riding or electoral district).
- **Disability:** Any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment, or a functional limitation, whether permanent, temporary, or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society ([Accessible Canada Act](#)).
- **Mandatory Employment Related Costs (MERC):** Payments that the employer is required by law to make for their employees 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
- Employer Health Tax where applicable
- **Overhead costs:** Costs incurred by the employer for accommodation measures to remove barriers for youth with a disability.
- **Quality work experience:** Work experience in an environment that is safe, respectful, inclusive, free from harassment and discrimination, and in compliance with all applicable laws. Quality work experiences also invest in youth through:
 - **Higher wage** – paying youth above the minimum wage in your province or territory.
 - **Youth retention** – committing to retain the youth as an employee beyond the period of the CSJ agreement.
 - **Supervision** – demonstrating how you will support the youth during their job through observing, evaluating, and providing feedback on job performance.
 - **Mentoring** – demonstrating how your guidance will support the professional and career development of the youth.
 - **Skills development** – providing opportunities for youth to develop the skills needed for employment.

2. Who can apply

This section outlines the eligibility criteria for an application and how the application is assessed.

Eligibility

What employers are eligible?

An organization must be registered with the Canada Revenue Agency (CRA) and have a business number to receive funding. The organization must have a CRA payroll deductions program account (RP) prior to hiring youth through the CSJ program.

Note: An organization must be solely responsible for the management of CSJ-funded jobs, and therefore must have their own business number.

Not-for-profit employers

Not-for-profit organizations are established for purposes other than financial gain for their members. They primarily receive provincial/federal funding (supplemented by fundraising and fees), often rely on volunteers to deliver programs, and are often governed by a Board of Directors or a Committee. This category includes:

- Community, charitable or voluntary organizations, including faith-based organizations (for example, 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

Organizations are considered part of the public sector when 50% or more of their operating revenue comes from government appropriations (voted through parliament or annual legislation) and when they must account for their activities to the government that provided their operating revenue.

Public sector organizations include public health and public educational institutions, municipal governments, and other publicly funded organizations. Among others, this category includes:

- Public community colleges and vocational schools;

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

Note: When a public sector employer uses a Canada Revenue Agency (CRA) registered charity business number, it does not change the organization's designation to a not-for-profit.

Private sector employers

Private sector organizations 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 at the time of application to be eligible for CSJ 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 or members of their immediate family;
- Federal Government Departments and Agencies;
- Provincial Departments and Agencies;
- Organizations that engage in partisan political activities; and,
- Organizations that engage in activities that directly or indirectly infringe, undermine, weaken, or restrict the exercise of human rights legally protected in Canada.

What projects are eligible?

To be eligible for funding, 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 youth salary. The provision of false and misleading information may affect eligibility and funding may be revoked.

Eligible projects

- Provide full-time work experience in Canada between April 21, 2025 and August 30, 2025 for a minimum of 6 weeks and a maximum of 16 weeks; and,
- Provide a work experience in an inclusive non-discriminatory work environment that respects the rights of all Canadians.

Eligible project duration

- The duration of the CSJ-funded portion of the job must be between 6 and 16 consecutive weeks.
 - Employment of less than the minimum 6 weeks in duration may be deemed ineligible. In this case, any incurred costs would not be reimbursed.
- Jobs must be full-time (minimum of 30 to a maximum of 40 hours per week).
 - If a youth is provided less than 30 hours of work for any week, their wages may be deemed ineligible for reimbursement unless consent has been granted from Service Canada for exceptional circumstances.
 - For example, to accommodate youth with disabilities or due to provincial laws that prohibit youth from working full-time hours.
 - If a youth works over 40 hours per week, incurred costs for hours worked over 40 hours per week are not eligible for reimbursement.

Ineligible projects and job activities

- Activities that take place outside of Canada, including youth teleworking 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.

Please note the following definitions:

- As per subsection 2.1 of the CSJ [Articles of Agreement](#), "project" means the hiring, administration of, and job activities, and organization's activities as described in the Application/Agreement, including any activities which the job supports, directly or indirectly.
- 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 beginning** of the employment period*;
- 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 youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

****International students are not eligible participants.** 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.

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. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.

Other conditions of youth eligibility

- Youth hired under the program cannot displace or replace existing employees or volunteers, even if they are absent. Please see section 13.1(a) of the [Articles of Agreement](#) for more details.
- Youth hired due to nepotism are ineligible for reimbursement. Service Canada may agree, before the start of a job, that a family member of the employer can be an eligible participant after determining that the participant was not hired due to favouritism by result of nepotism. Please see subsection 20.1 of the [Articles of Agreement](#) for more details.
- Youth cannot be self-employed, as the employer must establish an employer-employee relationship with the youth participant. In other words, the youth participant is entered into the organization's records as an employee, and wages are paid which include all necessary payroll deductions in accordance with labour regulations in the province or territory where the employment is located as per Section 32 in the [Articles of Agreement](#).
- Youth hired under the program should not be already employed full-time by the organization. However, a youth working part-time for an employer, or who has previously worked for an employer as part of a CO-OP placement is eligible for a CSJ-funded job.
- **Youth should only be employed in one job per project.** As the intention of the program is to provide job opportunities to as many youth as possible, employers are to hire the number of youth identified in their agreement.

If you have questions about youth eligibility, [contact Service Canada](#) for more information.

What costs are eligible for reimbursement?

Wage contribution

Not-for-profit employers can receive funding for up to 100% of the provincial or territorial adult minimum hourly wage and all associated Mandatory Employment Related Costs (MERCs). Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial minimum hourly wage. **Public or private sector employers are not eligible for reimbursement of MERCs.**

To improve the quality of the work experience, employers are encouraged to pay more than the minimum wage and offer a paid position that is longer than the duration of the agreement. However, reimbursement will only apply 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 \$17.00 per hour in a province where the minimum hourly wage is \$16.00, the funding contribution provided will be 50% of the minimum wage of \$16.00 (\$8.00).

You may request less than the minimum wage as long as provincial or territorial legislation permits you to do so. Some provinces and territories have minimum wage exemptions. If an employer uses an exemption to pay a minimum wage lower than the applicable adult minimum wage, the reimbursement percentage remains the same. For example, as of September 2021, Alberta has an adult minimum wage of \$15.00 and a minimum wage exemption for students under 18 years old of \$13.00. If a private sector organization uses the lower student wage, the funding contribution will be 50% of the \$13.00 minimum wage (\$6.50).

It is the employer's responsibility to confirm the minimum wage at the time of employment. If the minimum wage increases during employment, each week will be reimbursed based on the applicable minimum wage for that week.

The following table provides the adult minimum hourly wage for each province and territory at the time this Applicant Guide was published.

Table 1: Minimum Wage in Canada

Province or Territory	Adult Minimum Hourly Wage
Alberta	\$15.00 (as of October 1, 2018)
British Columbia	\$17.40 (as of June 1, 2024)
Manitoba	\$15.80 (as of October 1, 2024)
New Brunswick	\$15.30 (as of April 1, 2024)
Newfoundland and Labrador	\$15.60 (as of April 1, 2024)
Northwest Territories	\$16.70 (as of September 1, 2024)

Province or Territory	Adult Minimum Hourly Wage
Nova Scotia	\$15.20 (as of April 1, 2024)
Nunavut	\$19.00 (as of January 1, 2024)
Ontario	\$17.20 (as of October 1, 2024)
Prince Edward Island	\$16.00 (as of October 1, 2024)
Quebec	\$15.75 (as of May 1, 2024)
Saskatchewan	\$15.00 (as of October 1, 2024)
Yukon	\$17.59 (as of April 1, 2024)

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;
- Employer Health Tax in British Columbia and 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 up-to-date rate information.

Not-for-profit employers are eligible for up to 100% reimbursement of MERCs in relation to the minimum hourly wage of the province or territory where the activities take place. **Public or private sector employers are not eligible for reimbursement of MERCs.**

Workers' Compensation Benefits

Youth **must** be covered by Workers' Compensation or equivalent liability insurance as per Section 29 of the [Articles of Agreement](#). It is your responsibility to verify with your insurer whether your existing equivalent liability insurance (and automobile

insurance, if applicable) applies to all the activities to be undertaken by the youth and applies to all the locations where these activities will take place. Not-for-profit employers are eligible to be reimbursed for Workers' Compensation or liability insurance costs as part of their final payment claim.

Overhead costs for youth with disabilities

Service Canada recognizes that persons with disabilities may face additional barriers to entering the workforce. To help them obtain employment, and to encourage employers to hire youth with disabilities, you may be eligible for additional funding to accommodate the youth within the work environment.

Eligible overhead costs will be assessed on a case-by-case basis. Personal tools, adaptations and professional support services (for example, visual language interpreters) to enable the youth to accomplish tasks covered under the agreement may be considered eligible.

If your application is approved and you want to request additional costs for accommodation measures, you can submit a request to add overhead costs to your agreement. To submit your request, contact Service Canada using the information provided in your approval letter as soon as, or before, your project starts. Note that Service Canada will request an invoice of the overhead cost, and that assets acquired using these costs are subject to Section 24.0 of the [Articles of Agreement](#) (Disposition of Capital Assets).

Find more information on hiring a youth with disabilities on [Job Bank: Hire persons with disabilities](#).

Advances

The conditions for advances are outlined in Section 6 of the CSJ [Articles of Agreement](#). The maximum advance allowable is 75% of the total value of the agreement for projects \$100,000 and under, and 50% of the total value of the agreement for projects \$100,001 or more, for all types of organizations.

All organizations can request an advance. If your application is approved for funding, we will send you the Employer and Employee Declaration form which must be submitted for each youth before Service Canada can issue an advance payment. This form must be submitted online or returned to Service Canada within seven days of the youth beginning employment.

As the Department is required to validate information submitted by applicants, Service Canada will also validate your CRA business number, postal address, and primary contact information prior to issuing a payment.

How we assess your application

We will review your application in two steps by:

1. [Screening for eligibility](#) against the 15 mandatory eligibility requirements listed below; and,
2. [Assessing for quality](#) in relation to the program objectives:
 - Provide quality work experiences for youth;
 - Provide opportunities for youth 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.

Your project will be assessed only if all of the eligibility requirements have been met.

Important: We may refuse applications that are incomplete or contain errors.

If your application is missing mandatory information, or if the information provided on the application is unclear, Service Canada will contact you by email using the contact information provided in your application to request the information or clarification required before determining the eligibility of your application. If you receive such an email, **you must respond within 5 business days of the date on which the email was sent.** If you do not respond before the deadline, we will assess your application with the information on file.

Screening for eligibility

You must meet **the following 15 eligibility requirements** for your project to be considered eligible for funding. We will screen for eligibility based on the following eligibility requirements:

1. **Application must be submitted before the deadline.**
2. **Attestation box must be checked.**
3. **Application must be complete.**
4. **Employer must be eligible.**
5. **Project activities must be eligible.**
6. **Job duration:** Must be between 6 and 16 consecutive weeks.
7. **Job hours:** Must be full-time (30 to 40 hours per week).
8. **Other sources of funding:** You must declare whether you have applied, will apply, or have received funding from other sources for the job(s) requested.
9. **Salary:** The salary must respect minimum wage requirements in your province or territory.

- 10. Money owing to the Government of Canada:** Your organization must declare any money owing to the Government of Canada and a payment plan must be in place before a funding agreement can be established.
- 11. Health and safety:** You must demonstrate that you have implemented adequate health and safety practices in the work environment. Safety measures must relate to the type of work environment and specific job type and activities.
- 12. Hiring practices and work environment:** You must demonstrate that you have implemented adequate measures to ensure that hiring practices and the work environment are free of harassment and discrimination.
- 13. Supervision:** You must outline the supervision plan for the youth and proposed job activities.
- 14. Mentoring:** You must outline the mentoring plan for the youth.
- 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 (including but not limited to financial irregularities, health and safety concerns, past project default or other results). The Department may also review previous applications and all previous correspondence, including responses to requests for missing information or clarification, as part of this review process. The Department may also 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 as set out under paragraph 25.1(6) of the [Articles of Agreement](#).

Important: review [Section 3 – How to answer the application questions](#) for information on the mandatory requirements for each of these items.

Things that may impact your eligibility

- Your past performance or issues of default in projects with ESDC may impact the eligibility of your application, as the Department may also review results from previous funding agreements. The Department may also review previous applications and all previous correspondence, including responses to requests for missing information or clarification.
 - When determining the eligibility of your application, ESDC may review information in the public domain, including but not limited to materials on your website and media articles.
- The Department is required to validate applicant information submitted for all Grants and Contributions funding programs. Therefore, we may request further information to confirm your CRA business number, postal address, and primary contact information.

- It is important to submit a complete application. We will assess your project only if all of the eligibility requirements are met. If the project as outlined in your application does not meet all 15 eligibility requirements, it will not proceed for assessment.

Assessing on program objectives

Your project will be assessed **only if all of the eligibility requirements have been met**. We will assess your application for quality against the following criteria:

1. Provide quality work experiences for youth;
2. Provide opportunities for youth 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 (30 points)

1. The job(s) provides a salary above the provincial or territorial minimum wage. (10 points)

Refer to [Section 2 – What costs are eligible for reimbursement?](#) for additional information on the minimum wage. Note that you will be required to report on the salary paid to the youth as part of the mandatory reporting process.

2. You intend to retain the youth as an employee following the end of the CSJ agreement. (5 points)

This additional work can be full-time or part-time. Note that you will be required to report on whether you retained the youth as part of the mandatory reporting process.

3. The youth will receive supervision. (15 points)

Supervision plan

The supervision plan should be task-oriented and focused on the specific job activities contained in your application.

You must provide each of the following mandatory pieces of information:

- Supervisor job title: provide the **job title**, not the name of a person, but their position, e.g. Manager, Executive Director, Owner, Director, Supervisor, etc.;
- Type of Supervision (On-site, Remote, or Combination);
- Frequency of Supervision (Daily, Weekly, Less than once per week).
- Amount of the supervisor's experience in a supervisory role (Less than one year, One to two years, or More than two years);
- The type of feedback to be provided to the youth (Formal or Informal); and,

- What the supervisor will provide (Job-specific training, Work instructions and tasks, Evaluation of work, Other).

See [Section 3 – How to answer the application questions](#) for more detail.

Objective 2: Provide opportunities for youth to develop and improve their skills (45 points)

1. The youth will receive mentoring. (15 points)

Mentoring plan

Mentoring is a relationship between an experienced employee (the mentor) and a less experienced employee (the youth). Through regular meetings, the mentor will learn about career objectives of the youth and share their professional experience. The mentor will support skills development and facilitate professional development to help the youth enter the labour market.

You must provide each of the following mandatory pieces of information:

- Mentor job title: provide the **job title**, not the name of a person, but their position (e.g. Manager, Executive Director, Owner, Director, Supervisor, etc.);
- Type (One-on-one, Team);
- Frequency of Mentoring (Weekly, Monthly, Less than once per month).
- Amount of the mentor's experience in a mentoring role (Less than one year, One to two years, or More than two years);
- Mentor-mentee relationship (Formal or Informal); and,
- What the mentor will provide (Support for skills development, Career-related training, Access to learning materials, or Other).

See [Section 3 – How to answer the application questions](#) for more detail.

2. Skills Development (30 points)

As quality job experiences support skills acquisition and development, you must identify the skills that will be **developed** during the work experience.

The application form lists the following skills:

- **Adaptability:** the ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks. For example, one uses this skill to change work plans to meet new deadlines, learn how to work with new tools and improve skills through feedback.

- **Collaboration:** the ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project.
- **Communication:** the ability to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers, and discuss ideas.
- **Creativity and Innovation:** the ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms. For example, we use this skill to discover better ways of doing things, develop new products, and deliver services in a new way.
- **Digital Skills:** the ability to use digital technology and tools to find, manage, apply, create, and share information and content. For example, we use this skill to create spreadsheets, safely use social media, and securely make online purchases.
- **Numeracy:** the ability to find, understand, use, and report mathematical information presented through words, numbers, symbols, and graphics. For example, we use this skill to perform calculations, manage budgets, analyze, and model data and make estimations.
- **Problem-solving:** the ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the experience. For example, we use this skill to make hiring decisions, select courses of action and troubleshoot technical failures.
- **Technical skills:** the ability to develop capabilities that relate to the practical or mechanical side of an activity, the application of a set of technical processes and its required know-how.
- **Reading and/or Writing:** the ability to find, understand, use, or share information presented through written words, symbols, and images. For example, reading is used to locate information on forms and drawings, and to read items such as emails, reports, news articles, blog posts and instructions. Writing is used to fill out forms and applications, and write emails, reports and social media posts.
- **Other:** You may list and describe any additional skills that will be developed.

Objective 3: Respond to national and local priorities to improve access to the labour market for youth who face unique barriers (25 points)

1. National Priorities (15 points)

National priorities are established to improve labour market outcomes for youth, including those facing unique barriers to employment. National priorities do this by prioritizing specific youth groups that are underrepresented in the labour market and by identifying sectors where there are current needs and future job opportunities.

Please indicate which national priorities your project supports. Points will be awarded to projects that support national priorities. If your application demonstrates that it meets more than one national priority, you will be awarded additional points. Note that you will be required to report on the national priorities supported as part of the mandatory reporting process.

In 2025, CSJ will address the following five national priorities:

1. Opportunities for youth with disabilities or with organizations that provide services to persons with disabilities
 - The purpose of this priority is to provide job opportunities for youth with disabilities, or job opportunities with organizations that provide services to persons with disabilities.
 - As outlined in [Section 2 – Overhead costs for youth with disabilities](#), organizations providing opportunities to youth with disabilities may be eligible for certain overhead costs and flexibilities around hours of work. These flexibilities are meant to accommodate the needs of some youth with disabilities by allowing for part-time hours.
 - Find more information on hiring a youth with disabilities on [Job Bank: Hire persons with disabilities](#).

Important: If your organization expresses the intent to hire a youth with disabilities under this national priority, you will be expected to make all reasonable recruitment efforts to hire a youth with disabilities and to document these efforts. Should your application be approved, recruitment and hiring plans may be monitored to determine whether they reflect what was indicated in your application.

2. Opportunities for youth that are underrepresented in the labour market, including:
 - Black and other racialized youth
 - Indigenous youth
 - 2SLGBTQI+ youth

The purpose of this priority is to provide job opportunities for youth that are underrepresented in the labour market, particularly Black and other racialized youth, Indigenous youth, and 2SLGBTQI+ youth.

Important: If your organization expresses the intent to hire a youth under this national priority, you will be expected to undertake all reasonable recruitment efforts to hire a youth underrepresented in the labour market and to document these efforts. Should your application be approved, recruitment and hiring plans may be monitored to determine whether they reflect what was indicated in your application.

3. Opportunities for youth in rural areas, remote communities, or Official Language Minority Communities

- Rural area: 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 kilometer. If you are uncertain if your community is rural or remote, please [contact Service Canada](#).
 - Remote communities: Remote communities are generally geographically isolated from service and population centres. They often include Northern and/or fly-in communities, and include nearly all municipalities within the three territories. If you are uncertain if your community is rural or remote, please [contact Service Canada](#).
 - Official Language Minority Community (OLMC): Official language minorities are English-language communities in Quebec and French-language communities outside of Quebec.
4. Opportunities with organizations in the housing construction sector
- For the purpose of this priority, the housing construction sector is defined as the industry engaged in the construction, remodelling and renovation of single-family and multi-family residential buildings.
 - This sector may include residential housing general contractors, operative builders and remodellers of residential structures, residential project construction management firms, and residential design-build firms. It can also include organizations engaged in green construction, retrofitting, and low-carbon construction.
5. Opportunities related to sustainable jobs that support climate change mitigation and/or adaptation or protect the natural environment
- For the purpose of this priority, the focus is on opportunities that are linked to protecting and conserving the environment. For example, opportunities related to conservation, climate change mitigation, adaptation, green jobs, and the transition to a low-carbon economy.

2. Local Priorities (10 points)

Local priorities are established for each constituency by Members of Parliament throughout the country taking into account local labour market information.

Indicate which local priorities your project supports. The local priorities for your constituency are available on the CSJ webpage for [local priorities by province and constituency](#). If your application demonstrates that it meets more than one local priority, you will be awarded additional points.

Note: It is not mandatory for Members of Parliament to establish local priorities. You will not be penalized during assessment if your Member of Parliament has not established local priorities.

3. Prepare to apply

This section provides important details on the information that is required to assess your application, guides you on how to fill out the Application/Agreement form and provides information on how the information from the form is used.

Before you start

Before you start your application, get familiar with the information you will have to provide in the application and how it is used.

- ✓ **Review** the Canada Summer Jobs [Articles of Agreement](#)
- ✓ **Read** this Applicant Guide to understand how to complete an application and how the application will be assessed
- ✓ **Ensure** you have your organization's information ready (for example, your organization's legal name, business number, etc.)
- ✓ **Decide** who will represent your organization in communications with Service Canada
- ✓ **Confirm** who is authorized to sign the application
- ✓ **Determine** [the number of applications needed](#) for your proposed project.
- ✓ **Decide** which format you want to use to apply. We recommend using [Grants and Contributions Online Services \(GCOS\)](#), but you can [apply by using the online fillable form, by mail, or in person](#)

Information to be posted on Job Bank

Service Canada will post all positions funded by CSJ online at [Job Bank](#) as the primary source for information for youth on the availability of positions funded through the program.






Please note that some information provided in your application (i.e. contact information) will be posted to Job Bank. **The application form and this applicant guide identify which information will be posted publicly. Please pay close attention and keep this in mind when completing your application.** If you have any questions about the information to be posted publicly, [contact Service Canada](#).

Example of a CSJ-funded position posted on Job Bank:

Human resources clerk

Posted on April 22, 2025 by Employer

Job details

 1111 street name City, PROVINCE HOH 0H0	 Seasonal employment Full time
 21.00 hourly / 30 hours per week	 Post-secondary education
 Bilingual	 As soon as possible
	 2 vacancies
	 Canada Summer Jobs #1111111



Who can apply to this job?

The Government of Canada funded this job through the Canada Summer Jobs program. [Learn more about the program.](#)

To apply for this job, you must:

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

International students and other temporary residents of Canada are not eligible.

Contact the employer to learn more about the job and apply.

Show how to apply

The phone number, email address and the website of the organization (if provided) are provided to the youth when they click on the “Show how to apply” button:

How to apply

By email

employer@email.com

By phone

555-555-5555

Online:

<https://www.employer.com/careers> 

To remove the posting from Job Bank, an Employer and Employee Declaration form must be submitted to confirm the hiring of a participant.

How to answer the application questions

The purpose of this section is to help you complete the application form. It describes the specific information you need for each question on the form.

The order of the questions may vary slightly between the paper and online applications, but the same information is required. Unless otherwise indicated, you must complete all parts of the application.

Privacy Notice Statement

Carefully read the Privacy Notice Statement in the application as it contains important information for your understanding. The information prior to the Privacy Notice Statement should also be reviewed as it contains useful information and links to the Applicant Guide and Articles of Agreement.

Part A – Employer information

Enter your organization's information.

1. Canada Revenue Agency (CRA) Business Number

What is your organization's 15-digit CRA payroll deductions (RP) business number? (For example, 123456789 RP 0001).

- You can find your CRA business number on tax-related documents or written communications from the CRA.
- An RP account with the CRA is required if your business pays employees, and **you must have an RP business number** prior to hiring youth through the CSJ program.

If your application is approved, a legally binding agreement will be formed between the Government of Canada and the organization identified by the business number and legal name in the Application/Agreement.

Note: 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.

2. Legal Name of your Organization

What is your organization's legal name that is associated with your CRA business number? If it is an acronym, enter the legal name in full. Please verify that the correct legal name has been entered.

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. Payments will be issued using only the first 44 characters of the legal name.

3. Operating (Common) Name (if different from legal name)

What is the operating (or common) name of your organization (if it differs from the legal name)? If it is an acronym, enter the common name in full.

This information will be posted publicly on [Job Bank](#). See section above on “[Information to be posted on Job Bank](#)” in the present document for more detail.

4. Telephone Number

What is your organization’s telephone number?

This information will be posted publicly on [Job Bank](#) for youth to contact your organization if they have questions regarding the job.

See section above on “[Information to be posted on Job Bank](#)” in the present document for more detail.

5. Organization Type

Check the box or select the item from the drop-down menus that best describes your organization.

Note: If an organization disagrees with how their organization type is defined, they must provide a written explanation showing how their organization is funded and to whom they must report to about their activities.

See [Section 2 – What employers are eligible?](#) for more details.

6. Organization Email Address

What is your organization’s email address?

This information will be posted publicly on [Job Bank](#) for youth to contact your organization if they have questions regarding the job, unless you would like to provide a separate address to be used only for the Job Bank posting in question 7 below.

See section above on “[Information to be posted on Job Bank](#)” in the present document for more detail.

7. Email Address for Job Advertisements, if different from Organization email address

Do you have a different email address that you would prefer youth contact for questions regarding the job advertisement on [Job Bank](#)?

- If yes, enter the email address; or
- If no, you prefer to use the Organization Email Address, leave this question blank.

This information will be posted publicly on [Job Bank](#) if provided. See section above on “[Information to be posted on Job Bank](#)” in the present document for more detail.

8. Organization website

What is your organization’s website (if you have one that you want posted on Job Bank)?

This information will be posted publicly on [Job Bank](#) to help youth find more information about your organization. See section above on “[Information to be posted on Job Bank](#)” in the present document for more detail.

9. (a-d) Organization Primary Contact: First Name, Last Name, Job title, Telephone Number

Who is the main contact person for the proposed project? Provide the contact information for the person who will be ESDC's primary contact person in respect to your application for funding. Include the following details:

9.a): First name

9.b): Last name (surname)

9.c): Job title

9.d): Telephone number

Your organization's primary contact must be a representative with whom Service Canada can communicate regarding your application or any consequent agreement throughout the duration of the project and regarding questions related to payment claims. **Please inform us if there are changes to the contact person after submitting your application.**

This individual must be fully informed on both the application and the proposed project activities. Please note that the contact cannot be selected as a youth participant if your application is approved since the contact represents the employer.

9. (e) Primary Contact Email Address

What is the main contact person's email address? Service Canada's main method of communication with applicants is by email, so please ensure there are no errors in the address provided.

Note: This email address should be monitored regularly, including any junk mail or spam folders since it will be used to send you information regarding CSJ and your application, including the outcome of the assessment of your application.

This email address will receive mandatory reporting documents from Service Canada during and after the agreement.

10. (a-d) Organization Secondary Contact: First Name, Last Name, Job title, Telephone Number

If we cannot reach the main contact, who else can we contact? Provide the following details:

10.a): First name

10.b): Last name (surname)

10.c): Job title

10.d): Telephone number

Your organization's secondary contact must be a representative with whom Service Canada can communicate regarding your application or any consequent agreement throughout the duration of the project and regarding questions related

to payment claims. **Please inform us if there are changes to the contact person after submitting your application.**

This individual must be fully informed on both the application and the proposed project activities. Please note that the contact cannot be selected as a youth participant if your application is approved since the contact represents the employer.

10. (e) Secondary Contact Email Address

What is the secondary contact person's email address? Service Canada's main method of communication with applicants is by email, so please ensure there are no errors in the address provided.

Note: This email address should be monitored regularly, including any junk mail or spam folders since it will be used to send you information regarding CSJ and your application, including the outcome of the assessment of your application.

This email address will receive mandatory reporting documents from Service Canada during and after the agreement.

11. Preferred Language of Communication

What official language would your organization prefer to use in written and spoken communications? Choose either English or French.

12. Year the Organization was Established

What year was your organization established? Enter the year that your organization began operations.

13. Describe your organization's activities

What are your organization's activities? Provide a summary describing your organization's activities.

14. Number of Full-Time Employees Working in Canadian Locations of your Organization

How many employees does your organization currently have that work full-time in Canada? Full-time employees are those who work 30 hours or more per week.

Important: Enter the total number of full-time employees working for your organization across the country (not only those working at a single location). Franchise owners must calculate the total number of full-time employees for all their franchise locations. See [Section 2 – What employers are eligible?](#) for more information on the eligibility of independent franchise owners.

If there are only part-time employees working for your organization, enter "0".

15. Mailing Address of Organization

What is the mailing address of your organization? Give a complete address in a format recognized by Canada Post and verify that the correct postal code has been entered. For more information, please visit the [Canada Post website](#).

We will use this address for all correspondence sent by mail, mainly for any payments made by cheque.

This information will be posted publicly on [Job Bank](#) if it is used as the proposed activity location and if consent is given in question 18 to display the address. See section above on "[Information to be posted on Job Bank](#)" in the present document for more detail.

16. Address of the Location of the Proposed Job Activities

Is the address where the participant will work different from the mailing address of the organization?

- If yes, enter the main address where the youth will be working, and provide an explanation of why it's different from the mailing address. This address **cannot be a post office box** (PO Box) since the location of proposed activities must be a civic address.
 - **If the work will be completed remotely from the employee's home (i.e, telework), the organization address must be used as the main address.**
- The constituency will be verified using the postal code entered, so please verify that the correct postal code has been entered. **To determine the constituency in which the activities will take place, search the postal code of the location of the proposed activities on the [Elections Canada website](#).**
 - **The majority of the participant's work must be within the constituency for which the application is submitted.**
 - You must inform Service Canada if the location of the job changes, even if a change occurs after you have been approved for funding. Otherwise, the job may be deemed ineligible.

Important:

- If the work will be performed remotely (i.e., telework) away from a designated workplace under physical supervision, or from somewhere else outside of a traditional workplace (for example, at an employee's home), employers are responsible for ensuring that the location respects provincial laws and municipal by-laws, and to continue to provide adequate supervision, mentoring, and safety provisions as per the CSJ [Articles of Agreement](#).
 - Applicants may be asked to provide leasing or rental agreements and/or proof that health and safety requirements will be met for job activity locations provided.
- As per subsection 16.1 Ineligible Projects and Job Activities of the CSJ [Articles of Agreement](#) employers must ensure that youth are working from locations within Canada, regardless of the work arrangements used.

This information will be posted publicly on [Job Bank](#) if consent is given in question 18 to display the address. See section above on "[Information to be posted on Job Bank](#)" in the present document for more detail.

17. If the proposed activities will take place in multiple locations, will they be held within the same constituency?

- If yes, the proposed activities will take place in multiple locations within the same constituency, submit one application listing all of the locations where the youth will be working. These addresses must be civic addresses; they cannot be post office boxes (PO Box). Please verify that the correct postal codes have been entered.
- If no, see "[What happens if you want to submit more than one application](#)" for more examples on how to determine the number of applications needed for your proposed project(s).

To determine the constituency in which the activities will take place, search the postal code of the location of the proposed activities on the [Elections Canada](#) website.

18. Do you consent to have the main activity address made publicly available on Job Bank?

- Select yes if you want the main activity address to show in full on [Job Bank](#); or
- Select no if you do not want the main activity address to be disclosed. If you select no, only the city will be posted on [Job Bank](#).

See section above on "[Information to be posted on Job Bank](#)" in the present document for more detail.

19. Are the proposed activities directed at members of an Official Language Minority Community?

Official language minority communities are English-language communities in Quebec and French-language communities outside of Quebec. If your proposed project involves [official language minority communities](#), you should answer "Yes" to this question by selecting which official language minority community will be served.

For example, if the proposed activities require that the participant use the minority language:

- in day-to-day internal operations;
- for external operations or for responding to external demands (customer service);
- for communications activities, such as preparing written material, video, audio or web-based information; or,
- for promoting community development or cultural activities, museums, guided tours, festivals or theatre, as well as other activities related to tourism.

Answering “No” to this question will not invalidate your application.

20. Have you applied or will you apply for other sources of funding to pay for the wages for the job(s) requested?

“Other sources of funding” includes any source of funding other than the program to which you are applying for funding.

The Department uses this information to verify that contributions to the project do not exceed 100% of the salary for the job requested.

Refer to paragraph 13.1(d) of the Canada Summer Jobs [Articles of Agreement](#) before checking the applicable box.

If you answer “yes”, you must list the total amount of financial assistance your organization has received or is entitled to receive for the jobs requested.

21. Does your organization owe any amount to the Government of Canada?

Refer to paragraph 13.1(f) of the Canada Summer Jobs [Articles of Agreement](#) before checking the applicable box.

If you answer “yes,” you must indicate:

- the amount owing;
- the nature of the debt; and
- the department or the agency to which the amount is owed.

Owing money to the Government of Canada does not render your organization ineligible to receive funding. We will not reject your application for this reason. However, you must provide detail as to the type of debt and the arrangements you have for repayment.

Example of detail to provide for the type of debt and the arrangements you have for repayment:

Amount owing	Nature of amount owing	Department or agency to which money is owed	22. Is a payment plan in place?
\$10,000	Overpayment	Employment and Social Development Canada	<input checked="" type="radio"/> Yes <input type="radio"/> No
\$5,000	Taxes	Canada Revenue Agency	<input type="radio"/> Yes <input checked="" type="radio"/> No

Service Canada will verify with departmental records whether your organization has any amounts owing.

22. 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). Please ensure

to have full details of your payment plan available as Service Canada may request this payment plan at a later date.

23. Have you implemented practices to ensure that your work environment is healthy and safe?

It is mandatory to have implemented practices to ensure that your work environment is safe. 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. Please indicate whether you have implemented practices to ensure that your work environment is healthy and safe.

Next, using the checkboxes provided, identify the health and safety practices you have implemented from the following options:

- **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 workplace hazards:** Hazards may include chemical, ergonomic, physical, and psychosocial, all of which can cause harm or adverse effects in the work environment.
- **demonstrating workplace 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.
- **providing necessary certifications:** When the proposed job activities require safety certifications, you are responsible for providing the youth with the necessary training and certification.
- **providing job-specific safety training:** As an employer, you must ensure that employees have the necessary information, training, and supervision to perform their work safely. Consult the Government of Canada's [Workplace Safety webpage](#) for additional information.
- **conducting regular safety checks:** Regular inspections help ensure that occupational health and safety hazards are addressed before they result in injuries. Consult the Government of Canada's [Workplace Safety webpage](#) for additional information.

- **providing safety equipment:** As mandated by the Government of Canada, as an employer you are responsible for selecting, providing and fitting of appropriate Personal Protective Equipment (PPE) for the hazardous exposures in the workplace. Consult the Government of Canada's [Occupational Health and Safety webpage](#) for additional information.
- **having an emergency preparedness and response plan:** Includes all activities, such as plans, procedures, contact lists and exercises, undertaken in anticipation of a likely emergency.
- **other:** In the text box provided, describe any additional health and safety practices you have implemented.

As per paragraphs 9.1(c) and 9.1(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 (for example, somewhere outside of a traditional work environment).

As per subsection 32.1 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.

Employers are responsible for staying informed of provincial guidance on essential services and municipal, provincial and federal public health information, and following all necessary local health guidance.

24. Have you implemented policies and practices to ensure that your work environment and hiring practices are free of harassment and discrimination?

It is mandatory to provide a work environment with non-discriminatory hiring practices that is inclusive and free of harassment and discrimination. Indicate whether you have implemented policies and practices to ensure that your work environment and hiring practices are free of harassment and discrimination.

Use the checkboxes provided to identify the practices you have implemented from the following options:

- Hiring policies / practices
- Discrimination policies / practices
- Harassment policies / practices
- Conflict resolution policies / practices
- Employee and / or management training
- Accessibility and accommodation policies / practices

- Employment equity policies / practices
- Privacy policies / practices
- Other: when selecting this box, use the textbox provided to describe any additional practices you have implemented that demonstrate concrete efforts to create an inclusive work environment free of harassment and discrimination.

As per subsection 16.1 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.

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.

- You may request multiple participants for a job title.
- A job is considered different when at least one of the following details varies: job title, tasks and responsibilities, start date, hourly wage, number of weeks, number of hours per week or preferred level of education of the participant.

If your application is approved, it may not be for all the jobs requested, the full number of weeks requested or the full number of hours requested.

For online applications: you will need to state the number of job titles that you are applying for and then how many participants you would like to hire for each job title.

For paper applications: copy an entire Job Details section 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 CSJ funding must be assigned to no more than one of the jobs approved by Service Canada. The details of the job (for example, job title, hourly wage and tasks and responsibilities) must be the same as the job details specified in your application. **Any changes to job details must be submitted to Service Canada for approval. Only exceptional circumstances will be considered.**

25. Job Title

What is the job title of the position you are requesting?

CSJ job titles must match options in the National Occupational Classification. This system is the national reference on occupations in Canada. It comprises more than 30,000 occupational titles organized according to skill levels and skill types. When reviewing the potential occupations, the accompanying education, main duties and employment requirements should correspond to the job performed.

For online applications: the text box uses predictive text to help you complete the job title. Begin typing your job title and select the most appropriate option.

For paper applications: please select your job title from one of the options listed on the form.

- If you select “other”, you must identify a [National Occupational Classification Code](#) for the proposed job activities. To find the correct code on this webpage, type the proposed job title in the Quick Search box located at the top of the page to generate a list of possible occupations.

A list of [frequently asked questions](#) about the National Occupational Classification is available. For more information, [contact Service Canada](#).

This information will be posted publicly on [Job Bank](#). See section above on “[Information to be posted on Job Bank](#)” in the present document for more detail.

Hourly Wage Rate

What is the hourly wage to be paid to the youth?

You must pay at least the minimum wage in effect at the time of the employment based on provincial and territorial regulations, and you must respect the hourly wage indicated in the application, which will form the agreement if approved. For any changes to an agreement once it has been formed, please [contact Service Canada](#).

Note:

- Some provinces and territories have multiple minimum wages depending on the age and experience of the employee, or the nature of the work. It is your responsibility to confirm the minimum wage at the time of employment.
- Salaried jobs need to be calculated as an hourly wage rate.

See [Section 2 – What costs are eligible for reimbursement?](#) for more details.

This information will be posted publicly on [Job Bank](#). See section above on “[Information to be posted on Job Bank](#)” in the present document for more detail.

Tasks and Responsibilities

Provide a detailed description of the job 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, otherwise the job may be considered ineligible for funding as per subparagraph 25.1(1)(f) of the [Articles of Agreement](#).

The job activities must be eligible. See [Section 2 – What projects are eligible?](#) for more details.

Skills Development Plan

What skills will the youth develop during their job?

Select one or more of the following checkboxes:

- Adaptability – adjusting goals and behaviours when expected or unexpected change occurs
- Collaboration – Contributing and supporting others to achieve a common goal
- Communication – exchanging thoughts and information
- Creativity and Innovation – imagining and expressing ideas that challenge existing methods
- Digital Skills – skills to understand and use digital systems, tools and applications
- Numeracy – understanding and reporting mathematical information presented
- Problem-solving – identifying and proposing solutions
- Technical skills – developing capabilities that relate to the practical or mechanical side of an activity
- Reading and/or Writing – finding, understanding, and sharing information in writing
- Other – in the space provided, list and describe the additional skill(s)

See [Section 2 – How we assess your application](#) for more details.

Language(s) required for job

What language(s) will the youth need to use during their job? Select one:

- English
- French
- English or French
- Bilingual
- Other – in the space provided, indicate the required language.

This information will be posted publicly on [Job Bank](#). See section above on [“Information to be posted on Job Bank”](#) in the present document for more detail.

Supervision Plan

How will the youth receive supervision during their job? Provide each of the following mandatory pieces of information:

- Supervisor job title (drop down menu in the online application or check one of the boxes in the paper application);
- Type of Supervision (On-site, Remote, Combination);
- Frequency of Supervision (Daily, Weekly, Less than once per week).
- The amount of the supervisor's experience in a supervisory role (less than one year, one to two years, more than two years);
- Type of feedback to be provided (Formal or Informal);
 - Formal feedback is provided during scheduled meetings, is in writing, and is in response to previously set work objectives.
 - Informal feedback is provided through unscheduled meetings, is primarily verbal, and does not respond to previously set work objectives.
- What the supervisor will provide (Job-specific training, Work instructions and tasks, Evaluation of work, or Other).

Note: The supervisor and mentor are not required to be the same person.

Remote Supervision

If the youth will be working remotely away from the supervisor's location (for example, teleworking), 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, and learning work environment protocols.

Mentoring Plan

How will the youth be mentored during their job? Provide each of the following mandatory pieces of information:

- Mentor job title (drop down menu in the online application or check one of the boxes in the paper application);
- Type (One-on-one, Team);
- Frequency of Mentoring (Weekly, Monthly, Less than once per month).
- Amount of mentoring experience of the mentor (Less than one year, One to two years, More than two years);
- Mentor-mentee relationship (Formal, Informal); and
 - A formal mentor-mentee relationship will have regular meetings and established career-development goals for the youth.

- An informal mentor-mentee relationship will have irregular meetings and no established career-development goals for the youth.
- What the mentor will provide (Support for skills development, Career-related training, Access to learning materials, or Other).

Note: The supervisor and mentor are not required to be the same person.

Work Experience

- Will the proposed job provide the participant with a career-related work experience?
 - The term “career-related” means the job provides a youth with work experience related to their current or future field of studies.
- Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement?
 - This additional work can be full-time or part-time.

Preferred Level of Education of the Participant

What is your preferred level of education of the participant (if you have one)?

The preferred level of education of the youth is not assessed. 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 publicly on [Job Bank](#). See section above on “[Information to be posted on Job Bank](#)” in the present document for more detail.

National Priorities

Does the proposed job support one or more national priorities?

If you answer yes, select which national priorities are supported by the job.

See [Section 2 – How we assess your application](#) for details.

Local Priorities

How many local priorities does the proposed job support?

- Identify the number of local priorities supported by the job; and
- Identify the local priority or priorities supported by the job in the textbox provided.

The local priorities that have been established for the constituency in which the proposed activities will take place can be found on the [CSJ website](#).

Note: It is not mandatory for Members of Parliament to establish local priorities. If your Member of Parliament has not established local priorities, select “None.” You will not be penalized during assessment if your Member of Parliament has not established local priorities.

See [Section 2 – How we assess your application](#) for details.

Part C – Funding requested

26. Calculation of employer’s total cost including contribution requested

- **For online forms (GCOS and online fillable form), the total contribution requested will be summarized automatically using the answers you provided in Part B of your application.**
- For paper applications, you will have to complete this question manually.
 - If you are applying for more than five different job titles, you must make a copy of the Part C - 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.
 - To avoid this space limitation, submit your application electronically using [GCOS](#) or the [online fillable application](#). Either option provides benefits that will simplify the application process. For example, online applications (GCOS and the online fillable form) will automatically calculate several of these fields and ease your review of the application as well as the submission process.

Before completing question 26 on your paper application, see [Section 2 – What costs are eligible for reimbursement?](#) for details.

26(a). Job title

List each job title for which you are requesting funding. The job titles should be listed in the same order as in the Job Details section. A job is considered different when at least one of the following details varies: job title, tasks and responsibilities, start date, hourly wage, number of weeks, number of hours per week or preferred level of education of the participant.

26(b). Number of participants requested who will have this job title

Enter the number of youth you are requesting for each job title.

26(c). Anticipated start date

Enter the date that you want the youth to begin employment.

- The earliest job start date is April 21, 2025.
- The latest job end date is August 30, 2025.
- The anticipated start date must allow for the number of weeks requested to be completed before the latest job end date.
 - For example, a youth must start by July 7, 2025 to work 8 weeks before the latest job end date of August 30, 2025.

This information will be posted publicly on [Job Bank](#). See section above on [“Information to be posted on Job Bank”](#) in the present document for more detail.

26(d). Number of weeks requested for each participant

Enter the number of weeks for which you are requesting funding; it must be between 6 and 16 weeks. The employer is encouraged to employ the youth longer than the requested number of weeks although you will only be reimbursed for the approved period of your CSJ 2025 funding. Note that you will receive additional points during assessment if you commit to retaining the youth beyond the length of the CSJ funding agreement.

26(e). Number of hours per week requested for each participant

Enter the number of hours per week that the youth will be required to work. The hours must be full-time (30 to 40 hours per week).

This information will be posted publicly on [Job Bank](#). See section above on “[Information to be posted on Job Bank](#)” in the present document for more detail.

26(f). Hourly wage to be paid to each participant

Enter the hourly wage including the contribution from Service Canada and other sources to be paid to the youth.

This information will be posted publicly on [Job Bank](#). See section above on “[Information to be posted on Job Bank](#)” in the present document for more detail.

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 32 in the [Articles of Agreement](#).

26(g). Hourly wage funding requested

Enter the hourly wage funding that is requested from Service Canada. 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.

Refer to [Section 2 – What costs are eligible for reimbursement?](#) for details.

26(h). Mandatory Employment Related Costs (MERCs) requested (not-for-profits only)

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.”

Refer to [Section 2 - What costs are eligible for reimbursement?](#) for details.

26(i). Total funding requested

The total funding requested will be calculated using this formula:

$$(\text{Column B} \times \text{Column D} \times \text{Column E} \times \text{Column G}) + \text{Column H}$$

(Number of participants requested who will have this job title x Number of weeks requested for each participant x Numbers of hours per week requested for each participant x Hourly wage funding requested) + MERCs requested (not-for-profits only).

26(j). Total employer contribution

The total amount of the contribution the employer pays towards hiring the youth will be calculated using this formula:

((Column B x Column D x Column E) x (Column F – Column G))

((Number of participants requested who will have this job title x Number of weeks requested for each participant x Number of hours per week requested for each participant) x (Hourly wage to be paid – Hourly wage funding requested))

27. Will you require an advance payment should your application be approved?

This is offered to all types of organizations. Select “Yes” if you wish to receive an advance payment.

Refer to [Section 2 – What costs are eligible for reimbursement?](#) for eligible expenditures.

Attestation

This section is mandatory. To be considered eligible, an official representative must attest to the following statements:

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. I certify and warrant on behalf of the organization and in my personal capacity that the information in this Application for Funding and any supporting documentation is true, accurate, and complete; and,
4. I confirm that neither the job activities nor any of the activities of my organization which are directly or indirectly supported by the job activities in any way infringe, undermine, weaken, or restrict the exercise of human 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 criteria 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.

28. to 29. Name of the Organization's Representative(s)

An organization's CSJ application, if approved by Service Canada, forms part of the agreement between the Government of Canada and the organization. The organization will then be subject to the CSJ [Articles of Agreement](#). The organization complies 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 applicant guide and Articles of Agreement in their entirety before you sign the application.**

Therefore, it is important that only authorized persons' names are identified on the submitted application. Read Section 37 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."

What happens if information is missing from your application

If your application is incomplete, we will send you an email. You will have 5 business days to submit the missing information. If your application is not complete by that time, we may reject it.

What happens if you want to change something in your application

If an application has been submitted and you want to change the information provided, [contact Service Canada](#). **Do not submit another copy of your application to Service Canada.** Submitting multiple copies of the same application or submitting the same application by using various methods may cause longer processing times for your application.

What happens if you want to submit more than one application

If all jobs requested are within the same constituency: only one application form is needed as the location of the proposed activities determines the constituency for which the application will be assessed. If you submit multiple applications within the same constituency, Service Canada will merge your applications into a single application.

- If a job will require the youth to perform work in different constituencies, a separate application is not needed for each job location.
- The constituency of the main activity location will be used to determine the constituency of your application. If you need help determining the main activity location of your project, [contact Service Canada](#).

If you are applying for multiple jobs based in different constituencies: you must submit a separate application form for each constituency. This would be the case if you have two brick and mortar locations in different constituencies that require one participant each.

To determine the constituency in which the activities will take place, search the postal code of the location of the proposed activities on [Elections Canada](#).

How your information is used

Information to be posted publicly

Service Canada will post the contact information, including the email address, of employers approved for funding on the Government of Canada's [Canada Summer Jobs website](#).

For projects funded by CSJ, the following information is posted on the Open Government website:

- Organization name
- Organization type
- Business number
- Amount of funding
- Project title
- Agreement number
- Agreement dates
- Location

4. How to apply

You can apply from November 19, 2024 to December 19, 2024, 11:59 p.m. Pacific Standard Time.

Applications received or postmarked after the deadline date **will not be considered**.

Apply now

It is recommended that you submit your application online using the Grants and Contributions Online Services ([GCOS](#)). GCOS is an online platform where users can create an account for their organization. This allows users to submit funding applications online to Employment and Social Development Canada (ESDC).

Grants and Contributions Online Services ([GCOS](#))

- If you have an active GCOS account and need details about completing the application online, consult the [Grants and Contributions Online Services: User Guides](#).
- If you do not have an active GCOS account, creating a GCOS account is a one-time process.
 - Once you have created a GCOS account, you can submit an application for funding and track its status.
 - While using GCOS, you can partially fill out an application and save it as a draft to submit it later, as long as it is submitted before the end of the Call for Applications. Once you have submitted your application, you will no longer be able to edit it, but it will still be available for review.
 - 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. To fully benefit from these features of GCOS after submitting your application, you must complete your registration by validating and authenticating your identity.
- Visit the [GCOS website](#) for step-by-step instructions to create an account. Please use your organization's RP (payroll) business number assigned by the CRA to create your GCOS account.

Confirmation of receipt: If you submit your application through GCOS, you will immediately receive an acknowledgement and a confirmation number generated by the system. This confirmation is considered the acknowledgement of receipt of your application. You will also receive a confirmation of receipt sent by email to the email address provided in your application. If you do not receive a confirmation number acknowledging the application has been received, your application has not been submitted. Please ensure to click "submit" before you exit your application.

For more information on the GCOS application confirmation number, or if you experience any technical issues, please consult the [Grants and Contributions Online Services: User Guides](#).

Other ways to apply

While we recommend using GCOS, you can also apply using one of the following options:

Online fillable application form

You can submit a fillable application form [online](#). The application will be completed using your browser and submitted to ESDC when you click the “Submit to Service Canada” button at the end of the application.

Important technical notes if you apply using the Online fillable form:

- **Sessions expire after 20 minutes of inactivity.** Your draft application in the online fillable form will become unavailable if left inactive for 20 minutes.
- **Your application can be saved and continued at a later date.** To save a draft application, you must provide your email address and create a password. Once saved, an email will be sent with a **one-time link** to resume completion of the application. However, **you must complete and submit the application within 72 hours** following the start of the application. Otherwise, the saved copy of your application will expire, and all inputted information will be lost. If the password created is forgotten, it cannot be reset and the application will be lost.
- **Print a copy of your application before submitting your application.** You can print a copy of your online application for your records. However, in order to do this, you must print a copy **before** submitting your application online. Once submitted, you will not be able to print it.
- **Click “submit to Service Canada”** to complete your application. After you print a copy of your online application, you must click “submit to Service Canada” to complete your application. If you do not click **“submit to Service Canada”**, your application will not be received and processed.
- **A confirmation number is immediately generated by the system** once an online fillable application has been successfully submitted. This confirmation is considered the acknowledgement of receipt of your application. You will also receive a confirmation of receipt sent by email to the email address provided in your application. **If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly.**

How do I save or print a copy of my online application?

- GCOS: You can consult and print a copy of your application once it has been submitted. When viewing a submitted application, click into the Review

& Submit section. Under the Review & Submit section, you can print a copy of the application.

- Online fillable application form: You can print a copy of your online application. However, to do this, you must print a copy **before** submitting your application online. Once submitted, you will not be able to print it.

By mail or in person

To apply by mail or in person, download and complete the [application form](#).

Please note that the ability to submit an application in person or by mail could be impacted by office closures. Applications received by fax or by email will not be considered.

By mail

Your [application](#) **must be postmarked by a postal service on or before December 19, 2024**. [Consult the CSJ website](#) for the address of where to send your application. Please note that additional administrative delays might apply.

It is recommended that you submit your application electronically using GCOS or the online fillable application as the ability to submit an application by mail could be impacted by office closures.

If you submit your application by mail, you will receive an acknowledgement by email within 14 calendar days. The acknowledgment will be sent to the email address provided in your application. Retain this confirmation, as you will need it for future communications with Service Canada.

In person

Your [application](#) **must be received before the close of business of the Service Canada Office on December 19, 2024**.

Consult the [Service Canada](#) website for the hours of service of the Service Canada Offices. Please note additional administrative delays might apply.

It is recommended that you submit your application electronically using GCOS or the online fillable application as the ability to submit an application in person could be impacted by office closures.

If you submit your application at your local Service Canada Centre, you will receive an acknowledgment by email within 14 calendar days. The acknowledgment will be sent to the email address provided in your application. Retain this confirmation, as you will need it for future communication with Service Canada.

About PDFs

Our application form uses PDF form technology. You must have a PDF reader installed to use the form correctly. There are several readers available on the Internet for free that support our form:

- Adobe Reader (you must use a version of Adobe Reader 8 or higher, for example Adobe Acrobat DC Reader)
- Foxit Reader

If you do not use the recommended readers (Adobe Acrobat 8 or higher or Foxit Reader), ESDC may receive a blank application from you.

Downloading the application form

1. Make sure that you have Adobe Acrobat Reader 8 or higher or Foxit Reader installed on your system.
2. Select the Application form
3. When prompted to open or save the form, select the down arrow on the “Save” button, and select “Save as”.
4. Select your folder location and save (file type must be PDF).
5. Reopen the form from your computer:
 - select the “Open with” option
 - choose option to open with either Adobe Acrobat Reader or Foxit
6. Make sure that the form opens in one of the Reader Softwares (Adobe or Foxit), by looking at the top of your screen. For example, you should see:
 - ESDC-EMP5396A.pdf (SECURED) – Adobe Acrobat Reader DC
 - ESDC-EMP5396A.pdf (SECURED) – Foxit PhantomPDF
7. Begin inputting and save your information.
8. Before submitting your application make sure that the Application form is completed, and all information has saved properly.

Moving within a form

To move from one field to the next on the form, hit “Tab”. This ensures that you do not accidentally skip over any fields.

Forms that perform calculations

Some sections of the form perform calculations based on the amounts you enter and will automatically calculate totals in the appropriate fields. You are responsible for the completeness and accuracy of any information submitted. Please double-check all data you enter.

Submit one application only

Submit only one copy of your application to ESDC. Submitting multiple copies of the same application or submitting the same application by using various methods may cause longer processing times for your application. If you are unsure if your application was successfully submitted or you did not receive an acknowledgement of receipt email, please [contact Service Canada](#) to verify it was received.

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 eligible projects for their constituency. Based on their knowledge of local priorities and circumstances, Members of Parliament have the opportunity to review the list of assessed projects for their constituencies and to provide feedback to help ensure local priorities are met.

Funds are distributed among the successful applicants based on the results of Service Canada's assessment of applications, and from feedback provided by Members of Parliament during their review of the list of projects eligible for funding in each constituency.

When will I get a funding decision?

Service Canada will begin to inform applicants of the status of their application starting in April 2025 and will continue into the summer months. All eligibility and funding decisions will be confirmed in writing.

As funding is limited, not all submitted applications will be selected for funding. Each year, applications for funding exceed the available funding. Not all eligible projects are funded and organizations that receive funding may not receive the level of funding requested, the amount of funding received in previous years, or the number of weeks requested. To fund quality jobs, Service Canada expects an average funded job duration of 8 weeks and for 35 hours per week.

Activities will not be eligible for reimbursement before your project is approved and an agreement has been signed by both the employer and Service Canada. The receipt of a completed 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.

Please note that decisions are final and there is no appeal process.

What happens after an application is approved?

If your application is approved, the "Calculation of Approved Canada Summer Jobs Contribution Amount" document signed by an appropriate delegated authority for Canada and the forms required for your agreement will be sent to you by email. This email will also include the contact information of a Service Canada representative to answer any questions you may have about your agreement.

Funded employers and youth participants will be asked to complete questionnaires to provide Service Canada with feedback on their CSJ experience. The mandatory employer questionnaire **must be completed prior to submitting a payment claim**. It is also mandatory for employers to provide the youth participant

questionnaire to youth employees funded through the CSJ program, although completion of the youth questionnaire remains voluntary. Both questionnaires will be provided to organizations when they are notified of project funding.

Note: Successful employers may be randomly selected for inspections and audits as per subsection 21.2 of the [Articles of Agreement](#). During these inspections and audits, organizations may be asked to provide financial information such as payroll, pay stubs, and CRA remittances, and Service Canada may interview CSJ participants. If financial irregularities are discovered, Service Canada may verify information with the Canada Revenue Agency.

Contact us

For more information, call 1-800-935-5555 (TTY: 1-800-926-9105) or visit a Service Canada Office.

Frequently Asked Questions

- [What are grants and contributions?](#)
- [What date do I have to apply by?](#)
- [How do I save or print a copy of my application?](#)
- [How do I find my constituency?](#)
- [How do I determine where the job activities take place?](#)
- [When will I know if I'm approved for funding?](#)

Reference: Internet Domain Addresses

The following include all hyperlinked internet domain addresses in the CSJ application and in this guide.

Accessible Canada Act

<https://laws-lois.justice.gc.ca/eng/acts/a-0.6/page-1.html#h-1153395>

Articles of Agreement

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/agreement.html>

Department of Employment and Social Development Act

<https://laws-lois.justice.gc.ca/eng/acts/h-5.7/page-1.html>

Canada Post – Find a postal code

<https://www.canadapost-postescanada.ca/cpc/en/tools/find-a-postal-code.page>

Canada Revenue Agency

<https://www.canada.ca/en/revenue-agency.html>

Canada Revenue Agency – Business number

<https://www.canada.ca/en/services/taxes/business-number.html>

Canada Summer Jobs website

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html>

CSJ Local Priorities

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/local-priorities.html>

Elections Canada

<http://www.elections.ca/home.aspx>

GCOS – Access

<https://www.canada.ca/en/employment-social-development/services/funding/gcos.html>

GCOS – Register

<https://www.canada.ca/en/employment-social-development/services/funding/gcos/register.html>

GCOS – User Guides

[Grants and Contributions Online Services: User Guides - Canada.ca](https://www.canada.ca/en/employment-social-development/services/funding/gcos/user-guides.html)

Grants, contributions, and funding processes from ESDC
<https://www.canada.ca/en/employment-social-development/services/funding/grants-contributions-process.html>

Info Source

<https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/info-source.html>

Job Bank

<https://www.jobbank.gc.ca/youth>

Job Bank – Hire persons with disabilities

[Recruit persons with disabilities - Job Bank](#)

National Occupational Classification Code - Search

<https://noc.esdc.gc.ca/>

National Occupational Classification Code – Frequently Asked Questions

<https://noc.esdc.gc.ca/Home/FrequAskedQuestions>

Occupational Health and Safety Webpage

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/occupational-health-safety/whmis-quick-facts-personal-protective-equipment-health-canada-2008.html>

Online Fillable Application

<https://srv217.services.gc.ca/ihst4/Intro.aspx?cid=e7d4ea95-e956-4121-8754-03166ae47520&lc=eng>

Personal Information Bank ESDC PPU 706 - Youth Employment and Skills Strategy

<https://www.canada.ca/en/employment-social-development/corporate/transparency/access-information/reports/infosource/infosource-detailed.html#s46>

Privacy Act

<https://laws-lois.justice.gc.ca/eng/acts/p-21/page-1.html>

Privacy Commissioner of Canada

<https://www.priv.gc.ca/en/>

Service Canada – Contact

<https://www.canada.ca/en/employment-social-development/corporate/contact/canada-summer-jobs.html>

Service Canada – Forms catalogue

<https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5396A>

Service Canada – Offices

<http://www.servicecanada.gc.ca/tbsc-fsco/sc-hme.jsp?lang=eng>

Support to official-language minority communities

<https://www.canada.ca/en/treasury-board-secretariat/services/values-ethics/official-languages/public-services/support-official-language-minority-communities.html>

Workplace Safety Webpage

<https://www.canada.ca/en/employment-social-development/services/health-safety/workplace-safety.html>

Youth Employment and Skills Strategy

<https://www.canada.ca/en/employment-social-development/programs/youth-employment-strategy.html>