

Urban/Hometown Green Team Program Guidelines



1. Program purpose and objectives

Green Team grants create summer employment opportunities for youth ages 15 to 29 years. Approved Applicants provide a variety of community development projects that improve neighbourhoods, promote community involvement and help develop young leaders. The employment period is between May 1 and September 30.

Priorities for the 2021 summer season are focused on community based organizations and municipal governments that can offer full-time employment opportunities for youth and on projects that support COVID-19 response and recovery efforts.

2. Summer Jobs

For employers: Student Jobs MB is a free app that allows you to post an unlimited amount of students jobs and see a list of top applicants for your positions so save you scrolling through profiles. We encourage you to use this app to streamline your hiring. To learn more, visit: <https://www.gov.mb.ca/jec/syeo/index.html> or to create your profile go to: www.studentjobsmb.ca.

For youth: Youth interested in Green Team jobs are asked to apply through the Student Jobs MB app. This free app matches you to jobs in your area or around Manitoba with the click of a button. To learn more, visit: <https://www.gov.mb.ca/jec/syeo/index.html> or to create your profile go to: www.studentjobsmb.ca.

3. Eligible Applicants

- non-profit organizations in Winnipeg and rural Manitoba
- municipal governments in rural Manitoba

Applicants must also be able to comply with the following requirements:

- Ensure compliance with all Public Health Orders related to the ongoing COVID-19 pandemic, which can be found at <https://www.gov.mb.ca/covid19/index.html>.
- Follow all criteria as set out on all Green Team Program forms, documents and guidelines.
- Comply with all federal and provincial laws and regulations governing employers and applicable to a given project, including but not limited to all applicable labour and employment standards.
- Provide project management and daily supervision of Green Team employees.
- If the Green Team employee may have contact with youth under the age of eighteen (18), and/or vulnerable persons, obtain:
 - (a) a criminal record check, including a vulnerable sector search, which does not reveal a criminal conviction that prohibits or disqualifies that individual from working or volunteering with vulnerable persons or youth; and
 - (b) a child abuse registry check, which confirms that the individual does not appear on that Registry; and/or
 - (c) an adult abuse registry check, which confirms that the individual does not appear on that Registry (as applicable based on age of persons they may have contact with); and discontinue the employee's contact with youth and/or vulnerable persons if the results from the checks raise any apprehension regarding their safety which may include re-deployment of the employee to a different position.

While waiting for the results of a criminal record or an abuse registry check, the Applicant must ensure that the Green Team employees are supervised at all times by another individual with satisfactory up-to-date searches.

For more information on child or adult abuse registry checks, visit www.gov.mb.ca/fs/abuseregistries.html or for criminal record checks, contact your local police department or local RCMP detachment.

- Have Workers' Compensation coverage for all approved Green Team employees. Applicants can open a Workers Compensation account once they are notified on the status of their funding request and can apply for that coverage to only include Green Team employees. For more information, visit: www.wcb.mb.ca.
- Pay all approved Green Team employees Manitoba's current minimum wage, plus a 4% vacation allowance. For the most current minimum wage rate or for any questions regarding your obligations as an employer, visit www.gov.mb.ca/labour/standards/index.html.
- Document all hours worked by each employee on a daily basis.
- Issue cheque stubs showing hours worked, gross/vacation pay, deductions and net pay.
- Issue a T4 slip to each Green Team employee.
- Remit all applicable payroll deductions to Canada Revenue Agency. For more information, visit www.canada.ca/en/revenue-agency.html.
- Return phone calls and send in requested information to Program staff in a timely fashion.
- Ensure that all work done on private, residential and municipal properties has the required permission from all affected parties (waiver forms).
- Report any changes to a project description or Applicant's contact information to Program staff (changes may affect approved grant funding).
- Permit identification of the Applicant by name in publicity related to the Program.
- Provide information to assist in reviewing the effectiveness of the Program.
- Provide the Program with funding recognition on any promotional or advertising materials.

4. Eligible Employees

- Youth aged 15 to 29 years, resident in Manitoba and legally entitled to work in Canada.
- Must a valid Social Insurance Number. For information on how to obtain one, visit www.canada.ca/en/employment-social-development/services/sin.html.
- Youth aged 15 years must have a certificate of completion for the Young Worker Readiness Certificate course which they can take on-line at: www.gov.mb.ca/labour/standards/doc.young-workers.factsheet.html.

Approved Applicants cannot hire:

- Immediate relatives (spouses, children or siblings) of a board member, director or executive member of the Applicant or of any person who is involved in the hiring process or responsible for the supervision of the youth hired through the Program.
- Individuals who were employed by the approved Applicant on a full-time basis for a period of three or more months just prior to the Green Team employment period.
- Individuals with a financial interest in the Applicant.
- Self-employed individuals, independent contractors, sub-contractors or commissioned salespersons.
- A Green Team employee if it will result in the lay-off, reduction of hours or dismissal of one or more existing employees or replace employees who have previously been laid-off or dismissed.
- Individuals who are partially or fully funded for wages by other provincial or federal government employment programs at the same time as the Green Team Program employment period.

Approved Applicants are responsible for ensuring individuals meet the eligibility requirements and must submit an Employee Profile form for each Green Team employee they hire within

one week of hiring. If Manitoba determines that an individual does not meet employee eligibility criteria, the approved Applicant will not be reimbursed in accordance with Section 10 (Terms and Conditions).

5. Workplace Safety and Health

All approved Applicants agree to:

- Comply with *The Workplace Safety and Health Act* and applicable regulations.
- Provide general and job specific workplace safety and health training for participants. Resources are available at www.safemanitoba.com.
- Train managers and supervisors on how to train participants. Keep in mind that supervisors must be competent to provide safety and health training for workers.
- Spend ample time explaining the job, providing training and supervising young and new worker participants.
- Identify all hazards and provide specific training on how to perform each task safely before asking participants to do a job.
- Before allowing them to work, make sure participants demonstrate what they have learned and correct any unsafe practices immediately.
- Explain the Applicant's safety rules, emergency procedures, and any restricted work areas, tools or equipment.
- Keep a record of all safety training provided, including evaluations to demonstrate that participants know how to follow the safe work procedures for specific tasks assigned.
- Explain the importance of prompt reporting of unsafe conditions and concerns. Make sure participants know it is a priority for the Applicant and tell them how and to whom they must report a hazard or safety concern.
- Encourage participants to ask questions and ask for help if they are unsure about a task.
- Introduce and provide contact information for members of the Applicant's workplace safety and health committee or representative.

6. What we fund

All projects that offer youth employment opportunities will be considered for grant funding, except:

- Projects to be carried out on land federally designated as an Indian Reserve.
- Projects proposing any type of advocacy or solicitation of funds.
- Projects that include lifeguarding, swimming instruction or pool maintenance duties.

7. How much we fund

- Applicants may request up to \$150,000 to cover wage and support costs.
- Support costs are to help cover expenses such as: CPP/EI remittances; criminal record and child abuse registry checks; personal protective equipment; project materials; and Workers' Compensation coverage. Receipts and other supporting documentation are required to claim for support costs.
- **Non-profit organizations will be reimbursed the following:**
Manitoba minimum wage (visit www.gov.mb.ca/labour/standards/index.html for the most current minimum wage rate), plus 4% vacation allowance and up to \$250 in support costs for each approved Green Team employee up to the total grant approved.
- **Municipal governments will be reimbursed the following:**
Half of the Manitoba minimum wage rate plus 4% vacation allowance and up to \$125 in support costs for each approved Green Team employee on a 50/50 cost-shared basis up to the total grant approved.

- Reimbursement will not be provided for any hours worked outside the Program operating dates (May 1 to September 30) unless a request to extend the project period was approved or for any overtime hours worked (over eight hours per day and over 40 hours per week).

8. How to apply

The program's February 15, 2021 intake is now closed and is no longer accepting applications.

9. How decisions are made

Applications from eligible Applicants are considered as resources allow. Funding is not guaranteed even if an Applicant was approved for a Green Team grant in a previous year.

Priorities for the 2021 summer season are focused on community based organizations and municipal governments that can offer full-time employment opportunities for youth and on projects that support COVID-19 response and recovery efforts.

Officials responsible for the Program have the authority to assess each application on its individual merits and will exercise their discretion in determining the amount (if any) of grant funding approved for each project.

10. Terms and conditions

- If in the opinion of Program staff responsible for the administration of the Green Team Program, an approved Applicant or authorized representative(s) has misrepresented the information provided in the application or other Program documents, used part or all of the funding for purposes other than authorized on the approved application, or fails to comply with the terms and conditions of the Program as described, Program staff may cancel any funding provided and take the appropriate steps to require the approved Applicant or its authorized official(s) to repay in whole or part any funds provided. Failure by Program staff to take action for non-compliance or for a breach of any or all terms and conditions shall not be construed as a general waiver or relinquishment of this right in future.
- Program staff may conduct scheduled and non-scheduled site visits throughout the duration of the Program to ensure criteria are being followed.
- Manitoba Workplace Safety and Health staff may make unannounced visits to project sites to ensure workplace safety and health procedures are in place and to enforce Workplace Safety and Health regulations.

11. Payment process

- Approved non-profit organizations will be provided with an advance payment of 65% of the total grant approved once an Employee Profile form has been approved by the Department. The remaining up to 35% of approved grant funding will be reimbursed at the conclusion of the project following the submission of a Claim for Reimbursement form.
- Approved municipal governments will be reimbursed at the conclusion of the project following the submission of a Claim for Reimbursement form.
- If actual eligible wage costs and support costs paid by the approved Applicant total less than the total grant funding amount approved, grant payments will be reduced accordingly.

12. Reporting on outcomes and results

The Claim for Reimbursement form and supporting documentation are due on or before November 1, 2021.

NOTE: Approved Applicants that have not fully utilized their grant by September 30 are eligible to request a project extension to December 31, 2021.

13. Contact Us

Department of Municipal Relations
Community Planning and Development Division
Community Development Branch
6-800 Portage Ave.
Winnipeg MB R3G 0N4
Ph: 204-945-0901 or 1-800-282-8069
Fax: 204-948-4042
greenteam@gov.mb.ca