



- (c) “non-WE volunteer service opportunity” means a volunteer service opportunity generated by a Not-for-Profit and posted to the IWTH Platform as part of the Supplementary CSSG Program;
- (d) “Not-for-Profit partner” means a Not-for-Profit that has entered into an agreement with WE to offer volunteer service opportunities as part of the Core Program;
- (e) “student” means an individual that meets the “Eligibility of Students” or the “Eligibility of Students Receiving Other Income Benefits” criteria under the “CSSG Eligible Criteria” set out below;
- (f) “Supplementary CSSG Program” has the meaning set out below and applies to the Supplementary Cohort;
- (g) “volunteer service opportunity” means an individual volunteer position under the Core Program or the Supplementary CSSG Program that meets the “Eligibility Criteria for Volunteer Service Opportunities” set out below;
- (h) “WE Platform” means a white label online platform to be managed by WE to administer volunteer service opportunities as part of the Core Program;
- (i) “WE service opportunities” means volunteer service opportunities offered as part of the Core Program.

The project will consist of:

- 1) Core Program (0-40,000 volunteer service opportunities):
 - Up to 40,000 volunteer service opportunities (including Cohort 1 and, if not aborted, Cohort 2) made available for students by WE directly and by Not-for-Profit partners, of which a minimum of 10,000 volunteer service opportunities will be provided by WE to the extent that sufficient volunteer service opportunities cannot be offered through Not-for-Profit partners;
 - On-boarding, training, coaching of up to 40,000 student volunteers across Canada;
 - Posting eligible volunteer opportunities in bilingual format to the IWTH platform.
 - The disbursement of the CSSG cash award to up to 40,000 eligible students who have submitted validated volunteer service hours.
- 2) Supplementary CSSG Program (up to 60,000 student participants):
 - Facilitating the posting of additional non-WE volunteer service opportunities for students generated by not-for-profits who proactively reach out and would like to be part of the program on the ‘I Want to Help’ platform or through Canada. WE will not be responsible for recruiting such volunteer service opportunities, but will be responsible for ensuring such proposed volunteer service opportunities meet the eligibility criteria and are in bilingual format before they are posted;
 - Providing registration and enrollment support for non-core student participants to access the CSSG



- Collecting information from students to confirm eligibility for the CSSG cash award (via student card and additional verification if required), and collecting and storing payment information for eligible students.
- The disbursement of the CSSG cash award to students who have submitted validated volunteer service hours.

The specific objectives of the project are to:

- Place up to 40,000 students in WE volunteer service opportunities across Canada, including those from vulnerable or underrepresented groups and official language minority communities (OLMC), through the 'I Want to Help' platform;
- Facilitate the posting of additional non-WE volunteer service opportunities for students on the IWTH Platform, including registration and enrollment support for the non-core students to access the grant, generated by Not-for-Profits who proactively reach out and would like to be part of the program beyond Cohort 1 and, if applicable, Cohort 2;
- Disburse the CSSG cash award to up to 100,000 project participants (including from Cohort 1, Cohort 2 and the Supplementary Cohort) who have submitted validated volunteer service hours;
- Increase skills development for students; and
- Increase the civic engagement and contributions of students in their communities in response to COVID-19.

ACTIVITIES

Ongoing from May to September 2020

- Validate and post volunteer service opportunities in bilingual format from Not-for-Profits partners and other Not-for-Profits through web-based input module and electronic feed to ESDC's 'I Want to Help' platform;
- Promote the program and the CSSG, including through digital and social channels;
- Register and match students from Cohort 1 and, if applicable, Cohort 2 to WE volunteer service opportunities;
- Register all students interested in applying for the CSSG cash award;
- Provide bilingual supports to Not-for-Profit partners to ensure they have the capacity to train and safely onboard volunteers to WE service opportunities;
- Provide bilingual supports, youth skills training, and COVID-19 training to volunteers in WE service opportunities;
- Monitor program roll-out between WE and Not-for-Profit partners;
- Monitor WE service opportunities to ensure they continue to meet criteria;
- Provide bi-weekly reports to ESDC on all students registered in service opportunities and all students who register for the CSSG, with the following indicators as available:
 - estimated volunteer service hours completed;
 - first three digits of the student's postal code;
 - number of students per birth year;
 - number of students who identify as first language English or French;
 - number of students who identify as male, female, or other;
 - number of students who identify as LGBTQ2+;
 - number of students who identify as a visible minority or racialized;



- number of students who identify as having a disability;
 - number of students who identify as Indigenous, and whether they identify as: registered, on-reserve, off-reserve, non-status, Métis, and/or Inuit;
 - number of students who are newcomers to Canada (person who has left another country to settle in Canada within the last 5 years); and
 - number of students by their highest level of education completed, i.e. elementary, secondary, or post-secondary (college or CEGEP or university).
- NB: WE is only accountable to seek broad and diverse participation (as measured by the above indicators of success) in respect of Cohort 1 and Cohort 2 and is not accountable for the composition of the Supplementary Cohort for which WE will not engage in active recruitment.
- Collect information on all students to confirm eligibility (via student card and additional verification if required); and
 - Collect and store payment information for students and disburse one-time CSSG cash awards, as per the directives below, to all project participants based on their validated service hours.

May 2020

- Map out administrative needs, capturing of financial data and payment processes for the management and disbursement of the CSSG;
- Develop overall expenses tracking process; and
- Develop website, online registration and backend learning system for Project Participants.

June 2020

- Engage and sign agreements with a minimum of 50 Not-for-Profits, ensuring a diversity of partners across Canada that include those serving youth from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas;
- Collaborate with Not-for-Profit partners to develop the basis for WE volunteer service opportunities for students, ensuring up to 10,000 service opportunities through WE charitable entities and up to another 10,000 service opportunities through Not-for-Profit partners;
- Develop a bilingual training program and resources for youth skills development;
- Develop processes and tools to implement and distribute the CSSG cash award to all project participants, including processes to validate service hours
- Establish a bilingual support centre to provide information on program and CSSG eligibility to all project participants;
- Develop and provide bilingual supports to volunteers in WE opportunities to ensure inclusivity for a diversity of students, including alternative participation methods for those without technology;
- Launch a bilingual online WE Platform to register and intake volunteers for WE opportunities;
- Promote the launch of the program and the CSSG through an integrated bilingual marketing campaign across WE's owned channels and paid media;
- Engage up to 15,000 total volunteers by July 7 (up to 10,000 with WE directly and a minimum of 5,000 with Not-for-profit partners);
- Post sufficient volunteer service opportunities on the IWTH Platform to facilitate minimum participation within two weeks of the signature of this agreement; and
- Organize official public announcement and launch of the Project.

July to August 2020

- Host a virtual national launch event for all project participants and Not-for-profit partners to promote and amplify the program and its anticipated social impact through the profiling of



- select volunteer service opportunities and special guests and speakers;
- Launch and test a bilingual CSSG registration portal for project participants to apply for the cash award;
- Enhance promotional efforts and storytelling of impacts achieved by Cohort 1;
- Continue outreach and engagement of students, particularly those from vulnerable populations;
- Launch Cohort 2, if not aborted, and develop up to an additional 20,000 WE volunteer service opportunities; and
- Engage up to 25,000 total volunteers by August 8 (up to 10,000 with WE directly and a minimum of 15,000 with Not-for-profit partners);

September to November 2020

- Support the wind down of WE volunteer service opportunities;
- Support the wind down of volunteer service placements and final activities by project participants;
- Host optional regional virtual summer-end celebrations (Western Canada, the Prairies, Ontario, and Quebec and Atlantic Canada) for Not-for-Profit partners and volunteers in WE service opportunities to celebrate their collective social impact, which will profile selected volunteers and include special guests and speakers;
- Follow up with NFP partners for feedback, results, outcomes and lessons learned;
- Ensure any relevant accreditation is provided to all project participants for their validated volunteer service hours;
- Obtain, prepare and provide letters of reference for project participants as requested;
- Complete the disbursement of CSSG cash awards to Project Participants based on their validated completed volunteer service hours within the service standard of 60 days after payment is received from Canada for awards, subject to delays necessary to process or validate incomplete and problematic applications; and
- Process remaining payments for Not-for-Profit partners.
- Budget management, tracking and reconciliation.

December 2020 to April 2021

- Complete project wrap-up activities, including but not limited to follow-ups with Not-for-profit partners, any dissemination of project results, final data collection, and final financial information, etc.;
- Provide additional reporting and support to Not-for-profit partners to ensure their most up-to-date information is on the IWTH Opportunities Uploader;
- Final engagement with Not-for-profit partners and debrief of project activities and deliverables;
- Follow up with volunteers in WE service opportunities, with optional ongoing basic mentorship focused on areas of skill development and training;
- Optional low-touch ongoing support to volunteers in WE service opportunities on volunteer engagement and training;
- Storytelling and amplification of the impact of completed volunteer service opportunities;
- Issue tax receipts to all Project Participants who received the CSSG cash award;
- Direct in-bound Not-for-profit partner leads to the IWTH Platform;
- Conduct simple end of year survey with Not-for-Profit partners and a select sample of Project Participants;
- Reconcile expenses, close books and prepare for end of Project financial reporting;
- Ongoing website maintenance and handling of in-bound questions from Project Participants and Not-for-profit partners.



- Prepare report on lessons learned and suggestions and deliver to ESDC;
- Compile social media and PR assets compendium and deliver to ESDC; and
- Deliver final report to ESDC.

Disbursement of the CSSG Cash Award

- Applicants from the Core Program and the Supplementary CSSG Program must register on the WE created platform by the deadline of August 8, 2020 in order to be eligible to receive the cash award.
- Cash awards will be paid in a lump sum amount based on the number of validated volunteer service hours that an applicant has completed between the launch of the program and September 8, 2020.
- Applicants may only apply for and receive the cash award once.
- The amounts for five levels of awards are as follows:
 - o 100 hours for \$1,000.
 - o 200 hours for \$2,000.
 - o 300 hours for \$3,000.
 - o 400 hours for \$4,000.
 - o 500 hours for \$5,000.
- Applicants must reach the minimum number of hours for each threshold, e.g. an applicant who submits 270 hours is only eligible to receive the \$2,000 level award.
- Cash awards will be disbursed within 60 days of receipt of payment from Canada, unless demand is reported to exceed 100,000 applicants, and subject to delays necessary to process or validate incomplete and problematic applications.

EXPECTED RESULTS

Outputs

- Up to 40,000 students engaged across Canada, including those from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas;
- Up to 40,000 eligible WE volunteer service opportunities across Canada are posted on the 'I Want to Help' platform for students, including those from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas ;
- A broad range of NFPs across Canada have provided eligible volunteer service opportunities on the 'I Want to Help' platform, including those serving youth from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas;
- CSSG cash awards are disbursed to up to 100,000 project participants within 60 days of receipt of payment from Canada, subject to delays necessary to process or validate incomplete and problematic applications, to recognize their validated volunteer hours towards the COVID-19 response and provide financial support towards post-secondary studies;
- A bilingual online platform to register and intake project participants;
- A bilingual online platform to register and intake CSSG applicants;
- Bilingual resources, including onboarding and training materials, for NFP partners and volunteers in WE service opportunities;
- A bilingual support centre to provide information on program and CSSG eligibility to all project participants;
- Bi-weekly reports with the agreed-upon indicators; and
- A final report, including audited financial statement as required by section 14.2 of the Agreement.

Outcomes



- be a minimum of two hours a week for four weeks and run within the period from the official date of program launch until September 18th, 2020;
- adhere to public health regulations; and
- provide a meaningful experience for student volunteers.

3. Canada Service Corps Participants :

- Those in a CSC placement or using a CSC micro-grant to lead a service project can count their volunteer hours towards the CSSG cash award.

4. Ineligible Opportunities:

- Those used for lobbying, advocacy or that provide financial benefits to an organization or its members; and
- Those used as a way to replace a position where a person was previously paid, or, where a person would reasonably expect to be paid.

5. Ineligible Organizations:

- For-profit organizations are not eligible to post opportunities on the 'I Want to Help' platform.

| SIGNATURES | | |
|--------------------|--------------------|-----------------|
| _____ RECIPIENT | _____ RECIPIENT | _____ CANADA |
| _____ DATE | _____ DATE | _____ DATE |



Students from diverse backgrounds and regions across Canada:

- successfully contribute to the community response to COVID-19;
- are recognized for their voluntary service to the COVID-19 response;
- receive financial support towards their post-secondary studies;
- gain valuable experience and skills development that will benefit their transition into the labour market; and
- increase their civic engagement and contributions in their communities.

CSSG ELIGIBILITY CRITERIA

Eligibility of Students

1. To be considered an eligible student, a person must:
 - be enrolled and attending post-secondary education (PSE) during the spring/summer 2020 and/or September 2020; or
 - have graduated from PSE no earlier than December 2019; and
 - be a Canadian citizen, permanent resident, registered Indian, or have refugee status.
2. Domicile:
 - International students are not eligible.
 - Canadian students who study abroad but are currently residing in Canada, and do their volunteer hours in Canada, are eligible.
3. No age restrictions:
 - All students, regardless of age, who meet the eligibility criteria will receive the grant.
4. Post-secondary education includes:
 - part-time or full-time study over a period of at least twelve weeks which must be in pursuit of a degree, diploma or certificate at an accredited institution. Accredited institutions are universities, colleges and Indigenous learning institutions accredited by the province or territory in which they are located.

Eligibility of Students Receiving Other Income Benefits

1. The following students are eligible:
 - those receiving the Canada Emergency Student Benefit;
 - those who are employed; and
 - those receiving a stipend under the Canada Service Corps (CSC) micro-grant stream.
2. The following students are ineligible:
 - Students who are receiving, or who have received at any time, the Canada Emergency Response Benefit (CERB), are not eligible to receive the CSSG. Students will be required to attest that they have at no time been in receipt of the CERB.

Eligibility Criteria for Volunteer Service Opportunities

1. Eligible Organizations:
 - An eligible volunteer service opportunity must be with a not-for-profit organization, which includes non-profits and registered charities.
2. Eligible opportunities must:
 - take place in Canada;
 - be in support of Canada's response to COVID-19;

[REDACTED]

From: [REDACTED]
Sent: June-02-20 6:22 PM
To: [REDACTED]
Subject: RE: in advance of our call: an outline of our recommendations

Okay.

[REDACTED]

From: [REDACTED]@hrsdcc-rhdcc.gc.ca>
Sent: June 2, 2020 6:20 PM
To: [REDACTED]
Subject: RE: in advance of our call: an outline of our recommendations

I personally think it would be less risky to advance the funds (facing a possible overpayment) based on an estimate then to wait for the last minute to send the payment and risking missing the deadline of Sept 30. Should they have an overpayment (which we will only know based on their final report) they will send it back to us.

From: [REDACTED]@servicecanada.gc.ca>
Sent: June 2, 2020 6:16 PM
To: [REDACTED]
Subject: RE: in advance of our call: an outline of our recommendations

Sorry, should have said I don't think/believe that it will greatly increase it.

[REDACTED]

From: [REDACTED]
Sent: June 2, 2020 6:09 PM
To: [REDACTED]
Subject: FW: in advance of our call: an outline of our recommendations

See below.

They want to push the date to the 15th for the end of placements with the view there could be some overpayment.

What is the risk of having a significant overpayment. Will have to advise [REDACTED]

[REDACTED]

From: [REDACTED]@hrsdcc-rhdcc.gc.ca>
Sent: June 2, 2020 6:06 PM
To: [REDACTED]@hrsdcc-rhdcc.gc.ca>
Cc: [REDACTED]@hrsdcc-rhdcc.gc.ca>
Subject: Re: in advance of our call: an outline of our recommendations

My two cents is yes. Given that they are now managing all student registrations (which was confirmed over the weekend) and the mechanism to track hours, I think they will have an accurate number of students after Aug 22. Yes, it will take a bit to finalize the hours, I do think they will have enough data points to provide a solid (not perfect) estimate. It will be about managing risk. [REDACTED] may disagree but I think we may be able to manage the risk.

On Jun 2, 2020, at 5:25 PM, [REDACTED]@hrsdc-rhdcc.gc.ca> wrote:

Thanks

He raises a key issue that affects the number of days they need. See highlight below What level of review do we require? Given they will do formal review and validation before paying the grants, are we asking for too much in terms of the initial estimate?. Could we indicate we are comfortable with numbers submitted and reconciliation after?

From: [REDACTED]@hrsdc-rhdcc.gc.ca>
Sent: June 2, 2020 5:03 PM
To: [REDACTED]@hrsdc-rhdcc.gc.ca>
Subject: FW: in advance of our call: an outline of our recommendations

From: Marc Kielburger <marc@we.org>
Sent: May 31, 2020 4:36 PM
To: [REDACTED]@hrsdc-rhdcc.gc.ca>
Cc: Dalal Al-Waheidi <dalal@we.org>; [REDACTED]@hrsdc-rhdcc.gc.ca>
Subject: RE: in advance of our call: an outline of our recommendations

Hi [REDACTED]

I hope you're having a wonderful end to your weekend. Thank you again for the chance to connect earlier today, we're grateful to have the chance to clarify a few pieces and continues to move this forward.

To address your questions on September 11th vs. 15th, please allow me to provide a bit of context.

Beginning with the end in mind our objective is to: *give you the most specific and correct information on total funds we anticipate needing to give to the students.*

We are asking for the 8 days to conduct a more rigorous review, prior to confirming a financial number. We will, of course, do a more formal reconciliation and vetting process once we are delivering the funds to students. However we would like the opportunity to ensure that we are giving you the most accurate number possible, which would require this amount of time.

The initial process (8 business days) process we envision would be:

- Intake for all the 60,000+ applications
- Initial Screen to establish the specifics amounts to per students and the total over all amount
- Ascertain basic eligibility
- Basic screening to ensure all information is correct
- Basic screening for fraud
- Basic screening for any types of variances and incorrect information (i.e. Missing student card, number of their SIN card etc.)

Although this is quite a standard vetting process, we would plan to have literally dozens of people working every single day (including the weekend) with 10-12 hr. days to do what we've outlined above for each individual application. This would be assuming that we're working amongst 60,000 plus applications.

There are some variables that would allow us to move at a quick pace:

- Number of applications we receive
- Applications done correctly with all ancillary information included (we anticipate 10-20% of applications will be missing something where we need to ask the participated for additional information, based on our past experiences)

The only caveat for consideration, is that if you feel this initial review is not necessary, and we just give you the number submitted from the participants, we are happy to turn it around in a timely manner and keep the date as is (the 15th of Sept as you initially suggested). We could then reconcile any overages on the back end in the Oct/ Nov during disbursement process.

We are flexible to proceed in the way you feel best, we simply wanted to articulate our recommendation to ensure you have the best quality of information.

Thank you again and look forward to being in touch.

Sending best wishes,

Marc

From: [REDACTED]@hrsdc-rhdcc.gc.ca
Sent: May 31, 2020 1:56 PM
To: Marc Kielburger <marc@we.org>
Cc: Dalal Al-Waheidi <dalal@we.org>; [REDACTED]@hrsdc-rhdcc.gc.ca
Subject: RE: in advance of our call: an outline of our recommendations

Hi Marc,

Is there anyway for you to compress the time between Sept 11 and 23? That is 8 business days. I will be asked, so I am asking you if you would be able explain what is require from your end to occur over the 8 business days.

Thanks,

[REDACTED]

From: Marc Kielburger <marc@we.org>
Sent: May 31, 2020 1:51 PM
To: [REDACTED]@hrsdc-rhdcc.gc.ca
Cc: Dalal Al-Waheidi <dalal@we.org>; [REDACTED]@hrsdc-rhdcc.gc.ca
Subject: RE: in advance of our call: an outline of our recommendations

Hi [REDACTED]

We would need to say Sept 11th please to make this work based on the 23rd deadline.

Is this ok?

Sept 11th as opposed to the 15th.

Best, Marc

From: [REDACTED]@hrsdc-rhdcc.gc.ca
Sent: May 31, 2020 1:43 PM
To: Marc Kielburger <marc@we.org>
Cc: Dalal Al-Waheidi <dalal@we.org>; [REDACTED]@hrsdc-rhdcc.gc.ca
Subject: RE: in advance of our call: an outline of our recommendations

Hi Marc,

Thanks for the call today. I have one follow-up question related to item 2. We are trying our best to compress the timelines at the back end of the process. We would need information from WE Charities no later than September 23 to be able to provide you with the last installment of funds by Sept 30. How much time do you need from the date of the students providing their grants applications to you (currently Sept 15) to providing ESDC with final numbers? I am trying to see if I can push out item 3 and 4 further (as per below). Thanks for your help.

1. Final opportunities posted on I Want to Help Platform
 - Allows one-month to accrue the minimum hours required (25/wk) towards a Grant

2. Final Day for students to register with WE Charities or ESDC
 - Indicate what opportunity(s) they are participating in

3. Final Day for Eligible Activities

4. Final day for submission of student claims

From: Marc Kielburger <marc@we.org>
Sent: May 31, 2020 7:28 AM
To: [REDACTED] [REDACTED] [REDACTED]@hrsdc-rhdcc.gc.ca>
Cc: Dalal Al-Waheidi <dalal@we.org>
Subject: in advance of our call: an outline of our recommendations

Hi [REDACTED],

I hope all is well and you're having a wonderful weekend.

Ahead of our call this afternoon we wanted to provide some additional context behind some important recommended modifications to the program (as reflected in the contract) that we feel are necessary to the success of the program. Neither are new topics, however, we seek to outline our concerns along with some easy solutions in advance to best use our time together.

1. We would like to address the timing and frequency of the **fund disbursements**.

As you know based on the current contract there is currently **one disbursement of funds scheduled at the end of the summer**. We would like to strongly recommend we revert to the previously contract language of having multiple disbursements over the course of summer.

A few considerations:

- **At this time with one end of summer disbursement planned, it will take us 60-90 days to process and get in the hands of the students** from the time we receive the funds. This is based on the related vetting and verifications steps which have been requested by ESDC. This issue/ time line is especially concerning for the non-core students (up to 60,000 files which we need to process).
 - This would mean that if we receive the disbursement of these funds at the end of the program then we would only be able to get money in the hands of students in November/December.
 - In keeping in line with Canada's commitment to get funds into the hands of Canadians in a timely manner we would like to ask that we **receive the funds in ongoing batches over the summer**, so we can pay the students in batches once they are done their volunteer placements. This will allow them to use the funds come the early/ mid fall in supporting their schools tuition, books, which is a core purpose of the program.
 - **We would recommend that we revert to the process of multiple disbursements over the course of the summer. Otherwise we feel there are considerable risks to program delivery.**
2. The second modification we would like to recommend is **extending the last day for students to participate until the end of September or changing the amount of hours the students need to achieve in order to hit the relevant funding levels**.

At this time the contract has noted that the program will be ending September 8th. We are concerned that it will be difficult for students to reach the higher levels of funding (400 or 500 hours resulting in a \$4000 or \$5000 grant) without working an excess of what we would consider a reasonable or standard work week. We have done the math and concerned for the reasons outlined on our call. I know you and the team looking into the flexibility around this date but if I may offer two possible solutions:

- One option would be to **elongate the program to September 18th**.
- And/or alternatively, the program can **increase the value of hours worked, so students can achieve funding in fewer hours** (and do not need to complete 500 hours of work to receive the highest benefit).
- There are several options available to address this issue.

Once again, thank you for the opportunity to engage on this project and look forward to doing our best to support Canadian students during this time.

[REDACTED]

From: [REDACTED]
Sent: June-02-20 6:36 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: in advance of our call: an outline of our recommendations

Hi [REDACTED]

We would adjust the agreement to reflect the September 15th date and make the other adjustments asked by legal. No deal breakers but we did add some language around the force majeure on the advice on our legal team. We would like to take the evening and have the opportunity to brief [REDACTED] and would send this to WE Charity in the morning after [REDACTED] has had a chance to call and highlighting the two changes along with some minor edits.

The memo also has to be slightly adjusted to reference clause 19 (repayment requirements) based on our conversation with Legal Services.

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: June 2, 2020 6:25 PM
To: [REDACTED]
Subject: RE: in advance of our call: an outline of our recommendations

Checked in with folks on my side and it should be doable.

We can adjust the agreement and will brief [REDACTED] as it is her S.34.

[REDACTED]

[REDACTED]

From: [REDACTED] <[REDACTED]@hrsdc-rhdcc.gc.ca>
Sent: June 2, 2020 6:06 PM
To: [REDACTED] <[REDACTED]@hrsdc-rhdcc.gc.ca>
Cc: [REDACTED] <[REDACTED]@hrsdc-rhdcc.gc.ca>
Subject: Re: in advance of our call: an outline of our recommendations

My two cents is yes. Given that they are now managing all student registrations (which was confirmed over the weekend) and the mechanism to track hours, I think they will have an accurate number of students after Aug 22. Yes, it will take a bit to finalize the hours, I do think they will have enough data points to provide a solid (not perfect) estimate. It will be about managing risk. [REDACTED] may disagree but I think we may be able to manage the risk.

Sent from my iPhone

On Jun 2, 2020, at 5:25 PM, [REDACTED] <[REDACTED]@hrsdc-rhdcc.gc.ca> wrote:

Thanks

He raises a key issue that affects the number of days they need. See highlight below What level of review do we require? Given they will do formal review and validation before paying the grants, are we asking for too much in terms of the initial estimate?. Could we indicate we are comfortable with numbers submitted and reconciliation after?

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- Applications done correctly with all ancillary information included (we anticipate 10-20% of applications will be missing something where we need to ask the participated for additional information, based on our past experiences)

The only caveat for consideration, is that if you feel this initial review is not necessary, and we just give you the number submitted from the participants, we are happy to turn it around in a timely manner and keep the date as is (the 15th of Sept as you initially suggested). We could then reconcile any overages on the back end in the Oct/ Nov during disbursement process.

We are flexible to proceed in the way you feel best, we simply wanted to articulate our recommendation to ensure you have the best quality of information.

Thank you again and look forward to being in touch.

Sending best wishes,

Marc

From: [REDACTED]@hrsdc-rhdcc.gc.ca
Sent: May 31, 2020 1:56 PM
To: Marc Kielburger <marc@we.org>
Cc: Dalal Al-Waheidi <dalal@we.org>; [REDACTED]@hrsdc-rhdcc.gc.ca
Subject: RE: in advance of our call: an outline of our recommendations

Hi Marc,

Is there anyway for you to compress the time between Sept 11 and 23? That is 8 business days. I will be asked, so I am asking you if you would be able explain what is require from your end to occur over the 8 business days.

Thanks,

[REDACTED]

From: Marc Kielburger <marc@we.org>
Sent: May 31, 2020 1:51 PM
To: [REDACTED]@hrsdc-rhdcc.gc.ca
Cc: Dalal Al-Waheidi <dalal@we.org>; [REDACTED]@hrsdc-rhdcc.gc.ca
Subject: RE: in advance of our call: an outline of our recommendations

Hi [REDACTED]

We would need to say Sept 11th please to make this work based on the 23rd deadline.

Is this ok?

Sept 11th as opposed to the 15th.

Best, Marc

From: [REDACTED]@hrsdc-rhdcc.gc.ca
Sent: May 31, 2020 1:43 PM
To: Marc Kielburger <marc@we.org>
Cc: Dalal Al-Waheidi <dalal@we.org>; [REDACTED]@hrsdc-rhdcc.gc.ca
Subject: RE: in advance of our call: an outline of our recommendations

Hi Marc,

Thanks for the call today. I have one follow-up question related to item 2. We are trying our best to compress the timelines at the back end of the process. We would need information from WE Charities no later than September 23 to be able to provide you with the last installment of funds by Sept 30. How much time do you need from the date of the students providing their grants applications to you (currently Sept 15) to providing ESDC with final numbers? I am trying to see if I can push out item 3 and 4 further (as per below). Thanks for your help.

| |
|--|
| 1. Final opportunities posted on I Want to Help Platform <ul style="list-style-type: none">Allows one-month to accrue the minimum hours required (25/wk) towards a Grant |
| 2. Final Day for students to register with WE Charities or ESDC <ul style="list-style-type: none">Indicate what opportunity(s) they are participating in |
| 3. Final Day for Eligible Activities |
| 4. Final day for submission of student claims |

From: Marc Kielburger <marc@we.org>
Sent: May 31, 2020 7:28 AM
To: [REDACTED]@hrsdc-rhdcc.gc.ca

Cc: Dalal Al-Waheidi <dalal@we.org>

Subject: in advance of our call: an outline of our recommendations

Hi [REDACTED]

I hope all is well and you're having a wonderful weekend.

Ahead of our call this afternoon we wanted to provide some additional context behind some important recommended modifications to the program (as reflected in the contract) that we feel are necessary to the success of the program. Neither are new topics, however, we seek to outline our concerns along with some easy solutions in advance to best use our time together.

1. We would like to address the timing and frequency of the **fund disbursements**.

As you know based on the current contract there is currently **one disbursement of funds scheduled at the end of the summer**. We would like to strongly recommend we revert to the previously contract language of having multiple disbursements over the course of summer.

A few considerations:

- **At this time with one end of summer disbursement planned, it will take us 60-90 days to process and get in the hands of the students** from the time we receive the funds. This is based on the related vetting and verifications steps which have been requested by ESDC. This issue/ time line is especially concerning for the non-core students (up to 60,000 files which we need to process).
 - This would mean that if we receive the disbursement of these funds at the end of the program then we would only be able to get money in the hands of students in November/December.
 - In keeping in line with Canada's commitment to get funds into the hands of Canadians in a timely manner we would like to ask that we **receive the funds in ongoing batches over the summer**, so we can pay the students in batches once they are done their volunteer placements. This will allow them to use the funds come the early/ mid fall in supporting their schools tuition, books, which is a core purpose of the program.
 - **We would recommend that we revert to the process of multiple disbursements over the course of the summer. Otherwise we feel there are considerable risks to program delivery.**
2. The second modification we would like to recommend is **extending the last day for students to participate until the end of September or changing the amount of hours the students need to achieve in order to hit the relevant funding levels**.

At this time the contract has noted that the program will be ending September 8th. We are concerned that it will be difficult for students to reach the higher levels of funding (400 or 500 hours resulting in a \$4000 or \$5000 grant) without working an excess of what we would consider a reasonable or standard work week. We have done the math and concerned for the reasons outlined on our call. I know you and the team looking into the flexibility around this date but if I may offer two possible solutions:

- One option would be to **elongate the program to September 18th**.
- And/or alternatively, the program can **increase the value of hours worked, so students can achieve funding in fewer hours** (and do not need to complete 500 hours of work to receive the highest benefit).
- There are several options available to address this issue.

Once again, thank you for the opportunity to engage on this project and look forward to doing our best to support Canadian students during this time.

As mentioned we would strongly recommend we do make these changes to ensure program success and achieve the outcomes you are looking for, but we understand if you are unable to make these modifications.

Thank you again for your time in reading this note and look forward to touching base shortly.

Sending best wishes,

Marc

Marc Kielburger
Co-founder

WE makes doing good, doable

[REDACTED]

From: Valentine, Andrew <avalentine@millerthomson.com>
Sent: June 3, 2020 7:38 PM
To: [REDACTED]
Cc: marc@we.org; dalal@we.org; [REDACTED]
Subject: Re: **[**EXT**]** Telephone Conversation

Hi [REDACTED]

Thanks very much for the update. We look forward to hearing from you tomorrow.

Best regards,
Andrew

ANDREW VALENTINE
Partner

Miller Thomson LLP
Scotia Plaza
40 King Street West, Suite 5800
P.O. Box 1011
Toronto, Ontario M5H 3S1
Direct Line: +1 416.595.2980
Fax: +1 416.595.8695
Email: avalentine@millerthomson.com
millerthomson.com

Connect with us on [LinkedIn](#)
View my [web page](#)



Please consider the environment before printing this email.

[Our COVID-19 preparedness and support commitment](#)

On Jun 3, 2020, at 7:12 PM, '[REDACTED]' <[REDACTED]@hrsdcc-rhdcc.gc.ca> wrote:

Hi Andrew –

With regards to our telephone conversation earlier today, I will respond tomorrow.

Kind regards,

[REDACTED]

[REDACTED]

[EXTERNAL EMAIL / COURRIEL EXTERNE]

Please report any suspicious attachments, links, or requests for sensitive information.

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[REDACTED]

From: [REDACTED]
Sent: June 24, 2020 6:27 AM
To: Dalal Al-Waheidi
Cc: [REDACTED]
Subject: [NC]; Marc Kielburger; avalentine@millerthomson.com
Re: Contribution Agreement - Canada Student Service Grant

Good evening,

Thank you for turning around the signature of the agreement so promptly.

We will start the necessary work to process the payment.

As you mention below, look forward to working together.

[REDACTED]
Sent from my iPhone

On Jun 23, 2020, at 8:02 PM, Dalal Al-Waheidi <dalal@we.org> wrote:

Hello [REDACTED]

I hope this note finds you well.

Thank you kindly for sending the final version of the contribution agreement, and please see attached signed agreement from our side.

We sincerely appreciate everyone's support, time and guidance in the process. We are very excited about the CSSG, and we look forward to engaging many thousands of students in volunteer opportunities this summer.

All my best,
Dalal

Dalal Al-Waheidi | Executive Director | WE Charity
t: [1.416.925.5894](tel:14169255894) | m: [1.647.534.2907](tel:16475342907) | WE.org

From: [REDACTED] [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 23, 2020 5:48 PM

To: Dalal Al-Waheidi <dalal@we.org>; Marc Kielburger <marc@we.org>;
avalentine@millerthomson.com

Cc: [REDACTED]

Subject: Contribution Agreement - Canada Student Service Grant

Dalal, Marc, and Andrew,

Please find attached the contribution agreement for your signature. Two small changes have been made to the agreement since you last saw it:

- In section 14, we caught an error in the text where it referred to the wrong section of the agreement. The language has been updated to reflect reference back to Section 10 (Reporting) rather than Section 9 (Data Collection)

14.1 The Recipient shall provide Canada with a final report as specified in Schedule A that summarizes the project scope and includes Eligible Expenditures, description of the results achieved, an explanation of any discrepancies between the results and the planned or expected results and also contains such other information as Canada may specify in writing to the Recipient as well as a summary of the reports provided under section 10. The Recipient shall provide Canada with the final report no later than ninety (90) days following the Project Period in a form and fashion acceptable by Canada.

- Under schedule A, the eligibility of youth has been updated to reflect “up to the age of 30”. We can nuance this further when we meet to amend the agreement to extend the duration.

Following your signature and return of the agreement, the initial payments outlined in Section 4.3 will be processed.

Please let me know if you have any questions, and following the signature of the agreement and launch of the program, I will organize a meeting to work through the amendment required to account for the extended duration of the initiative.

Kind regards,

[Redacted]

[Redacted signature block]

<CSSG Agreement_FinalDraft_2020.06.22 - FINAL - Clean.docx>

[REDACTED]

From: [REDACTED]
Sent: June 25, 2020 9:49 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: MinQ speaking notes - youth announcement
Attachments: CSJ 2020 - Additional Funding - New QsAs. v2docx - Clean.docx; CSJ 2020 - Additional Funding - New QsAs. v2docx - Tracked.docx

Hi – Resending the clean version without the comments on the side.

[REDACTED]

From: [REDACTED]
Sent: June 25, 2020 9:24 AM
To: [REDACTED]@hrsdcc-rhdcc.gc.ca>
Cc: [REDACTED]
Subject: RE: MinQ speaking notes - youth announcement

Hi [REDACTED] –

Please find the revised qs and as. Please advise if you are comfortable with the changes.

[REDACTED]

From: [REDACTED]
Sent: June 24, 2020 9:26 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: MinQ speaking notes - youth announcement

Response to Q3 is bureaucratic. Recommend that you simply indicate that it will be used to create 10,000 more quality jobs for youth across Canada.

Please add a Q on how youth can apply for these jobs, noting that all CSJ funded jobs are posted on Job Bank, connecting youth looking for jobs with CSJ funded employers.

Please add a Q and A regarding the number of jobs created to date in essential service positions. Examples would be good - ie. Food Bank, etc.

Finally, please add a q re timeframe to create jobs, noting that we worked with employers (at their pace) to confirm their ability to create the job and allowed them to pivot their activities. As a result, we have a lower withdrawal rate than in previous years.

Thanks!

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: "[REDACTED]@hrsdc-rhdcc.gc.ca>

Date: 2020-06-24 9:11 PM (GMT-05:00)

To: "[REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: "[REDACTED] cameron.

Subject: FW: MinQ speaking notes - youth announcement

Hi [REDACTED]

Just got a call from [REDACTED] on tomorrow's announcement.

MINO will be using the qs and as from the launch but had asked for a few qs and as on how money would flow should the Minister get any questions on this.

I have proposed the following three questions. Given the compressed timelines, sharing with you and my team at the same time.

I'm not sure if we need Q1 but included it. I also added in the results to date should she wish to make a plug.

[REDACTED] tend to start early so they can make any adjustments first thing in the morning that you would like. We would then send to PASRB ([REDACTED]). He is looking for them relatively early tomorrow morning as the PM speaks at 11 and then the Minister will be at the "presser" at 12 noon.

[REDACTED] – please do a quick fact check. Could we check the EEDs in the morning? I imagine that it is close to 10K – would be nice if we could say approximately 10K jobs had been filled.

[REDACTED]

Q1) How many applications did the Department receive for Canada Summer Jobs 2020?

The Department received approximately 37,000 applications to support the creation of over 147,000 jobs representing approximately \$897M in funding. The Canada Summer Jobs is funded to create 70,000 jobs.

Q2) How many CSJ2020 jobs have been approved?

To date, more than 70,000 jobs have been approved with approximately 9,000 already filled. Over 60,000 jobs are currently posted on Job Bank.

Q3) How will the additional \$61.7M for CSJ2020 be invested?

The Department has screened and assessed employers' applications submitted earlier in the year to determine whether they meet the program's eligibility and if they could provide a youth a quality work experience. The Department has not been able to provide wage subsidies for all of these jobs with the current funding for CSJ2020. The additional \$61.7M will be used to support jobs from this inventory to create more quality work placements for youth.

[REDACTED]

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 24, 2020 5:58 PM

To: [REDACTED]

Subject: MinQ speaking notes - youth announcement

Importance: High

Colleagues – pls see attached – we prepared some remarks for Min Qualtrough for the presser tomorrow at noon to highlight our portion of the announcement. Pls let me know if you spot any red flags.

+++++

[REDACTED]

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 24, 2020 4:29 PM

To: [REDACTED]

Subject: Re: draft PM release & BG

Just saw email about 15 min from my place. Will take a crack at it

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: "[REDACTED]@hrsdc-rhdcc.gc.ca>

Date: 2020-06-24 3:53 PM (GMT-05:00)

To: [REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]

Subject: Re: draft PM release & BG

Also looping in [REDACTED] who may be able to help.

Envoyé de mon iPhone

Le 24 juin 2020 à 15:49, [REDACTED]@hrsdc-rhdcc.gc.ca> a écrit :

Shoot that's right – [REDACTED] Think nothing of it – looping in [REDACTED] – can you help?

[REDACTED] – all we need are a few supplementary Qs pertaining directly to tomorrow's announcement. As [REDACTED] points out, we already have QAs that we will repurpose otherwise.

+++++

[REDACTED]

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 24, 2020 3:38 PM

To: [REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]@hrsdc-rhdcc.gc.ca>

Subject: Re: draft PM release & BG

[REDACTED] where my computer is. Any chance you could:

- re-use QsAs from the last announcement?
- connect with [REDACTED] on CSJ

If not, I will work on this when I get home tonight.

Envoyé de mon iPhone

Le 24 juin 2020 à 15:03, [REDACTED]@hrsdc-rhdcc.gc.ca> a écrit :

[REDACTED] – I think we need something on CSJ as well...sorry

+++++

[REDACTED]

From: [REDACTED]

Sent: June 24, 2020 2:38 PM

To: [REDACTED]

Subject: FW: draft PM release & BG

Importance: High

[REDACTED] – possible to send me some Qs and As on SWP and YESS respectively for the Minister’s use tomorrow?

Note specifically... “Updated MLQAs on the YESS program and SWPP would be great too since there are no details in the backgrounder on how that money will flow. We usually get questions regarding the Quebec funding specifically.”

+++++

[REDACTED]

From: Michnowski, Ashley A [NC] <ashley.michnowski@hrsdc-rhdcc.gc.ca>

Sent: June 24, 2020 2:29 PM

To: [REDACTED]; Keenan, Danielle (PCH) <danielle.keenan@canada.ca>; Fernandes, Dilys (PCH) <dilys.fernandes@canada.ca>; McCargar, Marilla (PCH) <marilla.mccargar@canada.ca>; Hossack, Marielle MH [NC] <marielle.hossack@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]
[REDACTED] MIN Liaison
ministérielle / Ministerial Liaison MIN (EDSC/ESDC)

Subject: RE: draft PM release & BG

Thanks [REDACTED]

All good on my end.

As discussed, we will just need a speaking points for the press conference tomorrow, under 300 words.

Updated MLQAs on the YESS program and SWPP would be great too since there are no details in the backgrounder on how that money will flow.

We usually get questions regarding the Quebec funding specifically.

Thanks,
Ashley.

From: [REDACTED]@hrsdc-rhdcc.gc.ca
Sent: June 24, 2020 12:47 PM
To: Keenan, Danielle (PCH) <danielle.keenan@canada.ca>; Fernandes, Dilys (PCH) <dilys.fernandes@canada.ca>; McCargar, Marilla (PCH) <marilla.mccargar@canada.ca>; Michnowski, Ashley A [NC] <ashley.michnowski@hrsdc-rhdcc.gc.ca>; Hossack, Marielle MH [NC] <marielle.hossack@hrsdc-rhdcc.gc.ca>
Cc: [REDACTED] MIN Liaison ministérielle / Ministerial Liaison MIN (EDSC/ESDC) [REDACTED]; Abdillahi, Hibo [PCH-PCH] <hibo.abdillahi@canada.ca>; G [REDACTED]
Subject: draft PM release & BG

Dani, Ashley,
Attached are our revisions to the PM release and BG on the CSSG/youth announcement tomorrow.
Reasonable to assume that there will be subsequent drafts...but this covers our substantive input thus far.
I will continue to keep you in the loop.
Sharing this back with PCO shortly as well.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Q1. How many applications did the Department receive for Canada Summer Jobs 2020?

The Department received approximately 37,000 applications to support the creation of over 147,000 jobs representing approximately \$897M in funding.

Q2. How many jobs have been approved for Canada Summer Jobs 2020?

To date, more than 70,000 jobs have been approved with approximately 9,000 already filled. Over 60,000 jobs are currently posted on Job Bank.

Q3. How many jobs have been approved that support the delivery of essential services?

To date, the program has created over 3,600 jobs that support the delivery of essential services in their communities. These jobs are available from a wide variety of employers, including food banks, farms, pharmacies and other health care service providers, community associations, and various not-for-profit initiatives.

These jobs are available from a wide variety of employers, including food banks, farms, pharmacies and other health care service providers, community associations, and various not-for-profit initiatives.

Q4. How will the additional \$61.7M for Canada Summer Jobs 2020 be invested?

The additional funding will be used to create an additional 10,000 quality jobs for youth, for a total of up to 80,000 jobs through Canada Summer Jobs 2020.

Q5. How will youth find the jobs?

As in previous years, all CSJ-funded positions will be posted on Canada.ca and JobBank.ca so young people can search more easily for job opportunities near them. Job Bank will be the primary source for information on the availability of positions funded through the program.

Q6. When will these jobs be available?

Service Canada is working closely with employers to confirm their ability to participate in the program, as well as implementing temporary flexibilities offered to them in the context of COVID-19 (e.g., part-time employment during the academic year, amendment to job activities, etc.). Jobs are being posted as employers confirm, at their own pace, their capacity to participate. Due to COVID-19, the process is evolving at different rates throughout the country.

As a result of working with employers prior to entering into agreements, the program has a lower withdrawal rate than in previous years.

[REDACTED]

From: [REDACTED]
Sent: June 25, 2020 10:25 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: MinQ speaking notes - youth announcement

Hi – I responded to quickly.

Per BBM – are you looking to replace the entire answer with the line you proposed or along with the answer that we had provided. And as well, I'm not sure if we can commit to the next two weeks without confirmation from [REDACTED] that we can access the funding.

Do you prefer Option 1 or Option 2?

Option 1

Q6. When will these jobs be available?

These additional jobs will be created in the coming ~~two~~ weeks.

Option 2

Q6. When will these jobs be available?

These additional jobs will be created in the coming ~~two~~ weeks.

Service Canada is working closely with employers to confirm their ability to participate in the program, as well as implementing temporary flexibilities offered to them in the context of COVID-19 (e.g., part-time employment during the academic year, amendment to job activities, etc.). Jobs are being posted as employers confirm, at their own pace, their capacity to participate. Due to COVID-19, the process is evolving at different rates throughout the country.

As a result of working with employers prior to entering into agreements, the program has a lower withdrawal rate than in previous years.

[REDACTED]

From: [REDACTED]@hrsdcc.gc.ca>
Sent: June 25, 2020 10:16 AM
To: [REDACTED]@hrsdcc.gc.ca>
Cc: [REDACTED]
Subject: RE: MinQ speaking notes - youth announcement

For this q, we need to more definitive and clear. Proposed response below.

Q6. When will these jobs be available?

These additional jobs will be created in the coming two weeks.

[REDACTED]

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 25, 2020 9:49 AM

To: [REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]

Subject: RE: MinQ speaking notes - youth announcement

Hi – Resending the clean version without the comments on the side.

[REDACTED]

From: [REDACTED]

Sent: June 25, 2020 9:24 AM

To: [REDACTED]>

Cc: [REDACTED]

Subject: RE: MinQ speaking notes - youth announcement

Hi [REDACTED] –

Please find the revised qs and as. Please advise if you are comfortable with the changes.

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 24, 2020 9:26 PM

To: [REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]

Subject: RE: MinQ speaking notes - youth announcement

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Thanks!

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Date: 2020-06-24 9:11 PM (GMT-05:00)

To: [REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]

Subject: FW: MinQ speaking notes - youth announcement

Hi S [REDACTED] -

Just got a call from [REDACTED] on tomorrow's announcement.

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[REDACTED] tend to start early so they can make any adjustments first thing in the morning that you would like. We would then send to PASRB (Jonathan). He is looking for them relatively early tomorrow morning as the PM speaks at 11 and then the Minister will be at the "presser" at 12 noon.

[REDACTED] – please do a quick fact check. Could we check the EEDs in the morning? I imagine that it is close to 10K – would be nice if we could say approximately 10K jobs had been filled.

[REDACTED]

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[REDACTED]

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 24, 2020 5:58 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: MinQ speaking notes - youth announcement

Importance: High

Colleagues – pls see attached – we prepared some remarks for Min Qualtrough for the presser tomorrow at noon to highlight our portion of the announcement. Pls let me know if you spot any red flags.

+++++

[REDACTED]

From: [REDACTED]@hrsdcc-rhdcc.gc.ca>

Sent: June 24, 2020 4:29 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: Re: draft PM release & BG

Just saw email about 15 min from my place. Will take a crack at it

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: [REDACTED]@hrsdcc-rhdcc.gc.ca>

Date: 2020-06-24 3:53 PM (GMT-05:00)

To: [REDACTED]@hrsdcc-rhdcc.gc.ca>

Cc: [REDACTED]

Subject: Re: draft PM release & BG

Also looping in [REDACTED] who may be able to help.

Envoyé de mon iPhone

Le 24 juin 2020 à 15:49, [REDACTED]@hrsdcc-rhdcc.gc.ca> a écrit :

Shoot that's right – [REDACTED] Think nothing of it – looping in [REDACTED] [REDACTED] – can you help?

[REDACTED] – all we need are a few supplementary Qs pertaining directly to tomorrow's announcement. As [REDACTED] points out, we already have QAs that we will repurpose otherwise.

+++++

[REDACTED]

From: [REDACTED]ssedrapeau@hrsdcc-rhdcc.gc.ca>

Sent: June 24, 2020 3:38 PM

To: [REDACTED]@hrsdcc-rhdcc.gc.ca>

Cc: [REDACTED]@hrsdcc-rhdcc.gc.ca>

Subject: Re: draft PM release & BG

[redacted] where my computer is. Any chance you could:

- re-use QsAs from the last announcement?
- connect with [redacted] on CSJ

If not, I will work on this when I get home tonight.

Envoyé de mon iPhone

Le 24 juin 2020 à 15:03, [redacted] <[redacted]@hrsdc-rhdcc.gc.ca> a écrit :

[redacted] – I think we need something on CSJ as well...sorry

+++++

[redacted]

From: [redacted]
Sent: June 24, 2020 2:38 PM
To: [redacted]
Subject: FW: draft PM release & BG
Importance: High

[redacted] – possible to send me some Qs and As on SWP and YESS respectively for the Minister's use tomorrow?

Note specifically... "Updated MLQAs on the YESS program and SWPP would be great too since there are no details in the backgrounder on how that money will flow. We usually get questions regarding the Quebec funding specifically."

+++++

[redacted]

From: Michnowski, Ashley A [NC] <ashley.michnowski@hrsdc-rhdcc.gc.ca>
Sent: June 24, 2020 2:29 PM
To: [redacted] <[redacted]@hrsdc-rhdcc.gc.ca>; Keenan, Danielle (PCH) <danielle.keenan@canada.ca>; Fernandes, Dilys (PCH)

<dilys.fernandes@canada.ca>; McCargar, Marilla (PCH) <marilla.mccargar@canada.ca>;
Hossack, Marielle MH [NC] <marielle.hossack@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]
[REDACTED]
[REDACTED] MIN Liaison
ministérielle / Ministerial Liaison MIN (EDSC/ESDC) <EDSC.MIN.LIAISON-
LIAISON.MIN.ESDC@hrsdc-rhdcc.gc.ca>; Abdillahi, Hibo [PCH-PCH]
<hibo.abdillahi@canada.ca>; [REDACTED]
>

Subject: RE: draft PM release & BG

Thanks [REDACTED]

All good on my end.

As discussed, we will just need a speaking points for the press conference tomorrow,
under 300 words.

Updated MLQAs on the YESS program and SWPP would be great too since there are no
details in the backgrounder on how that money will flow.

We usually get questions regarding the Quebec funding specifically.

Thanks,
Ashley.

From: [REDACTED] [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 24, 2020 12:47 PM

To: Keenan, Danielle (PCH) <danielle.keenan@canada.ca>; Fernandes, Dilys (PCH)
<dilys.fernandes@canada.ca>; McCargar, Marilla (PCH) <marilla.mccargar@canada.ca>;
Michnowski, Ashley A [NC] <ashley.michnowski@hrsdc-rhdcc.gc.ca>; Hossack, Marielle
MH [NC] <marielle.hossack@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]
[REDACTED]
[REDACTED] MIN Liaison
ministérielle / Ministerial Liaison MIN (EDSC/ESDC) <EDSC.MIN.LIAISON-
LIAISON.MIN.ESDC@hrsdc-rhdcc.gc.ca>; Abdillahi, Hibo [PCH-PCH]
<hibo.abdillahi@canada.ca>; [REDACTED]
[REDACTED]

Subject: draft PM release & BG

Dani, Ashley,
Attached are our revisions to the PM release and BG on the CSSG/youth announcement
tomorrow.

Reasonable to assume that there will be subsequent drafts...but this covers our
substantive input thus far.

I will continue to keep you in the loop.

Sharing this back with PCO shortly as well.

[REDACTED]

+++++



[REDACTED]

From: [REDACTED]
Sent: June 25, 2020 6:30 PM
To: [REDACTED]
Subject: FW: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant

Importance: High

Do you have the payment information for the below. I'm happy to approve but need the payment information. The organization has been very patient on this agreement and as you will see the agreement actually supports activities back to May 5th so need to get the funding to them. If someone flips the attachments to me, I'm happy to approve in order to move it forward.

[REDACTED]

From: [REDACTED] [NC]
Sent: June 25, 2020 6:23 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant
Importance: High

Hi [REDACTED]

In my role of providing oversight for programs, I don't normally approve payments. The RDGs/RADMs are responsible for approving payments for the agreements that they deliver under YESS/OF/CSJ etc...

Happy to approve but there is no attachment. I would need confirmation that the payment is for the amount that is outlined in the agreement (i.e. \$30M).

[REDACTED]

From: [REDACTED]@hrsdc-rhdcc.gc.ca>
Sent: June 25, 2020 3:51 PM
To: [REDACTED]@hrsdc-rhdcc.gc.ca>

Thank you,

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 23, 2020 8:47 PM

To: [REDACTED]

Subject: Fwd: Contribution Agreement - Canada Student Service Grant

Signatures confirmed; [REDACTED] please move the requisition for payment through approvals

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: Dalal Al-Waheidi <dalal@we.org>

Date: 2020-06-23 8:02 PM (GMT-05:00)

To: [REDACTED]

Cc: [REDACTED]

[REDACTED] Marc Kielburger <marc@we.org>, avalentine@millerthomson.com

Subject: RE: Contribution Agreement - Canada Student Service Grant

Hello [REDACTED],

I hope this note finds you well.

Thank you kindly for sending the final version of the contribution agreement, and please see attached signed agreement from our side.

We sincerely appreciate everyone's support, time and guidance in the process. We are very excited about the CSSG, and we look forward to engaging many thousands of students in volunteer opportunities this summer.

All my best,
Dalal

Dalal Al-Waheidi | Executive Director | WE Charity
t: 1.416.925.5894 | m: 1.647.534.2907 | WE.org

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 23, 2020 5:48 PM

To: Dalal Al-Waheidi <dalal@we.org>; Marc Kielburger <marc@we.org>; avalentine@millerthomson.com

Cc: [REDACTED]

Subject: Contribution Agreement - Canada Student Service Grant

Dalal, Marc, and Andrew,

Please find attached the contribution agreement for your signature. Two small changes have been made to the agreement since you last saw it:

- In section 14, we caught an error in the text where it referred to the wrong section of the agreement. The language has been updated to reflect reference back to Section 10 (Reporting) rather than Section 9 (Data Collection)

14.1 The Recipient shall provide Canada with a final report as specified in Schedule A that summarizes the project scope and includes Eligible Expenditures, description of the results achieved, an explanation of any discrepancies between the results and the planned or expected results and also contains such other information as Canada may specify in writing to the Recipient as well as a summary of the reports provided under section 10. The Recipient shall provide Canada with the final report no later than ninety (90) days following the Project Period in a form and fashion acceptable by Canada.

- Under schedule A, the eligibility of youth has been updated to reflect "up to the age of 30". We can nuance this further when we meet to amend the agreement to extend the duration.

Following your signature and return of the agreement, the initial payments outlined in Section 4.3 will be processed.

Please let me know if you have any questions, and following the signature of the agreement and launch of the program, I will organize a meeting to work through the amendment required to account for the extended duration of the initiative.

Kind regards,

[Redacted]

[Redacted]

[REDACTED]

From: [REDACTED] [QC]
Sent: June 26, 2020 9:13 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant
Attachments: ESDC-FIN2865 - template.pdf; CSSG Agreement_FinalDraft_2020.06.22 - FINAL - Clean.docx
Follow Up Flag: Follow up
Flag Status: Completed

Please find the form and agreement attached.

From: [REDACTED]@servicecanada.gc.ca>
Sent: June 26, 2020 9:12 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant

Hi [REDACTED] please refer to the signed CA clauses 4.3.a and 4.3.e for payment upon signature of the agreement as negotiated with WE which total \$30M.

[REDACTED]
[REDACTED]
Service Canada
[REDACTED]
[REDACTED]
[REDACTED]

From: [REDACTED]@hrsdcc.gc.ca>
Sent: June 26, 2020 8:57 AM
To: G [REDACTED]

Cc: [REDACTED]

Subject: RE: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant
Importance: High

[REDACTED] will be approving this instead of [REDACTED] - can you confirm that the payment is for the amount that is outlined in the agreement (i.e. \$30M) and flag where DG approval is required before [REDACTED] will sign.

Thanks!

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 25, 2020 6:23 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant
Importance: High

Hi [REDACTED]

In my role of providing oversight for programs, I don't normally approve payments. The RDGs/RADMs are responsible for approving payments for the agreements that they deliver under YESS/OF/CSJ etc..

Happy to approve but there is no attachment. I would need confirmation that the payment is for the amount that is outlined in the agreement (i.e. \$30M).

[REDACTED]

[REDACTED]
[REDACTED]@hrsdc-rhdcc.gc.ca

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 25, 2020 3:51 PM

To: [REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]

Subject: FW: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant

Hi [REDACTED]

I was asked to route this today but we need your approval beforehand, can you please approve and have your DGO route to ADMO?

Thanks

From: [REDACTED]@servicecanada.gc.ca>

Sent: June 25, 2020 2:57 PM

To: [REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]

Subject: RE: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant

Hi [REDACTED],

Can we please have DG approval?

Merci,

[REDACTED]

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 25, 2020 11:52 AM

To: [REDACTED]

Cc: [REDACTED]

Subject: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant

Good morning,

Please find attached the Payment Requisition Form for your approval of the \$30M initial payment to WE Charity Foundation for the Canada Student Service Grant (CSSG). The form includes payment information and financial codes. The attached agreement is included for your reference.

CFOB will accept email approval in which Entrust Digital Signature is included. Alternatively, they will also accept Entrust Digital Signature with Adobe Reader on the Requisition for Payment form. Instructions on how to provide e-signatures can be found on iService: <http://iservice.prv/eng/finance/card/yearend/temp-measures-FAA-sctn-34.shtml>.

Thank you,

[REDACTED]

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: June 23, 2020 8:47 PM

To: [REDACTED]

14.1 The Recipient shall provide Canada with a final report as specified in Schedule A that summarizes the project scope and includes Eligible Expenditures, description of the results achieved, an explanation of any discrepancies between the results and the planned or expected results and also contains such other information as Canada may specify in writing to the Recipient as well as a summary of the reports provided under section 10. The Recipient shall provide Canada with the final report no later than ninety (90) days following the Project Period in a form and fashion acceptable by Canada.

- Under schedule A, the eligibility of youth has been updated to reflect "up to the age of 30". We can nuance this further when we meet to amend the agreement to extend the duration.

Following your signature and return of the agreement, the initial payments outlined in Section 4.3 will be processed.

Please let me know if you have any questions, and following the signature of the agreement and launch of the program, I will organize a meeting to work through the amendment required to account for the extended duration of the initiative.

Kind regards,

[Redacted]

[Redacted]

[REDACTED]

From: [REDACTED]
Sent: June 26, 2020 9:52 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant
Attachments: ESDC-FIN2865 - template.pdf; CSSG Agreement_FinalDraft_2020.06.22 - FINAL - Clean.docx

Approved.

For [REDACTED] approval and information.

The \$30M is broken up as follows:

- a. \$19.5M is for the design, implementation and delivery of the Cohort 1 (WE-Charity managed placements). This includes \$5M in funding for NFP partners.
- b. \$10.5M for the design implementation and delivery for the Supplementary Cohort including the disbursement of the cash awards to eligible participants outside of Cohort 1 and 2 (WE Charity managed placements).

The payments are referenced in 4.3a and 4.3.e and the descriptions of the activities that will be covered are found in 4.1(b) and 4.1(d). Note I haven't cut and pasted 4.1(b) and 4.1(d) given the length of the clauses but the agreement is attached.

[REDACTED]

- 4.3 Canada will pay the funding to the Recipient in the following series of payments:
- a. one payment of \$ 19,500,000 (nineteen million five hundred thousand dollars) upon the signature of this Agreement for expenditures under section 4.1(b);
 - b. unless either Party has given written notice before July 1, 2020 that it will not proceed with the activities described in Schedule A in respect of Cohort 2, one payment of \$13,530,000 (thirteen million five hundred and thirty thousand dollars) on July 2, 2020, for expenditures under section 4.1(c);
 - c. if either Party has given notice prior to July 1, 2020 that it will not proceed with the activities described in Schedule A in respect of Cohort 2, one payment shall be made to reimburse the Recipient for all Eligible Expenditures related to Cohort 2 incurred up to the date of such notice, which amount shall be paid within ten (10) days of a delivery by the Recipient of a report setting out all Eligible Expenditures incurred in respect of Cohort 2 up to the date of notice;

- d. one or more payments, with the last payment request to be submitted by the Recipient no later than September 23rd, 2020, to support awards to eligible Project Participants, up to an aggregate maximum of \$500,000,000 (five hundred million dollars), with each payment to be paid to the Recipient in the amount requested by the Recipient within five (5) business days of the submission by the Recipient and acceptance by Canada of a request for payment, which shall include the requested payment amount as well as the anticipated number of awards to be covered by the payment along with the values of such awards. Total payments under this section 4.3(d) shall not exceed the maximum combined total amount identified in sections 4.1(a)(i), 4.1(a)(iii), and, if neither Party has given notice that it will not proceed with Cohort 2, section 4.1(a)(ii); and
- e. For the administration of the Supplementary Cohort one payment of \$10,500,000 (ten million five hundred thousand dollars) upon the signature of this Agreement for expenditures under section 4.1(d)

[REDACTED]

From: [REDACTED]@hrsdc-rhdcc.gc.ca

Sent: June 26, 2020 8:57 AM

To: [REDACTED]
[REDACTED]

Cc: [REDACTED]
[REDACTED]

Subject: RE: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant
Importance: High

[REDACTED] will be approving this instead of [REDACTED] - can you confirm that the payment is for the amount that is outlined in the agreement (i.e. \$30M) and flag where DG approval is required before [REDACTED] will sign.

Thanks!

From: [REDACTED]@hrsdc-rhdcc.gc.ca

Sent: June 25, 2020 6:23 PM

To: [REDACTED]

Cc: [REDACTED]
[REDACTED]

Subject: RE: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant
Importance: High

Hi [REDACTED]

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[REDACTED]

[REDACTED]

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Sent: June 25, 2020 3:51 PM

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Cc: [REDACTED]

Subject: FW: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant

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Thank you,

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Sent: June 23, 2020 8:47 PM

To: [REDACTED]
rhdcc.gc.ca

Subject: Fwd: Contribution Agreement - Canada Student Service Grant

Signatures confirmed; [REDACTED] please move the requisition for payment through approvals

Sent from my Bell Samsung device over Canada's largest network.

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Date: 2020-06-23 8:02 PM (GMT-05:00)

To: [REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]
[REDACTED] Marc Kielburger <marc@we.org>, avalentine@millერთhompson.com

Subject: RE: Contribution Agreement - Canada Student Service Grant

Hello [REDACTED]

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We sincerely appreciate everyone's support, time and guidance in the process. We are very excited about the CSSG, and we look forward to engaging many thousands of students in volunteer opportunities this summer.

All my best,
Dalal

Dalal Al-Waheidi | Executive Director | WE Charity
t: [1.416.925.5894](tel:14169255894) | m: [1.647.534.2907](tel:16475342907) | WE.org

From: [REDACTED] <[REDACTED]@hrsdc-rhdcc.gc.ca>
Sent: June 23, 2020 5:48 PM
To: Dalal Al-Waheidi <dalal@we.org>; Marc Kielburger <marc@we.org>; avalentine@millerthomson.com
Cc: [REDACTED]
Subject: Contribution Agreement - Canada Student Service Grant

Dalal, Marc, and Andrew,

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14.1 The Recipient shall provide Canada with a final report as specified in Schedule A that summarizes the project scope and includes Eligible Expenditures, description of the results achieved, an explanation of any discrepancies between the results and the planned or expected results and also contains such other information as Canada may specify in writing to the Recipient as well as a summary of the reports provided under section 10. The Recipient shall provide Canada with the final report no later than ninety (90) days following the Project Period in a form and fashion acceptable by Canada.

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Kind regards,

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: April 21, 2020 4:33 PM
To: Michnowski, Ashley A [NC]; Kang, Nicholas NG [NC]
Cc: [REDACTED]
Subject: RE: Q&A for Student Package
Attachments: 04 17 - Qs As for YESS, SWP, Indspire, SSLP.docx

[REDACTED] has the full package. But here is what we did on the Gs and Cs part

From: Michnowski, Ashley A [NC] <ashley.michnowski@hrsdc-rhdcc.gc.ca>
Sent: April 21, 2020 4:17 PM
To: Kang, Nicholas NG [NC] <nicholas.kang@hrsdc-rhdcc.gc.ca>; [REDACTED]
Cc: [REDACTED]
Subject: RE: Q&A for Student Package

Adding [REDACTED]. Who I'm sure has reached out already on this too 😊

From: Kang, Nicholas NG [NC] <nicholas.kang@hrsdc-rhdcc.gc.ca>
Sent: April 21, 2020 4:16 PM
To: [REDACTED] >
Cc: [REDACTED]; Michnowski, Ashley A [NC] <ashley.michnowski@hrsdc-rhdcc.gc.ca>
Subject: Q&A for Student Package

H [REDACTED]

I believe program is working on a Q&A on the package for tomorrow. Can we see a working draft? Happy to provide update on decisions likely coming if it's helpful to get ready for tomorrow.

Thanks,
Nick

Additional Supports for Youth and Students
Questions and Answers

Youth Employment and Skills Strategy

1. What changes are being introduced under the Youth Employment and Skills Strategy (YESS) program in response to COVID-19?

Additional one-year investments in the YESS program will increase employment opportunities and supports for youth across the country who are impacted by the pandemic by:

- Funding employers and not-for-profit organizations to create jobs for youth in critical services and high demand sectors;
- Funding additional training opportunities for youth to increase job readiness and employability; and,
- Providing additional supports, such as mentorship, access to computers, access to mental health supports, to ensure all youth, including those who face barriers, can benefit from these new employment opportunities.

2. How many jobs for youth will be created in emergency sectors through these additional investments?

With these investments, the Government will support at least 8,000 youth fill jobs in critical sectors.

3. What youth will benefit? Will these changes support youth facing barriers?

YESS programming is available to all youth aged 15 to 30.

Additional supports, such as mentorship, access to computers, access to mental health supports, are aimed at ensuring youth facing barriers to the labour market, can benefit from these new opportunities.

These enhancements to YESS complement other measures introduced to support youth and students impacted by the Covid-19 crisis, including the enhancements to Canada Summer Jobs Program, and the new Canada Student Emergency Grant.

4. Which critical sectors will these additional job placements help? What type of jobs are being created?

These youth jobs will begin quickly to support critical sectors including, but not restricted, to: agriculture and agri-food; biosciences and research; transport; environment; and, community service.

These critical service jobs will protect the health and safety of youth. Examples of jobs created include: telephone and online health and social support services, research and administrative roles, supporting roles for services to vulnerable populations, etc.

Background - What is the Youth Employment and Skills Strategy?

- The Youth Employment and Skills Strategy (YESS) is a horizontal Government of Canada initiative led by Employment and Social Development Canada (ESDC) and delivered in collaboration with 10 federal departments and agencies.
- Through the YESS, the Government of Canada provides supports for training and employment for youth (aged 15 to 30), and especially those who are facing barriers to employment. Supports include wage subsidies for employers who hire youth, as well as other skills development and pre-employment activities for youth. This helps them gain the skills, abilities and work experience they need to get a strong start in their careers.
- The strategy was modernized in 2019 to provide flexible services tailored to each individual, broaden eligibility, and enhance supports for those who need the most help.

Student Work Placement Program

1. What changes are being made to the Student Work Placement Program in response to COVID-19?

- A one-year investment of \$50M will create an additional 3,000 student placements in the health-care sector and 2,000 placements in other critical sectors in 2020-21.
- In addition, temporary program flexibilities are introduced to mitigate the impacts of the Covid-19 on student hiring and increase the offer of student work-placements to post-secondary students:
 - 1) Increasing the wage subsidy to 75% of the cost of wages (up to a maximum of \$7,500 per placement) across all placements. This is an increase from the current 50% of the cost of wages, and 70% of the cost of wages for placements that hire under-represented youth.
 - 2) Waving the criteria requiring employers to offer more placements than they did in previous years, in order to receive Student Work Placement Program funding.
- These flexibilities will be available to employers from all sectors participating in the program.
- The Government recognizes the importance of helping employers access the program supports for every student placement created or offered.

2. How will these changes help post-secondary students secure work placements?

- Post-secondary students who are eligible for the program will benefit from increased opportunities through these new measures.
- Many businesses have been cancelling or reducing their plans for the creation of student work placements due to increased financial uncertainty.
- Program flexibilities and additional investments for employers will support the creation of work placements for post-secondary students, who as a result, will be able to earn income and gain valuable work-related skills and experience while contributing to the economy.

3. How many WIL placements will be created?

- These additional investments and program changes are expected to create an additional 40,000 placements for post-secondary students in 2020-21.

4. Which employers will benefit from these changes?

- Employers from all sectors and sizes may be eligible for the additional flexibilities introduced through the Student Work Placement program.
- Employers in critical sectors will benefit from the additional one-year investment of \$50M for the creation of new student work placements. Specifically, employers in the health care sector as well as those in critical sectors, such as agriculture, food processing, construction and retail/e-commerce sectors.

Background - What is the Student Work Placement Program?

- The Government of Canada's Student Work Placement Program supports partnerships between industry and post-secondary institutions to create quality work-integrated learning opportunities for students in all disciplines.
- The program helps to ensure post-secondary students are developing the work-ready skills required to secure meaningful employment upon graduation.
- Work-integrated learning can take many forms. For thousands of Canadian college, university and polytechnic students, formal co-op programs help to bring together academic learning and applied work experience. These work placements can also include internships, mentorship programs or applied research projects.
- The Student Work Placement Program connects students who need relevant work experience to employers in the Canadian economy looking to benefit from the talent, new ideas and hard work that young people can bring to the workplace.
- Students who participate in work placement opportunities are more likely to:
 - benefit from higher earnings, more employment, and more full-time employment;
 - be employed in fields more closely related to their studies; and
 - develop technical and employability skills (ex. strategic thinking, problem solving and teamwork) sought after by employers
- Employers who participate in the program can:

- gain access to young, qualified and innovative talent to support their business operations in this time of uncertainty.
- receive increased wage subsidies for hiring students to offset costs.
- contribute to addressing growing skills shortages by ensuring students develop the full complement of skills employers are seeking and help them become job-ready.

Indspire

1. What changes are being introduced to Indspire in response to COVID-19?

- The Government of Canada is proposing to provide \$7.66 million to Indspire to ensure that Indigenous post-secondary students are equipped to weather the economic challenges they face as a result of COVID19 and continue learning despite these added challenges of pursuing a post-secondary education.
- This funding will help current bursary recipients to help offset the cost of new technologies, internet access and other incidentals brought on by COVID-19. It will also help many unfunded students who have been working to pay for their education and are now facing income losses.
- These challenges are only further compounded for those students that are young parents and are facing additional financial burden due to the closures of day care centres. This is the reality for close to 500 students that will now, thanks to this investment, be able to receive a bursary from Indspire.

2. What is Indspire?

- Indspire is an Indigenous-led registered charitable organization that invests in the education of Indigenous Peoples for the long-term benefit of these individuals, families and communities, and Canada. It is committed to advancing the educational opportunities and outcomes of Indigenous students, in and outside of their educational pursuits. Indspire believes that within one generation, all Indigenous students can graduate.

3. The Government of Canada recently announced funding for Indspire. Why do they need additional investments at this time?

- The Government of Canada currently provides nearly \$12 million to Indspire per year, the vast majority of which goes towards Indspire's Building Brighter Futures program, providing bursaries and scholarships to Indigenous post-secondary students. However, each year, Indspire must make the difficult decisions between which students will and will not receive funding. This additional investment by the Government of Canada will ensure that every Indigenous student that applied for funding in Indspire's most recent intake will receive a bursary this year.
- For the almost 1,500 Indigenous students who had not received funding, this means an average bursary of \$2,500 to help alleviate the burden of needing to balance schoolwork, childcare, and making ends meet. One-third of these unfunded students

are parents, and many had been working to finance their education and are now unable to do so. Without this funding, many would have to delay their studies or not return to school at all.

- In addition to the increased number of bursaries, the investment will provide each funded student – more than 6,000 students – with an additional \$500 to help offset new costs brought on by COVID-19. These costs include helping students pay for new technology and internet services to adapt to the online migration of coursework.

Supports for Student Learning Program

1. What supports are being provided for at-risk learners in response to Covid-19?

- The effects of the COVID-19 pandemic have had a profound impact on children, youth, and their families, particularly as they adapt to school closures and disconnection from the social networks. These families now face challenges supporting their students in the transition to online learning. Traditionally, organizations like the Boys and Girls Club of Canada and Pathways to Education Canada have been an anchor to help families through periods of transition. However, the current environment requires them to accelerate access to digitized mentoring and tutoring supports so that no child in Canada is left further behind because of COVID-19.
- This is why Budget 2020 proposes to invest almost \$17 million to help organizations working in the after-school space to reach more than 20,000 children and youth through the delivery of online wraparound supports and increased connectivity for these young learners and their families.

2. How will these new supports for digitized services help students during this pandemic?

- Many of ESDC's partner organizations have established trusted relationships with vulnerable children and youth facing barriers to education, who need critical supports such as tutoring and mentoring. To maintain continuity of the supports and services they provide, and ensure that approximately 20,000 vulnerable children and youth do not become further marginalized as a result of COVID-19, this investment will help organizations to migrate their programming and supports online.
- In addition, given that a significant digital divide exists in terms of connectivity and access to technology, particularly for low-income and rural and remote families, this investment will help organizations ensure that youth have access to internet and adequate technologies at home. By making sure that youth do not disengage from their academics and important social outlets, this will help to prevent a negative impact on high school graduation rates, post-secondary enrolment and persistence, and employment readiness for years to come.

3. Which organizations will deliver this new funding?

Parts of this investment will leverage existing relationships with service delivery partners, such as the Boys and Girls Clubs of Canada, Pathways to Education Canada and Indspire. These organizations have already submitted proposals to ESDC

illustrating the immediate steps they could take to support the over 20,000 youth in their programming.

In addition to providing funding to these organizations, the department will also look to quickly establish new partnerships that could support additional vulnerable children and youth, including students with disabilities, and students in rural, Northern, and remote communities.

[Redacted]

From: [Redacted]
Sent: April 24, 2020 6:16 PM
To: [Redacted]
Cc: [Redacted]
Subject: FW: Connecting

We have a contract with him on the financial incentives and have received his draft report. We can provide some background in advance of your call.

From: [Redacted] <[Redacted]@hrsdc-rhdcc.gc.ca>
Sent: April 24, 2020 3:41 PM
To: [Redacted] Singh, Amitpal (FIN) <amitpal.singh@canada.ca>
Cc: [Redacted]; Kang, Nicholas NG [NC] <nicholas.kang@hrsdc-rhdcc.gc.ca>; Meredith, Tyler (FIN) <tyler.meredith@canada.ca>; [Redacted]
[Redacted] McCargar, Marilla (PCH) <marilla.mccargar@canada.ca>; 'Kippen, Jamie (PCH)' <jamie.kippen@canada.ca>
Subject: RE: Connecting

Hi [Redacted]

Great to be introduced. We are in the process of scoping out what this could include so I will be in touch soon to set up a call.

[Redacted]

[Redacted]

From: [Redacted]
Sent: April 24, 2020 3:08 PM
To: Singh, Amitpal (FIN) <amitpal.singh@canada.ca>
Cc: [Redacted]; Kang, Nicholas NG [NC] <nicholas.kang@hrsdc-rhdcc.gc.ca>; Meredith, Tyler (FIN) <tyler.meredith@canada.ca>
Subject: Re: Connecting

Hello [Redacted], and thanks Amitpal for the introduction.

[Redacted] I'd be happy to chat when you are available. I am flexible to talk including evenings and weekends. If you have time to send me more details of the issues you are thinking about I can think more about it beforehand.

Best, [REDACTED]

On Apr 24, 2020, at 2:37 PM, Singh, Amitpal (FIN) <amitpal.singh@canada.ca> wrote:

Hello [REDACTED]

As mentioned earlier today, am connecting you with [REDACTED]
[REDACTED]

I think touching base on the choice architecture the government puts in place for the national service platform will be helpful to make sure that this launches strong, with an enticing design around the grant incentive, to help provide meaningful opportunities and experiences for young people.

Hoping you can set up a call soon. [REDACTED] let's touch base early next week after your initial chat with [REDACTED] and the team working on this file.

Thanks again,
Amitpal Singh
Policy Advisor
Office of the Minister of Finance | Cabinet du ministre des Finances
(c) [1\(343\)548-1950](tel:13435481950)

[REDACTED]

From: [REDACTED]
Sent: May 6, 2020 4:55 PM
To: [REDACTED]
Subject: RE: Proposal- Options
Attachments: CSSG Eligibility Options 0505 5pm.docx
Signed By: sanden.mcnally@hrsdc-rhdcc.gc.ca

Categories: Blue Category

-----Original Message-----

From: [REDACTED]
Sent: May 6, 2020 4:04 PM
To: [REDACTED]
Subject: FW: Proposal- Options

-----Original Message-----

From: [REDACTED]@hrsdc-rhdcc.gc.ca>
Sent: May 6, 2020 3:53 PM
To: [REDACTED]
Subject: FW: Proposal- Options

Let's discuss at 4:30

-----Original Message-----

From: [REDACTED]@hrsdc-rhdcc.gc.ca>
Sent: May 6, 2020 3:51 PM
To: [REDACTED]hrsdc-rhdcc.gc.ca>
Cc: [REDACTED]@hrsdc-rhdcc.gc.ca>
Subject: RE: Proposal- Options

Yes, I am going to engage PCO, very unusual to change a doc approved by committee, maybe we can ask for an annex, but she may need to just decide on a recommendation and say it verbally

-----Original Message-----

From: [REDACTED]@hrsdc-rhdcc.gc.ca>
Sent: May 6, 2020 3:50 PM
To: [REDACTED]@hrsdc-rhdcc.gc.ca>
Cc: [REDACTED]@hrsdc-rhdcc.gc.ca>
Subject: FW: Proposal- Options

Would you like us to work through the three options in a separate document with some analysis (pros and cons)?

[REDACTED]

-----Original Message-----

From: McCargar, Marilla (PCH) <marilla.mccargar@canada.ca>

Sent: May 6, 2020 3:12 PM

To: [REDACTED]

Cc: Kippen, Jamie (PCH) <jamie.kippen@canada.ca>; Fernandes, Dilys (PCH) <dilys.fernandes@canada.ca>; Abdillahi, Hibo [PCH-PCH] <hibo.abdillahi@canada.ca>

Subject: Proposal- Options

Hi [REDACTED],

Minister Chagger has heard additional feedback from colleagues about widening the scope of eligibility for CSSG.

Since the MC is currently scheduled for discussion independent of COVID Committee, and since we anticipate many differing opinions, right now we think options for eligibility may be best so colleagues can weigh in.

Our proposed options are:

1. CESB-eligible students;
2. CESB + youth not eligible for CERB/EI; and,
3. CESB/CERB eligible students + youth.

We are confirming with Minister Chagger but wanted to give you a heads up so you have additional time with the MC.

We are happy to chat about this request if that's easiest!

Thanks,
Marilla

Canada Student Service Grant Eligibility Options

Option 1: CESB-eligible students

- Currently proposed option. Eligibility for the CSSG and CESB are identical with the exception of overseas students
- This approach aligns with other student-specific benefits
- Open to all post-secondary students regardless of age to support a re-run-to-school
- There is some concern that collection of CESB and CSSG could provide a disincentive to return to work.

Option 2: CESB + youth not eligible for CERB/EI

- This option would open access to the grant more widely to support PSE students collecting CESB but also open it to youth (generally defined as ages 15-30) who are not in receipt of CERB/EI or attending PSE school in the fall
- Allows for greater access to the Grant by a broader segment of the population
- Many of the jobs students would normally take in the summer are tourism and hospitality oriented. Students have a limited time window to replace income and earn money for school before the fall.
- Youth, on the other hand, who are not attending school, are available to take longer term employment. As the economy reopens these youth will be needed to help the recovery into the fall and winter. Giving them access to CSSG could see them turn down employment if they were close to an award threshold.
- Additionally, the CSSG is not designed, or funded, as an income replacement program.

3. CESB/CERB eligible students + youth.

- This option would open access to the grant more widely to support PSE students collecting CESB or CERB but also open it to youth (generally defined as ages 15-30) who are not in receipt of CERB/EI or attending PSE school in the fall
- Many of the jobs students would normally take in the summer are tourism and hospitality oriented. Students have a limited time window to replace income and earn money for school before the fall.
- In general, **students collecting CERB** would receive \$750 more per month than CESB recipients (excluding CESB recipients with dependents or acting as caretakers). As noted for CESB recipients this could prove as a disincentive to take any eligible work opportunities.
- Youth, on the other hand, who are not attending school, are available to take longer term employment. As the economy reopens these youth will be needed to help the recovery into the fall and winter. Giving them access to CSSG could see them turn down employment if they were close to an award threshold.
- Additionally, the CSSG is not designed, or funded, as an income replacement program.

[REDACTED]

From: [REDACTED]
Sent: June 23, 2020 9:31 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: URGENT FW: *For signature* Contribution agreement
Attachments: BN to Min DIY - CSSG 2020608 - FINAL - Clean - Signed by [REDACTED].pdf; CSSG Agreement_FinalDraft_2020.06.22 - FINAL - Clean.docx

For your records.

[REDACTED]

From: [REDACTED]@canada.ca>
Sent: Tuesday, June 23, 2020 9:29 AM
To: [REDACTED]@canada.ca>
Cc: [REDACTED]@canada.ca>
Subject: RE: URGENT FW: *For signature* Contribution agreement

[REDACTED]

Approuvé électroniquement par la SM pour [REDACTED].

Merci

[REDACTED]

**CANADA'S COVID-19
ECONOMIC RESPONSE PLAN**

Support for students and recent graduates

FUNDING AGREEMENT

BETWEEN

Her Majesty the Queen in Right of Canada as represented by the Minister of State (Diversity and Inclusion and Youth) styled as the Minister of Diversity and Inclusion and Youth (hereinafter referred to as "Canada")

AND

WE Charity Foundation of Canada

(hereinafter referred to as "the Recipient")

Hereinafter collectively referred to as "the Parties"

ARTICLES OF AGREEMENT

Whereas Canada has established the Youth Service Initiative also known as "Canada Service Corps" (hereinafter referred to as "the Program") to support projects that create, promote and facilitate access to volunteer service opportunities that are meaningful to youth, that support lasting civic engagement, and that provide youth with life and work skills;

Whereas Canada has taken strong and quick action to protect its economy, the health, safety, and jobs of all Canadian during the global COVID-19 outbreak;

Whereas Canada's COVID-19 Economic Response Plan provides targeted support for students and recent graduates;

Whereas Canada has determined that the Recipient is eligible to receive funding under Canada's COVID-19 Economic Response Plan to Support Students and Recent Graduates; and

Whereas Canada has agreed to provide funding to the Recipient towards the costs of the Project;

Now, therefore, Canada and the Recipient agree as follows:

1.0 INTERPRETATION

1.1 Unless the context requires otherwise, the expressions listed below have the following meanings for the purposes of this Agreement.

"Agreement" means this agreement, including all schedules, and all amendments or restatements as permitted.

"Cohort 1" means up to 20,000 Project Participants, and a minimum of 50 Not-for-Profits, engaged in or offering volunteer service opportunities, respectively, as outlined in Schedule A.

"Cohort 2" means up to 20,000 Project Participants, and a minimum of 50 Not-for-Profits, engaged in or offering volunteer service opportunities, respectively, above those participating as part of Cohort 1.

"Eligible Expenditures" means expenditures (including applicable taxes):

- (a) that are directly related to the carrying out of the Project under this Agreement or are Program Costs;
- (b) that meet the conditions governing eligibility under section 5.0;
- (c) that ensure value for money because the costs they relate to have been negotiated to ensure best value, prudence and probity; and,
- (d) that are incurred during the Project Period except the cost of preparing audited financial statement requested by Canada notwithstanding if it incurred outside the Project Period.



"Force Majeure" means an event, condition or circumstance (and the effects thereof) which is not within the reasonable control of the Party claiming Force Majeure and which the Party claiming Force Majeure is unable to prevent or overcome, including events in the nature of acts of God, pandemic, epidemic, quarantine, illness outbreak, fire, explosion, civil disturbance, war, riot, insurrection, military or guerrilla action, terrorist activity, economic sanction, blockade or embargo, sabotage, flooding, earthquake, drought and action or restraint by the order of any governmental authority.

"Not-for-profit" means organizations under that are established for purposes other than financial gain for their members. This category includes:

- (a) community, charitable or voluntary organizations, including faith-based organizations (for example, churches, synagogues, temples, mosques);
- (b) organizations that are tax exempt under paragraph 149(1)(l) of the *Income Tax Act*; and
- (c) non-governmental organizations.

"Project" means the project described in Schedule A.

"Program Costs" means the expenditures incurred by the Recipient or Sub-Agreement Holder in the course of its regular operations that, though indirectly related to the delivery of the Project activities under section 3.0 enable the Recipient or Sub-Agreement Holder to manage the delivery of the Project activities under section 3.0 successfully.

"Project Participant" means an eligible student as specified in Schedule A and includes all students of Cohort 1 and 2 and the Supplementary Cohort

"Project Period" means the period beginning on the Project Start Date specified in Schedule A and ending on the Project End Date specified in Schedule A.

"Sub-Agreement" means a written agreement between the Recipient and an organization under which the Recipient further distributes a portion of the funding received by the Recipient under this Agreement to the organization and delegates all or part of its responsibilities relating to the delivery of eligible activities under this Agreement to the organization.

"Sub-Agreement Holder" means an organization other than the Recipient, to whom a portion of the funding received by the Recipient under this Agreement is further distributed to enable the organization to carry out a Sub-Agreement.

"Supplementary Cohort" means up to 60,000 Project Participants engaged in volunteer service opportunities as part of the Supplementary CSSG Program (as defined in Schedule A), and who are not part of Cohort 1 or Cohort 2;

"Working Day" means Monday through Friday except statutory holidays.

2.0 EFFECTIVE DATE AND DURATION

This Agreement shall come into effect on May 5th, 2020, and shall expire at the end of the Project Period unless the Agreement is terminated on a prior date in accordance with the terms of this Agreement.

All obligations of the Parties shall expressly or by their nature survive termination or expiry of this Agreement and shall continue in full force subsequent to and notwithstanding such termination or expiry until and unless they are satisfied or by their nature expire.

3.0 PURPOSE OF THE CONTRIBUTION

The purpose of Canada's funding is to enable the Recipient to carry out the Project. The funding provided by Canada shall be used by the Recipient solely for the purpose of paying the Eligible Expenditures.

The Project's objective is to provide opportunities for Project Participants to take part in meaningful volunteer service activities and gain labour market and skills development experiences while giving back to their communities during the global COVID-19 outbreak through the implementation of Project activities as specified in Schedule A.

4.0 CANADA'S CONTRIBUTION

4.1 The total maximum amount of Canada's contribution towards the Eligible Expenditures (subject to section 4.1(d)) is up to \$ 543,530,000 (five hundred and forty-three million five hundred and thirty thousand dollars) for the Project Period, which shall be allocated as follows:

- a. **Award Funding to be disbursed directly to Eligible CSSG Students:** Up to \$500,000,000 (five hundred million dollars), to be paid as per section 4.3(d), to be distributed as awards to eligible Program Participants as follows:



- (i) Up to \$ 100,000,000 (one hundred million dollars) to provide for the award of up to \$5,000 to each Project Participant who volunteers as per the conditions specified in Schedule A for Cohort 1 and is eligible to receive an award;
 - (ii) Up to \$ 100,000,000 (one hundred million dollars) to provide for the award of up to \$5,000 to each Project Participant who volunteers as per the conditions specified in Schedule A for Cohort 2 and is eligible to receive an award; and
 - (iii) Up to \$ 300,000,000 (three hundred million dollars) to provide for the award of up to \$5,000 to each Project Participant who volunteers as per the conditions specified in Schedule A for the Supplementary Cohort and is eligible to receive an award;
- b. **Cohort 1 Program Design, Implementation and Delivery:** The following amounts, to be paid as per section 4.3(a), shall be allocated for the design, implementation and delivery of the activities described in Schedule A in respect of Cohort 1:
- (i) \$18,350,000 (eighteen million three hundred and fifty thousand dollars), which funds are intended to be allocated as follows, though the Recipient may reallocate amounts between any of subsections (A) to (C) below as the Recipient sees fit:
 - (A) \$5,000,000 (five million dollars) in funding to Not-For-Profit partners (as defined in Schedule A) for Eligible Expenditures;
 - (B) \$300,000 (three hundred thousand dollars) for Eligible Expenditures to program participants to help support accessibility to the program with focus on vulnerable populations;
 - (C) \$13,050,000 (thirteen million and fifty thousand dollars) for Eligible Expenditures which are required to set up and deliver activities in respect of Cohort 1 as specified in Schedule A, and for related Program Costs;
 - (ii) \$1,150,000 (one million one hundred fifty thousand dollars) for Eligible Expenditures to pay for the management and administration of the award for eligible youth for Cohort 1, including to verify the eligibility of Project Participants and volunteer hours, and to disburse awards to eligible Project Participants (including the issuance of tax slips or other documents).
- c. **Cohort 2 Program Design, Implementation and Delivery:** The following amounts shall be allocated for the design, implementation and delivery of the activities described in Schedule A in respect of Cohort 2:
- (i) \$12,380,000 (twelve million three hundred and eighty thousand dollars), paid as per section 4.3(b) or (c) as applicable, which funds are intended to be allocated as follows, though the Recipient may reallocate amounts between any of subsections (A) to (C) below as the Recipient sees fit:
 - (A) \$3,750,000 (three million seven hundred and fifty thousand dollars) in funding to Not-For-Profits partners (as defined in Schedule A) for Eligible Expenditures;
 - (B) \$300,000 (three hundred thousand dollars) for Eligible Expenditures to program participants to help support accessibility to the program.
 - (C) \$8,330,000 (eight million three hundred and thirty thousand dollars) for Eligible Expenditures which are required to set up and deliver activities in respect of Cohort 2 as specified in Schedule A, and for related Program Costs;
 - (ii) Up to \$1,150,000 (one million one hundred fifty thousand dollars) for Eligible Expenditures, which shall be included in the payment under section 4.3(b), if applicable, to pay for the management and administration of the award for eligible Project Participants for Cohort 2, including to verify the eligibility of Project Participants and volunteer hours, and to disburse awards to eligible Project Participants (including the issuance of tax slips or other documents).
- d. **Program Costs for Project Participants in Supplementary Cohort:** \$10,500,000 (ten million five hundred thousand dollars), paid as per section 4.3(e), shall be allocated for the activities described in Schedule A in respect of the design, implementation and delivery of the Supplementary Cohort and the disbursement of cash awards to eligible Project Participants outside of Cohort 1 and Cohort 2. For greater certainty, payments by the Recipient of this amount to one or more affiliates referred to in section 18.4 to subcontract



delivery of the activities in Schedule A associated with the Supplementary Cohort shall constitute Eligible Expenditures.

4.2 The Recipient may reallocate surplus funds without prior approval by Canada from activities specified in Schedule A between 4.1(b), (c) and (d) or to activities under 4.1 (a). The Recipient will report reallocations under section 4.2 in the final report provided for in section 12.0.

4.3 Canada will pay the funding to the Recipient in the following series of payments:

- a. one payment of \$ 19,500,000 (nineteen million five hundred thousand dollars) upon the signature of this Agreement for expenditures under section 4.1(b);
- b. unless either Party has given written notice before July 1, 2020 that it will not proceed with the activities described in Schedule A in respect of Cohort 2, one payment of \$13,530,000 (thirteen million five hundred and thirty thousand dollars) on July 2, 2020, for expenditures under section 4.1(c);
- c. if either Party has given notice prior to July 1, 2020 that it will not proceed with the activities described in Schedule A in respect of Cohort 2, one payment shall be made to reimburse the Recipient for all Eligible Expenditures related to Cohort 2 incurred up to the date of such notice, and all Eligible Expenditures related to Cohort 2 in respect of which the Recipient has, up to the date of notice, entered into binding commitments to pay to third parties, which amount shall be paid within ten (10) days of a delivery by the Recipient of a report setting out all Eligible Expenditures incurred in respect of Cohort 2 up to the date of notice;
- d. one or more payments, with the last payment request to be submitted by the Recipient no later than September 23rd, 2020, to support awards to eligible Project Participants, up to an aggregate maximum of \$500,000,000 (five hundred million dollars), with each payment to be paid to the Recipient in the amount requested by the Recipient within five (5) business days of the submission by the Recipient and acceptance by Canada of a request for payment, which shall include the requested payment amount as well as the anticipated number of awards to be covered by the payment along with the values of such awards. Total payments under this section 4.3(d) shall not exceed the maximum combined total amount identified in sections 4.1(a)(i), 4.1(a)(iii), and, if neither Party has given notice that it will not proceed with Cohort 2, section 4.1(a)(ii); and
- e. For the administration of the Supplementary Cohort one payment of \$10,500,000 (ten million five hundred thousand dollars) upon the signature of this Agreement for expenditures under section 4.1(d)

5.0 CONDITIONS GOVERNING THE ELIGIBILITY OF EXPENDITURES

5.1 To qualify as Eligible Expenditures, expenditures are subject to the following conditions:

- (a) subject to section 14.2, expenditures must be incurred during the Project Period;
- (b) expenditures must be reasonable;
- (c) the portion of the cost of any travel, meals and accommodation costs that exceeds the rates for public servants set out in the National Joint Council of Canada's Travel Directive is not eligible;
- (d) the portion of hospitality costs that exceed the rates set out in Appendix B of Canada's Treasury Board Directive on Travel, Hospitality, Conferences and Event Expenditures, is not eligible;
- (e) the portion of the cost of any goods and services purchased by the Recipient for which the Recipient may claim a tax credit (other than an input tax credit as defined by the *Excise Tax Act*) or reimbursement is not eligible;
- (f) depreciation of capital assets is not eligible;
- (g) fines and penalties are not eligible; and
- (h) the cost of alcoholic beverages is not eligible.

For greater certainty, to the extent that staff of the Recipient, WE Charity, WEllbeing Foundation, or ME to WE Foundation of Canada perform duties or activities related to the Project, the Recipient may allocate a



reasonable portion of their salary as an Eligible Expenditure and shall not be required to maintain timesheets in respect of such allocation.

6.0 INTEREST EARNED FROM ADVANCES

6.1 If the total interest earned by the Recipient on the advance payment provided by Canada, as set out in Section 4.0, is in excess of one hundred dollars (\$100), the Recipient may use the earned interest for Eligible Expenditures to advance the projects set out in this Agreement. All interest earned in excess of one hundred (\$100) remaining at the end of the Project Period will be subject to Section 19, and as such, shall be a debt due and owing to the Crown.

7.0 RECIPIENT DECLARATIONS

7.1 The Recipient declares that any person who has been lobbying on its behalf to obtain the contribution that is the subject of this Agreement was in compliance with the provisions of the *Lobbying Act (R.S.C., 1985, c. 44 (4th Supp.))*, as amended from time to time, at the time the lobbying occurred and that any such person to whom the aforementioned act applies has received, or will receive, no payment, directly or indirectly, from the Recipient that is in whole or in part contingent on obtaining this Agreement.

8.0 PROJECT RECORDS

8.1 -The Recipient shall keep proper books and records, in accordance with generally accepted accounting principles, of all expenditures, costs and revenues relating to this Agreement, including:

- (a) Agreement-related contracts and agreements;
- (b) All invoices, receipts, vouchers, electronic payment requisitions and records relating to Eligible Expenditures;
- (c) Bank records including bank statements and cancelled cheques; and,
- (d) Agreement-related activity, progress and evaluation reports and reports of agreement reviews or audits carried out for, by, or on behalf of the Recipient.

8.2 The Recipient shall retain the books and records referred to in section 8.1 for a period of six (6) years following the Project Period.

9.0 OBLIGATIONS OF THE RECIPIENT REGARDING COLLECTION AND PROTECTION OF INFORMATION

9.1 Personal information may be collected and used by the Recipient in carrying out the Project and to provide aggregate data to Canada as per section 10.0.

9.2 The Recipient is solely responsible for personal information collected as part of this Agreement and will take all security measures reasonably necessary for the protection of same against unauthorized release or disclosure, as required by law in the jurisdiction of operation.

9.3 The Recipient must notify ESDC as soon as possible in the event of a privacy breach. This notification is for information purposes and may be considered in relation to the overall management of this Agreement. The Recipient remains solely responsible for the management of the privacy breach.

9.4 . For greater certainty, any personal information about identifiable individuals that is contained in the Recipient's books and records may be excluded from disclosure or redacted as necessary to enable the Recipient to comply with its obligations under applicable law when providing Canada with copies of or access to the Recipient's books and records under this Agreement..

10.0 REPORTING

10.1 The Recipient will provide to Canada bi-weekly report on project data as outlined in Schedule A.

10.2 The Recipient will only share aggregated statistics with representatives of Canada. No personally identifiable information will be included in regular reports.

10.3 The Recipient shall ensure that Project Participants are still allowed to participate in the Project if they do not agree to share with the Recipient any of the information on which the Recipient is required to include in the aggregated project data reported to Canada under Schedule A.



11.0 FINANCIAL AND ACTIVITY MONITORING

11.1 The Recipient shall also, upon request, provide representatives of Canada with copies and extracts of all Project-related books and records referred to in section 8.0 at all reasonable times on reasonable notice for the purpose of conducting financial and activity monitoring reviews of the Project.

12.0 CANADA'S RIGHT TO AUDIT

12.1 During the Project Period and for a period of six (6) years thereafter, the Recipient shall, upon request, grant representatives of Canada access to the books and records referred to in section 8.0 for the purpose of conducting an audit to verify compliance with the terms and conditions of this Agreement and verify expenses claimed by the Recipient as Eligible Expenditures. The Recipient shall permit Canada's representative(s) to take copies and extracts from such accounts and records. The Recipient shall also provide Canada with such additional information as Canada may require with reference to such books and records.

13.0 INQUIRY BY THE AUDITOR GENERAL OF CANADA

13.1 If, during the Project Period or within a period of six years thereafter, the Auditor General of Canada, in relation to an inquiry conducted under subsection 7.1(1) of the *Auditor General Act (R.S.C., 1985, c. A-17)*, requests that the Recipient provide him or her with any records, documents or other information pertaining to the utilization of the funding provided under this Agreement, the Recipient shall provide the records, documents or other information within such period of time as may be reasonably requested in writing by the Auditor General of Canada.

14.0 FINAL REPORT

14.1 The Recipient shall provide Canada with a final report as specified in Schedule A that summarizes the project scope and includes Eligible Expenditures, description of the results achieved, an explanation of any discrepancies between the results and the planned or expected results and also contains such other information as Canada may specify in writing to the Recipient as well as a summary of the reports provided under section 10. The Recipient shall provide Canada with the final report no later than ninety (90) days following the Project Period in a form and fashion acceptable by Canada.

14.2 The Recipient will provide to Canada their audited annual financial statement covering the Project Period. Where the Recipient's annual audited financial statement does not provide sufficient project detail to satisfy Canada's auditing requirements, Canada may request that an additional, more detailed audit be undertaken, and, the cost of preparing such report shall remain an Eligible Expenditure notwithstanding that it is incurred outside the Project Period.

15.0 SUB-AGREEMENTS

15.1 The Recipient will establish its own service delivery structure to accomplish the Project's objective by delegating its responsibilities for the delivery of some of its activities under this Agreement to Sub-Agreement Holders. The Recipient may authorize Sub-Agreement Holders to further sub-delegate responsibilities that have been delegated under a Sub-Agreement. Any persons to which such responsibilities are sub-delegated shall be made subject to the same obligations, *mutatis mutandis*, as apply to Sub-Agreement Holders.

15.2 Any Sub-Agreement with a Sub-Agreement Holder will include the necessary obligations, as specified in section 15.4, to allow the Recipient to fully report to and to provide Canada with information under the terms of this Agreement.

15.3 When the Recipient provides a portion of the funding provided by Canada to a Sub-Agreement Holder to carry out the Project, the Recipient must enter into a Sub-Agreement. The Sub-Agreement must respect the terms and conditions under which the Recipient is receiving the funding from Canada such that the Recipient is able to fulfill its obligations as set out in this Agreement, including reporting and evaluation obligations. The Sub-Agreement can only be entered into on or after the date of signature of this Agreement, but may be effective as of May 5, 2020.

15.4 The written Sub-Agreement referred to in section 15.3 shall include at a minimum:

- (a) the effective date, the date of signing and the duration of the Sub-Agreement;
- (b) a requirement for the Sub-Agreement Holder to repay to the Recipient the amount of any financial assistance provided under the Sub-Agreement to which it is not entitled. The Sub-Agreement should specify that amounts to which it is not entitled include the amount of any payments:
 - i. made in error;
 - ii. made for costs in excess of the amount actually incurred for those costs; and
 - iii. that were used for costs that were not eligible under the Sub-Agreement;



- (c) to the extent that a Sub-Agreement Holder provides funding to a Not-for-Profit, a requirement that the Sub-Agreement Holder publicly disclose the name of the funded Not-for-profits and the amount of the funding provided to those Not-For-Profit;
- (d) a requirement for the Sub-Agreement Holder to notify the Recipient as soon as possible in the event of a privacy breach; and,
- (e) The disclaimer set out in section 16.

15.5 The Recipient must provide Canada with a copy of any Sub-Agreement that Canada requests within ten (10) business days. By submitting copies of a Sub-Agreement, the Recipient certifies and warrants that the Sub-Agreement complies with the requirements of this Agreement.

16.0 CANADA'S DISCLAIMER RESPECTING SUB-AGREEMENT HOLDERS

16.1 Nothing in this Agreement creates nor is to be interpreted, construed or held out as creating any role, responsibility, obligation or interest for or in Canada as it pertains to Sub-Agreements. Canada disclaims any and all responsibility, accountability and liability with respect to Sub-Agreements and the relationships between the Recipient and Sub-Agreement Holders.

17.0 EVALUATION

17.1 The Recipient agrees to cooperate with Canada in the conduct of any evaluation of the Project and/or the Program that Canada may carry out during the Project Period or within a period of three years thereafter. Without limiting the generality of the foregoing, if requested by Canada to do so for the purpose of conducting an evaluation, the Recipient agrees to:

- (a) participate in any survey, interview, case study or other data collection exercise initiated by Canada, and
- (b) subject to section 17.2, provide Canada with contact information of the Not-for-Profit Project partner organizations, if any, who participated in the Project.

17.2 The Recipient shall provide Canada with the contact information of a person (name, address, phone number and e-mail address) referred to in section 17.1(b) only if the person has given their written consent to the release of the information to Canada. The Recipient agrees to make all reasonable efforts to secure such consent during the Project Period. When providing a person's contact information to Canada, the Recipient shall provide Canada with an accompanying written statement certifying that the person has given their consent to the sharing of their contact information with Canada.

18.0 CONTRACTING PROCEDURES

Contracting

18.1 The Recipient shall use a fair and accountable process when procuring goods and services from contractors in relation to the Project. The Recipient shall select the bid or proposal offering a reasonable value.

Restrictions Regarding Non Arms-Length Contracts

18.2 (1) Subject to section 18.4, and unless otherwise authorized in writing by Canada, all goods or services contracts, regardless of their value, entered into in relation to the Project between the Recipient and

- (a) an officer, director or employee of the Recipient,
- (b) a member of the immediate family of an officer, director or employee of the Recipient,
- (c) a business in which an officer, director or employee of the Recipient, or a member of their immediate family, has a financial interest, or
- (d) a business which is related to, or associated or affiliated (as these terms are defined in the *Canada Business Corporations Act*) with, the Recipient

require the prior written approval of Canada. In any such contract, the Recipient shall ensure that Canada has a right of access to the relevant records of the supplying entity for the purpose of verifying, if necessary, the amount of the expenditure claimed by the Recipient in relation to a contract referred to in this subsection.

(2) In this section, "immediate family" means the father, mother, step-father, step-mother, brother, sister, spouse (including common law partner), child (including child of common law partner), step-child, ward, father in law, mother in law or relative permanently residing in the household of the officer, director or employee.

Restrictions Regarding Sub-contracting of Recipient Duties or Responsibilities



18.3 Subject to section 18.4, the Recipient shall not subcontract the performance of any of its duties or responsibilities in managing the Project to another party without the prior written consent of Canada unless the Recipient has already indicated in the approved Project Description attached as Schedule A to this Agreement that it intends to use a subcontractor or subcontractors to perform those duties or responsibilities.

Exception

18.4 Notwithstanding section 18.3 the above, the Recipient may enter into contracts to procure goods and services from, and may subcontract the performance of its duties and responsibilities in managing the Project to, WE Charity, Wellbeing Foundation or ME to WE Foundation of Canada without prior written approval by Canada. The Recipient anticipates that it will subcontract with WE Charity for the performance of some or all of its duties under this Agreement.

19.0 REPAYMENT REQUIREMENTS

19.1 In the event payments made to the Recipient exceed the amount to which the Recipient is entitled under this Agreement, the amount of the excess is a debt due and owing to Canada and shall be promptly repaid to Canada upon receipt of notice to do so and within the period specified in the notice. Without limiting the generality of the foregoing, amounts to which the Recipient is not entitled include

- (a) the amount of any expenditures paid for with the contribution which are disallowed or determined to be ineligible; and
- (b) any amount paid in error or any amount paid in excess of the amount of the expenditure actually incurred.

19.2 Interest shall be charged on overdue repayments owing under section 19.1 in accordance with the Interest and Administrative Charges Regulations (SOR/96-188) (the "Regulations") made pursuant to the Financial Administration Act (R.S.C., 1985, c. F-11). Interest is calculated and compounded monthly at the "average bank rate", within the meaning of such expression as contained in the Regulations, plus three per cent (3%) during the period beginning on the due date specified in the notice to repay and ending on the day before the day on which payment is received by Canada.

19.3 The Recipient acknowledges that where an instrument tendered in payment or settlement of an amount due to Canada under section 19.1 is, for any reason, dishonoured, an administrative charge of \$15 is payable by the Recipient to Canada in accordance with the Regulations.

20.0 TERMINATION OF THE FUNDING OR AGREEMENT

Termination for Default

20.1 (1) The following constitute Events of Default:

- (a) the Recipient becomes bankrupt, has a receiving order made against it, makes an assignment for the benefit of creditors, takes the benefit of a statute relating to bankrupt or insolvent debtors or an order is made or resolution passed for the winding up of the Recipient;
- (b) the Recipient ceases to operate;
- (c) the Recipient is in material breach of the performance of, or compliance with, any provision of this Agreement;
- (d) the Recipient, in support of its application for Canada's contribution or in connection with this Agreement, has made materially false or misleading representations, statements or declarations, or provided materially false or misleading information to Canada; or
- (e) in the opinion of Canada, acting reasonably, there is a material adverse change in risk in the Recipient's ability to complete the Project or to achieve the expected results of the Project set out in Schedule A.

(2) If

- (a) an Event of Default specified in section (1)(a) or (b) occurs, or
- (b) an Event of Default specified in sections (1)(c), (d) or (e) occurs and has not been remedied within thirty (30) days of receipt by the Recipient of written notice of default, or a plan satisfactory to Canada to remedy such Event of Default has not been put into place within such time period,

Canada may, in addition to any remedies otherwise available, immediately terminate the Agreement by written notice. Upon providing such notice of termination, Canada shall have no obligation to make any further contribution to the Recipient.



(3) In the event Canada gives the Recipient written notice of default pursuant to section (2)(b), Canada may suspend any further payment under this Agreement until the end of the period given to the Recipient to remedy the Event of Default.

(4) The fact that Canada refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon Canada shall not prevent Canada in any way from later exercising any other right or remedy under this Agreement or other applicable law.

Termination for Convenience

20.2 Canada may also terminate this Agreement at any time without cause upon not less than ninety (90) days written notice of intention to terminate.

Obligations Relating to Termination under section 20.2 and Minimizing Cancellation Costs

20.3 In the event of a termination notice being given by Canada under section 20.2.

- (a) the Recipient shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto, and
- (b) all Eligible Expenditures incurred by the Recipient up to the date of termination, and all Eligible Expenditures in respect of which the Recipient has, up to the date of termination, entered into binding commitments to pay to third parties, will be paid by Canada, including the Recipient's costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement; provided always that payment and reimbursement under this section shall only be made to the extent that the costs mentioned herein were actually incurred by the Recipient and the same are reasonable and properly attributable to the termination of the Agreement.

20.4 The Recipient shall negotiate all contracts related to the Project, including employment contracts with staff, on terms that will enable the Recipient to cancel same upon conditions and terms that will minimize to the extent possible their cancellation costs in the event of a termination of this Agreement. The Recipient shall cooperate with Canada and do everything reasonably within its power at all times to minimize and reduce the amount of Canada's obligations under section 20.3 in the event of a termination of this Agreement.

21.0 INDEMNIFICATION

21.1 The Recipient shall, both during and following the Project Period, indemnify and save Canada harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wilful or negligent act, omission or delay on the part of the Recipient or its employees or agents, Not-For-Profit partners (as defined in Schedule A) or Project Participants that are participating as part of Cohort 1 or Cohort 2, in connection with anything purported to be or required to be provided by or done by the Recipient pursuant to this Agreement or done otherwise in connection with the implementation of the Project.

21.2 The Recipient will include a provision in each Sub-Agreement requiring the Sub-Agreement Holder to indemnify and save harmless both the Recipient and Canada from each of the matters set out above, and to specifically permit Canada to directly claim indemnification from, and to assert a legal claim to enforce the indemnification against, the Sub-Agreement Holder.

22.0 INSURANCE

22.1 The Recipient shall arrange and maintain, during the Project Period, appropriate comprehensive general liability insurance coverage to cover claims for bodily injury or property damage resulting from anything done or omitted by the Recipient or its employees, agents or Project Participants, in carrying out the Project.

23.0 RELATIONSHIP BETWEEN THE PARTIES AND NON-LIABILITY OF CANADA

23.1 -The management and supervision of the Project are the sole and absolute responsibility of the Recipient. The Recipient is not in any way authorized to make a promise, agreement or contract on behalf of Canada. This Agreement is a funding agreement only, not a contract for services or a contract of service or employment. Canada's responsibility is limited to providing payments to the Recipient towards the Eligible Expenditures and otherwise in accordance with this Agreement. The parties hereto declare that nothing in this Agreement shall be construed as creating a partnership, an employer-employee, or agency relationship between them. The Recipient shall not represent itself as an agent, employee or partner of Canada.



23.2 Nothing in this Agreement creates any undertaking, commitment or obligation by Canada respecting additional or future funding of the Project beyond the Project Period, or that exceeds the maximum contribution specified in section 4.1. Canada shall not be liable for any loan, capital lease or other long-term obligation which the Recipient may enter into in relation to carrying out its responsibilities under this Agreement or for any obligation incurred by the Recipient toward another party in relation to the Project.

24.0 CONFLICT OF INTEREST

24.1 No current or former public servant or public office holder to whom the *Conflict of Interest Act* (S.C. 2006, c. 9, s. 2), the *Policy on Conflict of Interest and Post-Employment* or the *Values and Ethics Code for the Public Sector* applies shall derive a direct benefit from the Agreement unless the provision or receipt of such benefit is in compliance with the said legislation or codes.

24.2 No member of the Senate or the House of Commons shall be admitted to any share or part of the Agreement or to any benefit arising from it that is not otherwise available to the general public.

25.0 INFORMING CANADIANS OF THE GOVERNMENT OF CANADA'S CONTRIBUTION

25.1 The Recipient and Canada shall cooperate and consult in the communication and promotion of the CSSG and its components across all channels, which may include, but is not limited to social media, Internet, advertising, virtual events, and media relations.

25.2 The Recipient agrees that Canada may, for the purposes of advertising and promoting the CSSG and its components, reproduce, redistribute and otherwise make available to the public or any part of the public materials that they make available via social media or otherwise on the Internet.

25.3 To support Canada's ongoing communications efforts to demonstrate the success of CSSG, the Recipient agrees to identify and provide contact information for CSSG student recipients and/or Not-for-profits willing to share their service story in writing, including photographs and/or in video format, provided that such student recipients and Not-for-profits have provided their written consent to the release of such information in the manner described in section 17.2.

25.4 If the Recipient documents the project or any activity funded under the Project using photographs, videos, audio recordings or written accounts, Canada may request to reproduce, distribute and further use any photograph, video, audio recording or written account or part thereof to promote, advertise and communicate the CSSG.

25.5 The Recipient will endeavour to provide Canada with all permissions, consents, releases and rights considered necessary by Canada for Canada to use the photograph, video, audio recording or written account or part thereof for the purposes set out in this section by signing the document provided by Canada for this purpose.

25.6 The Recipient must contact Canada fifteen (15) business days in advance to provide an opportunity for the Minister to participate in events, virtual or in person.

25.7 In addition to the text, the Recipient must include an approved quote from Canada in all releases that refer to funding sources for Project. The Recipient must contact Canada for the quote at least fifteen (15) business days in advance of issuing the release.

25.8 The Recipient may also provide a quote for any media release that Canada issues.

25.9 The Recipient must acknowledge, orally and/or in writing, Canada's funding contribution for any work which is produced under this Agreement. For written recognition the Recipient must use:

- (a) « [Recipient to insert name of Project] is funded by the Government of Canada under the Canada Student Service Grant», or,
- (b) any other statement provided to the Recipient by Canada.

26.0 ACCESS TO INFORMATION

26.1 The Recipient acknowledges that Canada is subject to the *Access to Information Act* (R.S.C., 1985, c. A-1), and information obtained by Canada pertaining to this Agreement may be disclosed by Canada to the public upon request under the aforementioned act.

27.0 PROACTIVE DISCLOSURE

27.1 The Recipient acknowledges that the name of the Recipient, the amount of the contributions and the general nature of the Project may be made publicly available by Canada in accordance with the Government of Canada's commitment to proactively disclose the awarding of grants and contributions.



28.0 DISPOSITION OF CAPITAL ASSETS

28.1 During the Project Period, the Recipient shall preserve any capital asset purchased by the Recipient with the funding provided by Canada and shall not dispose of it unless Canada authorizes its disposition.

28.2 At the end of the Project Period, to the extent that the total value of all Capital Assets purchased by the Recipient exceeds \$200,000, Canada reserves the right to direct the Recipient to dispose of any capital asset purchased by the Recipient with the funding provided by Canada by:

- (a) selling it at fair market value or otherwise for an amount reasonably obtainable or realizable in the circumstances and applying the funds realized from such sale to offset Canada's funding of the Eligible Expenditures;
- (b) turning it over to another organization or to an individual designated or approved by Canada; or
- (c) disposing of it in such other manner as may be determined by Canada.

28.3 Where Canada elects to exercise its right under section 28.2, the Recipient agrees to comply with the related direction provided by Canada.

28.4 For the purposes of section 28.0, "capital asset" means any single item, or a collection of items which form one identifiable functional unit, that is not physically incorporated into another product or not fully consumed by the end of the Project, and has a purchase or lease value of more than \$1,000 (before taxes).

29.0 INTELLECTUAL PROPERTY

29.1 Where in the course of carrying out the Project, the Recipient produces any work using funds provided by Canada, the copyright in the work shall vest in the Recipient. However, the Recipient hereby grants to Canada a non-exclusive, irrevocable and royalty free license to use, translate, adapt, record by any means or reproduce, except for commercial sale in competition with the Recipient, any such work which is produced by the Recipient.

29.2 The license granted under section 29.1 shall be for the duration of the copyright and shall include:

- (a) the right to sub-license the use of the work to any contractor engaged by Canada solely for the purpose of performing contracts with Canada, and
- (b) the right to distribute the work outside the Department of Employment and Social Development as long as the distribution does not undermine any commercial use of the work intended by the Recipient.

29.3 The Recipient agrees to execute any acknowledgements, agreements, assurances or other documents reasonably deemed necessary by Canada to establish or confirm the license granted under section 29.1.

29.4 Additionally, with respect to any work licensed under section 29.1, the Recipient

- (a) warrants that the work shall not infringe on the copyrights of others,
- (b) agrees to indemnify and save harmless Canada from all costs, expenses and damages arising from any breach of any such warranty, and
- (c) shall include an acknowledgment, in a manner satisfactory to Canada, on any work which is produced by it with funds contributed by Canada under this Agreement, acknowledging that the work was produced with funds contributed by Canada and identifying the Recipient as being solely responsible for the content of such work.

29.5 The Recipient shall include in the final report for the Project, that the Recipient is required to submit to Canada under the terms of this Agreement, a copy of any work licensed under section 29.1.

30.0 NOTICES

30.1 Any notices to be given and all reports, information, correspondence and other documents to be provided by either party under this Agreement shall be given or provided by personal delivery, courier service, or email at the postal address, fax number or email address, as the case may be, of the receiving party as shown in Schedule A. If there is any change to the email address or contact person of a party, the party concerned shall notify the other in writing of the change as soon as possible.

30.2 Notices, reports, information, correspondence and other documents that are delivered personally or by courier service shall be deemed to have been received upon delivery, or in the case of notices and documents sent by email, one (1) working day after they are sent.



31.0 ASSIGNMENT OF THE AGREEMENT

31.1 The Recipient shall not assign this Agreement or any part thereof without the prior written consent of Canada.

32.0 SUCCESSORS AND ASSIGNS

32.1 This Agreement is binding upon and enure to the benefit of the parties and their respective successors and assigns.

33.0 COMPLIANCE WITH LAWS

33.1 The Recipient shall carry out the Project in compliance with all applicable federal, provincial and municipal laws, by-laws and regulations, including any environmental legislation and legislation related to protection of information and privacy. The Recipient 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.

34.0 APPLICABLE LAW

34.1 This Agreement shall be governed by and construed in accordance with the applicable laws of the province of Ontario and the federal laws of Canada applicable therein.

35.0 AMENDMENT

35.1 This Agreement may be amended by mutual consent of the parties, as required. To be valid, any amendment to this Agreement shall be in writing and signed by the parties.

36.0 FORCE MAJEURE

36.1 During the occurrence of an event of Force Majeure, the obligations of the Party affected by such event of Force Majeure, to the extent that such obligations cannot be performed as a result of such event of Force Majeure, shall be suspended, and such Party shall not be considered to be in breach or default hereunder, for the period of such occurrence. The suspension of performance of the activities or deliverables contemplated by this Agreement or a part thereof shall be of no greater scope and of no longer duration than is reasonably required by the Force Majeure condition.

36.2 The non-performing Party shall give the other Party prompt written Notice of the particulars of the event of Force Majeure and its expected duration, shall continue to furnish reasonable reports with respect thereto on a timely basis during the continuance of the event of Force Majeure and shall use its reasonable commercial efforts to remedy its inability to perform.

36.3 Notwithstanding sections 36.1 and 36.2 and the definition of the term "Force Majeure" at section 1.0, the Parties agree that COVID-19's impacts within Canada as of the date of signing of this Agreement do not constitute an event of Force Majeure for the purposes of this Agreement. However, the Parties also agree that COVID-19's impacts may possibly become an event of Force Majeure for the purposes of this Agreement if circumstances were to change significantly. In the event that either Canada or the Recipient decide that COVID-19's impacts may constitute an event of Force Majeure because of a significant change in circumstances, they shall so notify the other Party immediately and the Parties will negotiate in good faith to determine whether the change in circumstances resulted in an event of Force Majeure and what options are available to ensure the performance of the obligations of the Parties.

37.0 OFFICIAL LANGUAGES

37.1 Where the Project is to be delivered to members of either language community, the Recipient shall:

- (a) make Project-related documentation and announcements (for the public and prospective Project Participants, if any) in both official languages where applicable;
- (b) actively offer and provide in both official languages any Project-related services to be provided or made available to members of the public, where applicable; and,
- (c) organize activities and provide its services, where appropriate, in such a manner as to address the needs of both official language communities.

38.0 COUNTERPARTS

38.1 This Agreement may be executed in counterparts, each of which shall be deemed an original but both of which taken together shall constitute one and the same agreement. The exchange of copies of this Agreement and of signature pages by facsimile or electronic transmission shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all



purposes. Signatures of the parties transmitted by facsimile or electronic transmission shall be deemed to be their original signatures for all purposes

39.0 PROJECT PARTICIPANT ELIGIBILITY

39.1 In determining Project Participant eligibility, the Recipient shall be entitled to rely upon information submitted by Project Participants or ESDC. The Recipient shall include a requirement that applicants declare their eligibility and may require the submission of supporting documentation that they determine necessary but will not be required to verify or validate such information and is not liable for any statements or information provided by a Project Participant that are untrue.

SIGNATURES

Signed this _____ day of _____, _____

For the Recipient, by the following authorized officer(s):

(Name, please print)

(Name, please print)

(Signature)

(Signature)

(Position)

(Position)

And signed this _____ day of _____, _____

For Canada, by the following authorized officer:

(Name, please print)

(Signature)

(Position)



SCHEDULE A

PROJECT DESCRIPTION

| |
|--|
| NAME OF RECIPIENT WE Charity |
| PROJECT TITLE Project title |

| Recipient | Canada |
|---|--|
| Complete Mailing Address: 339 Queen Street East Toronto, ON M5A 1S9 | Complete Mailing Address: 140 Promenade du Portage, Phase IV Gatineau, Québec J8X 4B6 |
| Primary Contact: Dalal Al-Waheidi | Primary Contact: [REDACTED] |
| Telephone Number: 1-647-534-2907 | Telephone Number: [REDACTED] |
| Fax Number: | Fax Number: |
| Email address: dalal@we.org | Email address: [REDACTED]@hrsdcc-rhdcc.gc.ca |
| Secondary Contact: Scott Baker | Secondary Contact: |
| Telephone Number: 1-647-965-6871 | Telephone Number: |
| Fax Number: | Fax Number: |
| Email address: scott.baker@we.org | Email address: |

| PROJECT START DATE | PROJECT END DATE | Total Number of Participants: (If applicable) | Up to 100,000 participants (consisting of Cohort 1, Cohort 2, and the Supplementary Cohort) |
|--------------------|------------------|---|---|
| 2020-05-05 | 2021-03-31 | | |

OBJECTIVES

WE Charity Foundation of Canada (WE) will administer cash awards and develop volunteer opportunities, in collaboration with other not-for-profit (NFP) organizations, for the Canada Student Service Grant (CSSG), a new national initiative that recognizes the voluntary contributions of students to the community response to COVID-19. Through this project, students will gain valuable skills and experience and be recognized for their volunteer efforts with financial awards to help pay for their post-secondary education.

Definitions:

In this Schedule A, in addition to the defined terms in the Agreement, the following definitions will apply:

- (a) "Core Program" has the meaning set out below and applies to Cohort 1 and Cohort 2;
- (b) "IWITH Platform" means the "I Want To Help" online platform managed by the Government of Canada;



- (c) "non-WE volunteer service opportunity" means a volunteer service opportunity generated by a Not-for-Profit and posted to the IWTH Platform as part of the Supplementary CSSG Program;
- (d) "Not-for-Profit partner" means a Not-for-Profit that has entered into an agreement with WE to offer volunteer service opportunities as part of the Core Program;
- (e) "student" means an individual that meets the "Eligibility of Students" or the "Eligibility of Students Receiving Other Income Benefits" criteria under the "CSSG Eligible Criteria" set out below;
- (f) "Supplementary CSSG Program" has the meaning set out below and applies to the Supplementary Cohort;
- (g) "volunteer service opportunity" means an individual volunteer position under the Core Program or the Supplementary CSSG Program that meets the "Eligibility Criteria for Volunteer Service Opportunities" set out below;
- (h) "WE Platform" means a white label online platform to be managed by WE to administer volunteer service opportunities as part of the Core Program;
- (i) "WE service opportunities" means volunteer service opportunities offered as part of the Core Program.

The project will consist of:

- 1) Core Program (0-40,000 volunteer service opportunities):
 - Up to 40,000 volunteer service opportunities (including Cohort 1 and, if not aborted, Cohort 2) made available for students by WE directly and by Not-for-Profit partners, of which a minimum of 10,000 volunteer service opportunities will be provided by WE to the extent that sufficient volunteer service opportunities cannot be offered through Not-for-Profit partners;
 - On-boarding, training, coaching of up to 40,000 student volunteers across Canada;
 - Posting eligible volunteer opportunities in bilingual format to the IWTH platform.
 - The disbursement of the CSSG cash award to up to 40,000 eligible students who have submitted validated volunteer service hours.
- 2) Supplementary CSSG Program (up to 60,000 student participants):
 - Facilitating the posting of additional non-WE volunteer service opportunities for students generated by Not-for-Profits who proactively reach out and would like to be part of the program on the 'I Want to Help' platform or through Canada. WE will not be responsible for recruiting such volunteer service opportunities, but will be responsible for ensuring such proposed volunteer service opportunities meet the eligibility criteria and are in bilingual format before they are posted;
 - Providing registration and enrollment support for non-core student participants to access the CSSG



- Collecting information from students to confirm eligibility for the CSSG cash award (via student card and additional verification if required), and collecting and storing payment information for eligible students.
- The disbursement of the CSSG cash award to students who have submitted validated volunteer service hours.

The specific objectives of the project are to:

- Place up to 40,000 students in WE volunteer service opportunities across Canada, including those from vulnerable or underrepresented groups and official language minority communities (OLMC), through the 'I Want to Help' platform;
- Facilitate the posting of additional non-WE volunteer service opportunities for students on the IWTH Platform, including registration and enrollment support for the non-core students to access the cash award generated by Not-for-Profits who proactively reach out and would like to be part of the program beyond Cohort 1 and, if applicable, Cohort 2;
- Disburse the CSSG cash award to up to 100,000 Project Participants (including from Cohort 1, Cohort 2 and the Supplementary Cohort) who have submitted validated volunteer service hours;
- Increase skills development for students; and
- Increase the civic engagement and contributions of students in their communities in response to COVID-19.

ACTIVITIES

Ongoing from May to September 2020

- Validate and post volunteer service opportunities in bilingual format from Not-for-Profits partners and other Not-for-Profits through web-based input module and electronic feed to ESDC's 'I Want to Help' platform;
- Promote the program and the CSSG, including through digital and social channels;
- Register and match students from Cohort 1 and, if applicable, Cohort 2 to WE volunteer service opportunities;
- Register all students interested in applying for the CSSG cash award;
- Provide bilingual supports to Not-for-Profit partners to ensure they have the capacity to train and safely onboard volunteers to WE service opportunities;
- Provide bilingual supports, youth skills training, and COVID-19 training to volunteers in WE service opportunities;
- Monitor program roll-out between WE and Not-for-Profit partners;
- Monitor WE service opportunities to ensure they continue to meet criteria;
- Provide bi-weekly reports to ESDC on all students registered in service opportunities and all students who register for the CSSG, with the following indicators as available:
 - estimated volunteer service hours completed;
 - first three digits of the student's postal code;
 - number of students per birth year;
 - number of students who identify as first language English or French;
 - number of students who identify as male, female, or other;
 - number of students who identify as LGBTQ2+;



- number of students who identify as a visible minority or racialized;
 - number of students who identify as having a disability;
 - number of students who identify as Indigenous, and whether they identify as: registered, on-reserve, off-reserve, non-status, Métis, and/or Inuit;
 - number of students who are newcomers to Canada (person who has left another country to settle in Canada within the last 5 years); and
 - number of students by their highest level of education completed, i.e. elementary, secondary, or post-secondary (college or CEGEP or university).
- NB: WE is only accountable to seek broad and diverse participation (as measured by the above indicators of success) in respect of Cohort 1 and Cohort 2 and is not accountable for the composition of the Supplementary Cohort for which WE will not engage in active recruitment.
- Collect information on all students to confirm eligibility (via student card and additional verification if required); and
 - Collect and store payment information for students and disburse one-time CSSG cash awards, as per the directives below, to all Project Participants based on their validated service hours.

May 2020

- Map out administrative needs, capturing of financial data and payment processes for the management and disbursement of the CSSG;
- Develop overall expenses tracking process; and
- Develop website, online registration and backend learning system for Project Participants.

June 2020

- Engage and sign agreements with a minimum of 50 Not-for-Profits, ensuring a diversity of partners across Canada that include those serving youth from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas;
- Collaborate with Not-for-Profit partners to develop the basis for WE volunteer service opportunities for students, ensuring up to 10,000 service opportunities through WE charitable entities and up to another 10,000 service opportunities through Not-for-Profit partners;
- Develop a bilingual training program and resources for youth skills development;
- Develop processes and tools to implement and distribute the CSSG cash award to all Project Participants, including processes to validate service hours
- Establish a bilingual support centre to provide information on program and CSSG eligibility to all Project Participants;
- Develop and provide bilingual supports to volunteers in WE opportunities to ensure inclusivity for a diversity of students, including alternative participation methods for those without technology;
- Launch a bilingual online WE Platform to register and intake volunteers for WE opportunities;
- Promote the launch of the program and the CSSG through an integrated bilingual marketing campaign across WE's owned channels and paid media;
- Engage up to 15,000 total volunteers by July 7 (up to 10,000 with WE directly and a minimum of 5,000 with Not-for-Profit partners);
- Post sufficient volunteer service opportunities on the IWTH Platform to facilitate minimum participation within two weeks of the signature of this Agreement; and
- Organize official public announcement and launch of the Project.

July to August 2020

- Host a virtual national launch event for all Project Participants and Not-for-profit partners to



- promote and amplify the program and its anticipated social impact through the profiling of select volunteer service opportunities and special guests and speakers;
- Launch and test a bilingual CSSG registration portal for Project Participants to apply for the cash award;
 - Enhance promotional efforts and storytelling of impacts achieved by Cohort 1;
 - Continue outreach and engagement of students, particularly those from vulnerable populations;
 - Launch Cohort 2, if not aborted, and develop up to an additional 20,000 WE volunteer service opportunities; and
 - Engage up to 25,000 total volunteers by August 8 (up to 10,000 with WE directly and a minimum of 15,000 with Not-for-profit partners);

September to November 2020

- Support the wind down of WE volunteer service opportunities;
- Support the wind down of volunteer service placements and final activities by Project Participants;
- Host optional regional virtual summer-end celebrations (Western Canada, the Prairies, Ontario, and Quebec and Atlantic Canada) for Not-for-Profit partners and volunteers in WE service opportunities to celebrate their collective social impact, which will profile selected volunteers and include special guests and speakers;
- Follow up with Not-for-Profit partners for feedback, results, outcomes and lessons learned;
- Ensure any relevant accreditation is provided to all Project Participants for their validated volunteer service hours;
- Obtain, prepare and provide letters of reference for Project Participants as requested;
- Complete the disbursement of CSSG cash awards to Project Participants based on their validated completed volunteer service hours within the service standard of 60 days after payment is received from Canada for awards, subject to delays necessary to process or validate incomplete and problematic applications; and
- Process remaining payments for Not-for-Profit partners.
- Budget management, tracking and reconciliation.

December 2020 to April 2021

- Complete project wrap-up activities, including but not limited to follow-ups with Not-for-profit partners, any dissemination of project results, final data collection, and final financial information, etc.;
- Provide additional reporting and support to Not-for-profit partners to ensure their most up-to-date information is on the IWTH Opportunities Uploader;
- Final engagement with Not-for-profit partners and debrief of project activities and deliverables;
- Follow up with volunteers in WE service opportunities, with optional ongoing basic mentorship focused on areas of skill development and training;
- Optional low-touch ongoing support to volunteers in WE service opportunities on volunteer engagement and training;
- Storytelling and amplification of the impact of completed volunteer service opportunities;
- Issue tax receipts to all Project Participants who received the CSSG cash award;
- Direct in-bound Not-for-profit partner leads to the IWTH Platform;
- Conduct simple end of year survey with Not-for-Profit partners and a select sample of Project Participants;
- Reconcile expenses, close books and prepare for end of Project financial reporting;
- Ongoing website maintenance and handling of in-bound questions from Project Participants



- and Not-for-Profit partners.
- Prepare report on lessons learned and suggestions and deliver to ESDC;
- Compile social media and PR assets compendium and deliver to ESDC; and
- Deliver final report to ESDC.

Disbursement of the CSSG Cash Award

- Applicants from the Core Program and the Supplementary CSSG Program must register on the WE created platform by the deadline of August 8, 2020 in order to be eligible to receive the cash award.
- Cash awards will be paid in a lump sum amount based on the number of validated volunteer service hours that an applicant has completed between the launch of the program and September 15, 2020.
- Applicants may only apply for and receive the cash award once.
- The amounts for five levels of awards are as follows:
 - o 100 hours for \$1,000.
 - o 200 hours for \$2,000.
 - o 300 hours for \$3,000.
 - o 400 hours for \$4,000.
 - o 500 hours for \$5,000.
- Applicants must reach the minimum number of hours for each threshold, e.g. an applicant who submits 270 hours is only eligible to receive the \$2,000 level award.
- Cash awards will be disbursed within 60 days of receipt of payment from Canada, unless demand is reported to exceed 100,000 applicants, and subject to delays necessary to process or validate incomplete and problematic applications.

EXPECTED RESULTS

Outputs

- Up to 40,000 students engaged across Canada, including those from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas;
- Up to 40,000 eligible WE volunteer service opportunities across Canada are posted on the 'I Want to Help' platform for students, including those from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas ;
- A broad range of Not-for-Profit across Canada have provided eligible volunteer service opportunities on the 'I Want to Help' platform, including those serving youth from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas;
- CSSG cash awards are disbursed to up to 100,000 Project Participants within 60 days of receipt of payment from Canada, subject to delays necessary to process or validate incomplete and problematic applications, to recognize their validated volunteer hours towards the COVID-19 response and provide financial support towards post-secondary studies;
- A bilingual online platform to register and intake Project Participants;
- A bilingual online platform to register and intake CSSG applicants;
- Bilingual resources, including onboarding and training materials, for Not-for-Profit partners and volunteers in WE service opportunities;
- A bilingual support centre to provide information on program and CSSG eligibility to all Project Participants;
- Bi-weekly reports with the agreed-upon indicators; and
- A final report, including audited financial statement as required by section 14.2 of the Agreement.

Outcomes



Students from diverse backgrounds and regions across Canada:

- successfully contribute to the community response to COVID-19;
- are recognized for their voluntary service to the COVID-19 response;
- receive financial support towards their post-secondary studies;
- gain valuable experience and skills development that will benefit their transition into the labour market; and
- increase their civic engagement and contributions in their communities.

CSSG ELIGIBILITY CRITERIA

Eligibility of Students

1. To be considered an eligible student, a person must:
 - be enrolled and attending post-secondary education (PSE) during the spring/summer 2020 and/or September 2020; or
 - have graduated from PSE no earlier than December 2019; and
 - be a Canadian citizen, permanent resident, registered Indian, or have refugee status.
2. Domicile:
 - International students are not eligible.
 - Canadian students who study abroad but are currently residing in Canada, and do their volunteer hours in Canada, are eligible.
3. Age:
 - All students, up to the age of 30, who meet the eligibility criteria will receive the cash award.
4. Post-secondary education includes:
 - part-time or full-time study over a period of at least twelve weeks which must be in pursuit of a degree, diploma or certificate at an accredited institution. Accredited institutions are universities, colleges and Indigenous learning institutions accredited by the province or territory in which they are located.

Eligibility of Students Receiving Other Income Benefits

1. The following students are eligible:
 - those receiving the Canada Emergency Student Benefit;
 - those who are employed; and
 - those receiving a stipend under the Canada Service Corps (CSC) micro-grant stream.
2. The following students are ineligible:
 - Students who are receiving, or who have received at any time, the Canada Emergency Response Benefit (CERB), are not eligible to receive the CSSG. Students will be required to attest that they have at no time been in receipt of the CERB.

Eligibility Criteria for Volunteer Service Opportunities

1. Eligible Organizations:
 - An eligible volunteer service opportunity must be with a Not-For-Profit, which includes non-profits and registered charities.
2. Eligible opportunities must:
 - take place in Canada;



- be in support of Canada's response to COVID-19;
- be a minimum of two hours a week for four weeks and run within the period from the official date of program launch until September 15th, 2020;
- adhere to public health regulations; and
- provide a meaningful experience for student volunteers.

3. Canada Service Corps Participants :

- Those in a CSC placement or using a CSC micro-grant to lead a service project can count their volunteer hours towards the CSSG cash award.

4. Ineligible Opportunities:

- Those used for lobbying, advocacy or that provide financial benefits to an organization or its members; and
- Those used as a way to replace a position where a person was previously paid, or, where a person would reasonably expect to be paid.

5. Ineligible Organizations:

- For-profit organizations are not eligible to post opportunities on the 'I Want to Help' platform.

| SIGNATURES | | |
|--------------------|--------------------|-----------------|
| _____ RECIPIENT | _____ RECIPIENT | _____ CANADA |
| _____ DATE | _____ DATE | _____ DATE |



JUN 23 2020

MEMORANDUM TO THE HONOURABLE BARDISH CHAGGER

Approval of the Agreement with WE Charity Foundation of Canada to Establish the Canada Student Service Grant

Approbation de l'Entente avec WE Charity Foundation of Canada pour l'Établissement de la Bourse Canadienne pour le Bénévolat Étudiant

(For Signature at your Earliest Convenience)

SUMMARY

- Employment and Social Development Canada is seeking your approval to fund a project with WE Charity Foundation of Canada (WE) to implement the Canada Student Service Grant (CSSG).
- This contribution agreement provides up to \$543,540,000 in COVID-19 statutory funding stemming from the *Public Health Events of National Concern Payment Act (PHENCPA)* during the 2020-21 fiscal year, which would allow WE to: create up to 40,000 meaningful volunteer opportunities for students that will be posted on the *I Want to Help* platform; facilitate the onboarding of other not-for-profit volunteer opportunities onto the platform; provide registration and support services for all students; and, administer cash awards of up to \$5,000 to up to 100,000 students (\$500M) who have completed the required volunteer hours.
- It is recommended that you approve this project. Please indicate your decision by signing the signature page of the agreement accompanying this note (Annex A).
- Your approval is requested at your earliest convenience for the Department to enter into a contribution agreement with WE for a timely launch of the CSSG.

.../2



BACKGROUND

- On April 22, 2020, the Prime Minister announced the creation of the new CSSG, which would provide students with up to \$5,000 if they volunteer to support their communities during the COVID-19 pandemic.
- WE is a bilingual high capacity organization with a strong track record working with youth. They have submitted an unsolicited project proposal to support the implementation of the initiative.
- Cabinet approved this initiative including: engaging WE to create meaningful volunteer opportunities for students posted on the *I Want to Help* platform; facilitating the onboarding of other not-for-profit volunteer opportunities onto the platform; and, administering student cash awards to students based on the completion of validated volunteer hours.
- You approved the funding request to implement this initiative (please refer to memo entitled *Canada Student Service Grant - Finance Proposal*) to secure \$545.77M to establish CSSG, which includes \$500M for the grant, 40,000 placements created by WE, costs to disburse the grant to up to 100,000 eligible recipients, and funding for the *I Want to Help* platform.
- Under separate cover, you have approved minor amendments to the CSC's Terms and Conditions to allow activities to support the implementation of the CSSG (please refer to memo entitled *Amendments to Canada Service Corps Terms and Conditions to Implement COVID-19 Measures*).

CURRENT STATUS

- This project would consist of :
 - creating up to 40,000 meaningful volunteer opportunities posted on the *I Want to Help* platform;
 - facilitating the posting of additional non-WE volunteer service opportunities for students on the *I Want to Help* platform;



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.../3

- registering all students who participate in eligible volunteer opportunities;
 - providing 1-800 and email support to provide information on the CSSG and volunteering, and assist with student registration;
 - disbursing the CSSG cash award to up to 100,000 students who have submitted validated volunteer service hours; and
 - reporting to the Department on key performance indicators, including the number of volunteer placements completed and the number and value of cash awards disbursed.
- The final policy decision, received June 19, 2020, confirmed the extension of the initiative until October 31, 2020. It is expected that this extended duration will require additional funding for project administration and adjustments to the contribution agreement

While a contingency fund of \$354.23M is available should the initial funding be insufficient, you will be required to send a letter to the Minister of Finance seeking these additional funds that have been set aside, and an upward amendment to the contribution agreement will be required.

- In the interest of a timely launch of the CSSG, it is recommended that you proceed with signing the current agreement in Annex A, while the Department takes the next steps to access the contingency fund and amend the contribution agreement.

NEXT STEPS

- Should you approve this project, please sign this memorandum and the agreement in Annex A at your earliest convenience. Following your approval and the signature by the recipient, eligible expenditures will be reimbursed back to May 5, 2020.
- The Department of Employment and Social Development's Public Affairs and Stakeholder Relations Branch will develop any required communications products and support ministerial events as requested by your office.
- Program officials remain available should you or your office wish to discuss the project.



RECOMMENDATION

- It is recommended that you approve this project by signing this memorandum and agreement in Annex A at your earliest convenience.
- It is also recommended that, given the circumstances, you waive the standard five-day notification period to allow Service Canada to proceed with finalizing the agreement.

[Approved electronically by [REDACTED] :]

[REDACTED]

- I concur
- I do not concur
- I would like to discuss further

Bardish Chagger

Prepared by:

[REDACTED]



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- registering all students who participate in eligible volunteer opportunities;
 - providing 1-800 and email support to provide information on the CSSG and volunteering, and assist with student registration;
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- In the interest of a timely launch of the CSSG, it is recommended that you proceed with signing the current agreement in Annex A, while the Department takes the next steps to access the contingency fund and amend the contribution agreement.

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- Should you approve this project, please sign this memorandum and the agreement in Annex A at your earliest convenience. Following your approval and the signature by the recipient, eligible expenditures will be reimbursed back to May 5, 2020.
- The Department of Employment and Social Development's Public Affairs and Stakeholder Relations Branch will develop any required communications products and support ministerial events as requested by your office.
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RECOMMENDATION

- It is recommended that you approve this project by signing this memorandum and agreement in Annex A at your earliest convenience.
- It is also recommended that, given the circumstances, you waive the standard five-day notification period to allow Service Canada to proceed with finalizing the agreement.

[Approved electronically by [REDACTED]
[REDACTED]

- I concur
- I do not concur
- I would like to discuss further

Bardish Chagger

Prepared by:

[REDACTED]



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Ottawa, Canada K1A 0A2

Release

For immediate release

Support for students and new grads affected by COVID-19

April 22, 2020

Ottawa, Ontario

Prime Minister's Office

Canadian post-secondary students are feeling the economic impacts of COVID-19. Students living away from home are worried about how to pay rent and cover basic living expenses, while recent graduates are struggling to find meaningful work. This is a critical point in their lives, and we must do everything possible to support their future.

The Prime Minister, Justin Trudeau, today announced support for Canadian post-secondary students and recent graduates to help them continue their studies and get the experience they need to start their careers. These measures include launching:

- the new Canada Emergency Student Benefit, which will provide support to students and new graduates who may not be eligible for the Canada Emergency Response Benefit. This benefit would provide \$1,250 per month for eligible students or \$1,750 per month for eligible students with dependents or permanent disabilities. The benefit would be available from May to August 2020.
- the new Canada Student Service Grant, which will help students gain valuable work experience and skills while they help their communities during the COVID-19 pandemic. For students who choose to volunteer and serve their communities, the new Canada Student Service Grant will provide up to \$5,000 for their education in the fall.

The Government of Canada will expand existing federal employment, skills development, and youth programming to create up to 116,000 new jobs and help students find employment this summer. In addition, to help students continue their studies in the fall, the government will:

- double the Canada Student Grants for all eligible full-time and part-time students in 2020-21, including the Canada Student Grants for Students with Permanent Disabilities and Students with Dependents.

- broaden eligibility for student financial assistance by adjusting the expected student's and spouse's contributions in 2020-21, in recognition that many students and families will struggle to save for school this year.
- enhance the Canada Student Loans Program by raising the maximum weekly amount that can be provided to a student in 2020-21 from \$210 to \$350.
- increase support for Indigenous post-secondary education by providing \$75.2 million in 2020-21 to increase existing distinctions-based support for First Nations, Inuit, and Métis students.
- extend expiring federal graduate research scholarships and postdoctoral fellowships, as well as federal research grants, for eligible students continuing their studies by providing \$291.6 million to the federal granting councils. In addition, the government intends to enhance work opportunities for graduate students and post-doctoral fellows through the National Research Council of Canada.
- remove the restriction that allows international students to work only a maximum of 20 hours per week while classes are in session, provided they are working in an essential service or function, such as health care, critical infrastructure, or the supply of food or other critical goods.

The government will continue to monitor and respond to the health, social, and economic impacts of COVID-19. We are ready to take additional actions as needed to stabilize the economy and mitigate the impacts of the pandemic on Canadians.

Quotes

"The future of our economy and our country relies on the opportunities and support we provide to Canadian students today. To promote a sustainable economic recovery, we need a strong workforce and good job opportunities for young people. That means giving them the support they need to continue their studies and encouraging them to serve their communities. Together, we will get through this difficult time."

—The Rt. Hon. Justin Trudeau, Prime Minister of Canada

"Canada's COVID-19 Economic Response Plan is providing Canadians and businesses in all sectors across the country with the help they need to get through the current challenges and position them for success as we emerge from the crisis. The significant new supports we are providing for students and recent graduates are a reflection of the central role they will play in ensuring that Canada emerges from these challenges stronger than ever."

—The Hon. Carla Qualtrough, Minister of Employment, Workforce Development and Disability Inclusion

Quick Facts

- Approximately 700,000 students received support from the Canada Student Loan Program in 2019-20, except in Quebec, the Northwest Territories, and Nunavut, which have opted out of the Canada Student Loans Program. Of these, 71 per cent received some form of the means-tested Canada Student Grant, indicating that they were more likely to come from lower- and middle-income families.
- On March 30, 2020, the Government of Canada placed a six-month interest-free moratorium on the repayment of Canada Student Loans for all individuals currently in the process of repaying.
- On April 8, 2020, the Government of Canada announced temporary changes to the Canada Summer Jobs program that will help employers hire summer staff and provide young Canadians with access to the jobs they need during this unprecedented time. This program will help create up to 70,000 jobs for youth between 15 and 30 years old.
- International students and their employers should consult Public Safety and Emergency Preparedness Canada's Guidance on Essential Services and Functions in Canada During the COVID-19 Outbreak to determine if the work the student is doing would allow them to work more than 20 hours per week during the academic session. This temporary rule change will be in place until August 31, 2020.
- Statistics Canada reported that in 2017–2018, more than 11,000 international students were enrolled in health-care programs at Canada's universities and colleges, representing about 4 per cent of health-care students at that time.

Associated Links

- [Coronavirus disease \(COVID-19\)](#)
- [Canada's COVID-19 Economic Response Plan](#)
- [Changes to Canada Summer Jobs program to help businesses and young Canadians affected by COVID-19](#)

- 30 -

PMO Media Relations: media@pmo-cpm.gc.ca
 This document is also available at <https://pm.gc.ca/>

Canada Student Service Grant

Thursday, April 30, 2020

11:15 am – 12:15pm

Dial-in: 613-960-7513/1-877-413-4877, Conf. ID: [REDACTED]

Participants

| | |
|-------------|-------------------------|
| PCO | [REDACTED] |
| PMO | Rick Theis, Laura Lebel |
| ESDC | [REDACTED] |
| FIN | [REDACTED] |

Annotated Agenda

| Agenda item |
|---|
| 1. Welcome and Opening Remarks (PCO-SDP) |
| 2. Discussion on Canada Student Service Grant Options (PMO/ESDC) |
| 3. Program Delivery & Policy Authority (PMO/ESDC/PCO-SDP) |
| 4. Wrap-up & Next Steps (PCO-SDP) |

Program Objectives

Primary objectives

- Create meaningful service opportunities for 20,000 - 100,000 youth between ages 16 and 29 years across Canada between May and August 2020, bearing in mind the COVID-19 physical distancing measures
- Support valuable work experience and skills development for youth
- Offer turn-key service opportunities that are flexible and supportive of social impact efforts and designed in collaboration with non-profits across Canada
- Support Canada Service Corps national partners that may be in need of support to transform their traditional volunteer placements into digital service projects
- Ensure service initiatives are diverse and inclusive in nature for youth, provide skill-development and learning for participants, allow for practical and verifiable outcomes that benefit society, and include effective economic incentives to encourage participation



Confidential

Secondary objectives

- The program will be offered in both English and French, including all WFL services and supports, and engagement of the-profit partner.
- The program will reach out to diverse youth participants including those from both urban and rural regions, youth from marginalized communities, new Canadians, and will be an avenue of youth of all abilities.
- Youth without technology can still meaningfully engage through alternative methods.



Confidential

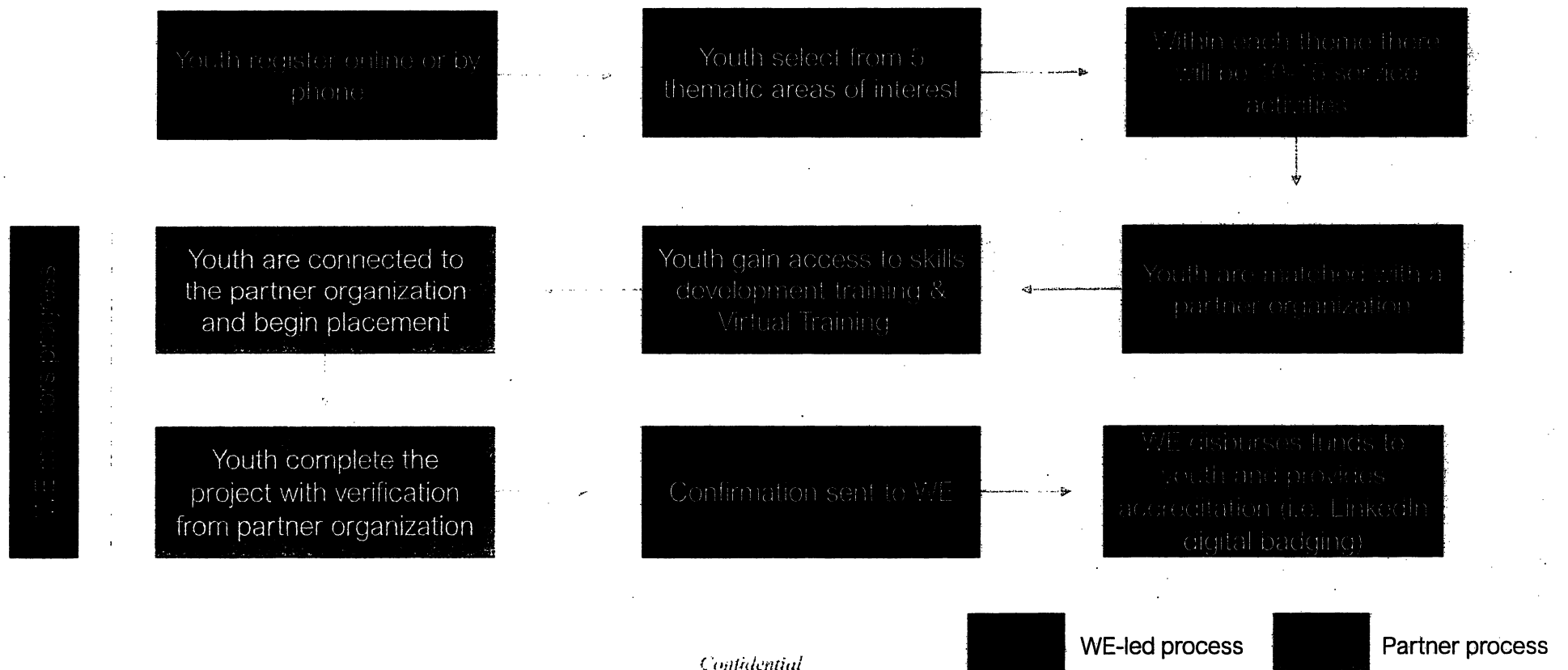
Considerations for implementation

- Immediate engagement and ability to launch a national program in a three to four-week window
- Capacity to factor in new norms with social/physical distancing is practiced
- Credibility with youth and partners within the non-profit sector
- Coast to coast to coast bilingual deployment
- Willing to “white label” a specialized national service program
- Relevant to young people
 - Social media friendly
 - Provide meaningful coaching, mentorship and skills training
- Ability to manage PR and deliver robust story-telling and communication of impact
- Opportunity to incentivize and celebrate young people

Confidential

Program Design

Overview of how it works



Rolling the program out in three cohorts

| | Cohort 1 | Cohort 2 | Cohort 3 |
|--|-------------------------------|---|--|
| Total number of youth | 20,000 | 20,000-50,000 | 50,000-100,000 |
| Non-profit Partners Engaged | 50 (min) | 100 open to any non-profit with proper opportunities and vetting | 150+ |
| Youth placed with WE | 10,000 | 10,000 (net new) | 10,000 (new) |
| Youth placed with non-profit partners | 10,000 | 10,000-40,000 | 40,000-90,000 |
| Suggested Timelines | May 25-Augst 31 st | June 15 th – August 31 st | July 6 th – August 31 st |

**please note, based on above WE is willing to assume between 10,000 and 30,000 youth volunteers depending on the number of youth participating in the program.*

Confidential

Focused on five thematic areas for service initiatives

Participants will be able to select from four areas of interest and learn more about the service opportunities that exist within them. In addition to the four core areas, there will be an additional fifth area to access resources and support youth in creating their own service initiative (facilitated by WE).

| | | |
|---|------------------------------|---|
| 1 | Arts and Culture | Initiatives that further arts-based programs and non-profits that are using the arts to create healthier communities |
| 2 | Environment | Promoting, supporting or creating initiatives to engage Canadians on environmental protection and climate sustainability |
| 3 | Social Services | Service opportunities and causes that provide social services to Canadians in need |
| 4 | COVID-19 Specific | Supporting initiatives that are responding directly to the challenges that Canadians are facing due to COVID-19 and physical distancing measures. |
| 5 | Other (Facilitated by WE) | Young people who are passionate about a cause and have an idea that they wish to explore will be connected to a WE youth service mentor who will provide them with a framework and coaching support to build a custom program, in addition to verifying the actions and outputs of these youth. |

Confidential

About the service activities

Within each of the four pre-determined volunteer categories (Arts & Culture, Environment, Social Services and COVID-19 Specific), there will be 10-15 activities that have been co-created in partnership with partner charities and non-profit organizations and meet the following criteria:

- Can be completed digitally and physically distant
- Have a minimum and maximum number of hours allocated to achieve completion of the initiative
- Verifiable outputs exist to ensure the activity is complete
- Provide youth participants with personal skill development and learning
- Completed activities will provide a clear and tangible benefit to a partner charity or cause, thus making a meaningful contribution to Canadian society

Upon completion

- Youth will receive funds– distributed by WE
- Youth will receive a letter of recommendation highlighting the skills acquired in order to complete their service initiative. This recognition can be reflected on their resume when applying to further studies or future career opportunities, in addition to digital badging recognition in platforms such as LinkedIn.

Confidential

Program Elements

Engaging the non-profit sector

with the first cohort we will engage 60 non-profit partners and by the third cohort 150+ who will co-develop with WE a set number of non-key service activities across the five thematic areas for service initiatives.

- WE has confirmed a **strategic coordination partnership with Imagine Canada** to support the recruitment and coordination of non-profit partners

to ensure high quality placements, WE will:

- engage in formal partnership with signed MOU outlining the expectations including minimum number of placements, offers and number of hours they must commit to the program
- provide financial support to assist with the costs incurred for the involvement of the program (oversight of volunteers, volunteer training etc.) an especially critical aspect as the non-profit sector is experiencing extreme financial constraints as a result of the COVID-19 pandemic
- These non-profit partners will support up to 100,000 youth with virtual volunteer placements

During the matching of the first cohort we will look to expand the non-profits participating in the program to increase the capacity and offer more youth the opportunity to participate

IMAGINE
CANADA

Engaging vulnerable populations

The proposed national program will target young people underrepresented within current economic relief plans. Specifically, young people aged 16-29 who are current high school and post-secondary students, recent graduates and recent entrants into the job market who have lost their employment due to COVID-19.

The program is designed to ensure inclusive participation from vulnerable populations including visible minorities, Indigenous youth, new Canadians, women and rural Canadians.

How we will do this:

- We will seek a strategic partnership with the Assembly of First Nations to identify Indigenous non-profit organizations as well as reaching Indigenous youth
- We will partner with a diverse set of non-profit partners across Canada that are inclusive of young people from vulnerable populations
- We will work with youth from vulnerable populations to remove barriers to participation, for example, for youth from regions with limited connectivity or technology we will develop alternative methods for participation and verification of service activities
- We will enable and support young people to develop their own service initiatives where other non-profit are unable to engage due to geography, access or other limitations

Bilingual programming

The proposed national program will be made available in both the French and English language. This will include:

- WE will partner with French language and bilingual non-profit partners who will offer placements in both English and French
- All front facing program materials and supporting materials will be provided in both official languages including:
 - Promotional materials
 - Story-telling and amplification efforts
 - Website and web platform
 - WE program support staff
 - Telephone support line to support youth and non-profit partners troubleshoot and navigate the program
 - Program materials and tool kits
 - Skills training and mentorship delivered by WE
 - Contracts and legal documents (i.e. waivers)
 - Accreditation upon completion of the program

Technology

The proposed national program will have a significant emphasis on technology to ensure effective, efficient and scalable delivery especially during the COVID-19 pandemic and a time of physical distancing. WE will employ technology to underpin both the front-facing programming and back-end coordination, including:

- Intention to complement the “I Want to Help” platform and leverage the base technology already developed by CSC
- Furthermore, need to ensure:
 - An ability to automate the registration process for youth
 - A digital waiver and contract process with both youth and partner non-profits
 - Matching youth with service opportunities with WE and partner non-profits
 - Virtual skills training and mentorship sessions for youth
 - Digital service resources Covid-19 friendly
 - A digital help desk to support youth troubleshoot and navigate the program
 - Disbursement of funds and accreditation
 - Ensuring enhanced data security measures for any personal information of participants

Finance

As the centralized service provider for the program, WE will responsibly oversee the financial disbursements that are central to the program's success. This includes:

- Transfer of financial payments to accepted non-profit partners with signed agreements
 - Ensuring financial reporting from non-profit partner to WE
- Transfer of funds to youth who have successfully completed the program
 - Overseeing payment processing (direct deposit systems and offline cheque issuance)
 - Providing online and offline support to youth related to questions or issues with payment receipt
 - Troubleshooting
 - Issuing income Tax forms (T4A) to eligible participants
- Financial reporting to ESDC

Communication

As the centralized service provider for the program, WE will take the lead on program promotion and communication in collaboration with ESDC. Including:

- Outreach and communications to promote the program and recruit both youth and non-profit partners
- PR and virtual launch event to kick-off the program and drive awareness
- On-going story-telling in partnership with non-profit partners throughout the duration of the program
- Management of crisis communication and PR
- Closing virtual event at the end of August to celebrate the success and impact of the program

Program Plan (timelines)

Rolling the program out in three cohorts

| | Cohort 1 | Cohort 2 | Cohort 3 |
|--|--------------------------------|---|--|
| Total number of youth | 20,000 | 20,000-50,000 | 50,000-100,000 |
| Non-profit Partners Engaged | 50 (min) | 100 open to any non-profit with proper opportunities and vetting | 150+ |
| Youth placed with WE | 10,000 | 10,000 (net new) | 10,000 (new) |
| Youth placed with non-profit partners | 10,000 | 10,000-40,000 | 40,000-90,000 |
| Suggested Timelines | May 25-August 31 st | June 15 th – August 31 st | July 6 th – August 31 st |

**please note, based on above WE is willing to assume between 10,000 and 30,000 youth volunteers depending on the number of youth participating in the program.*

Confidential

May

- Finalize agreement with ESDC
- Implement formal partnership with Imagine Canada
- Begin outreach to non-profit partners and work collaboratively to co-develop turn-key volunteer roles for Canadian youth
- Development of training program and resources for youth skills development
- Public announcement (press release, integrated marketing campaign to drive awareness across WE's owned channels and paid media)
- Launch preliminary website for registration and in-take youth to match with service placements
- Welcome the first cohort of youth participants into the program and matching with their first turn-key service role by May 25th
- Launch youth skills training offering through WE
- COVID-19 training for both non-profit partners and youth participants

Confidential

June

- Virtual launch event to kick-off the program
- Preparation for the second cohort II
- Continue public promotion of the program including through digital and social channels
- Specialized focus on outreach and engagement of youth from vulnerable populations
- On-going registration and matching of youth to service activities with the goal of launching cohort II by June 15th
- COVID-19 training for both non-profit partners and youth participants
- On-going youth skills training offering through WE
- On-going monitoring of program roll-out between WE and non-profit partners
- Verification of service-hour completion and assessment of service projects between WE and non-profit partners

Confidential

July

- Continue public promotion of the program including through digital and social channels
- Enhanced PR efforts and story-telling of the impact from the first cohort of youth in the programming
- On-going registration and matching of youth to service activities with the goal of launching cohort III by July 06th
- COVID-19 training for both non-profit partners and youth participants
- On-going youth skills training offered through WE
- On-going monitoring of program roll-out between WE and non-profit partners
- Verification of service-hour completion and assessment of service projects between WE and non-profit partners
- Disbursement of funds for anyone who is complete

Confidential

August

- Service projects wind down and final activities to be completed by students
- On-going monitoring of program roll-out between WE and non-profit partners
- Verification of service-hour completion and assessment of service projects between WE and non-profit partners
- Disbursement of funds for anyone who is complete
- Host four regional virtual summer-end celebrations (Western Canada, the Prairies, Ontario, and Quebec and Atlantic Canada) for all program participants and non-profit partners to promote the collective social impact of all youth participants from coast to coast to coast.
 - The event will profile select service projects, welcome special guests and speakers including inspirational Canadians, celebrities, and the opportunity for government officials to recognize the achievements of Canadian youth

Confidential

September & October

- Finalize payments to participants who completed the program and ensure relevant accreditation is completed
- Follow up with non-profit partners for feedback, results, outcomes and lessons learned
- Deliver final report to ESDC
- September onwards: issue T4A's for year-end financial year

Confidential

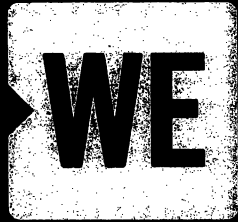
Partnership Considerations

Requested non-negotiables from WE

- Financial agreement with ESDC is a grant agreement (rather than a contribution agreement)
- WE is responsible to select the first 50 non-profits partners with input from the Government of Canada
- An identified dedicated team at ESDC for timely approvals and decision making
- MOU signed before the legal process
- Agreed upon payment plan
- Due to the nature of the program, many costs will be incurred upfront and therefore WE is seeking approximately 20% of the total budget for program launch
- 1 final report (narrative and financials to take place at the end of the program)

Confidential

Why WE



Our Mission

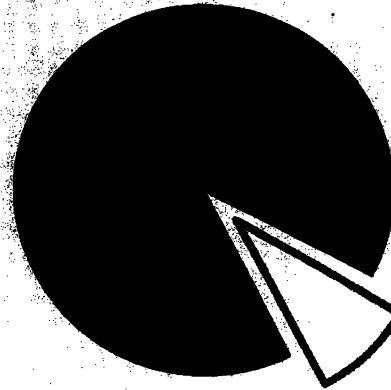
WE is a movement that believes when we come together we can create an even better world.

Organizational details

- 25+ years experience in social sector
- 9+ countries engaged
- Domestic and International impacts
- Service learning & social entrepreneurship programming

25+ YEARS OF SUSTAINABLE GROWTH AND SOCIAL IMPACT

Our financial model



90% of donations support our programming.*

10% of donations go toward our administrative costs.

Source: WE Charity Annual Report 2017

Sample of our WE Day Co-chairs



Bill Thomas
Global Chairman,
KPMG International



Jennifer Tory
Chief Administrative
Officer, RBC



Hartley Richardson
President & CEO,
James Richardson &
Sons Ltd



National Chief Perry Bellegarde
Assembly of First Nations



Paul Desmarais III
Vice President,
Power Financial &
Power Corporation

What does WE bring to the table?



Remarkable efficiency

Our unique family of organizations allow us to achieve a remarkable rate of efficiency.

90% of all donations go **directly** to programming.



Authentic storytelling

We share powerful stories of practice right from the communities we work with.

Our diverse teams develop engaging content for all platforms.



Strategic partnerships

Extensive collaboration across all sectors ensure our programming is as effective and sustainable as possible.

199 active educational partners.



Cause inclusive

Over **75%** of our programming is developed by and for the communities we serve.

We are an equal opportunity and affirmative action employer. We encourage all qualified individuals to apply.

Recognition and awards

WE is humbled and proud to be recognized as the recipient of national and international awards and honours, recognizing our world-class development model and social enterprise, and the accomplishments of our team.

THE CHARITY 100

MoneySense Canada's Top Rated Charities, 2017

**Interbrand 150
Iconic
Canadian
Brands**

Interbrand's Top Canadian Brands, 2017



Good Housekeeping Humanitarian Seal, 2017

MoneySense

MoneySense "The Charity 100", 2017



Canada's 10 Most Admired Corporate Cultures, 2013 and 2016



Canada's Most Admired CEO, 2015



2017



Notable - Canada's Top 5 Charities Run by Young Professionals, 2017



Canada's Top Employers for Young People, 2012, 2011



World Economic Forum, 2008



Skoll Award for Social Entrepreneurship, 2007



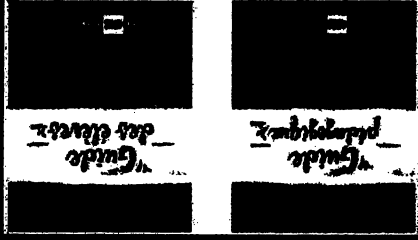
Roosevelt Freedom Medal, 2008



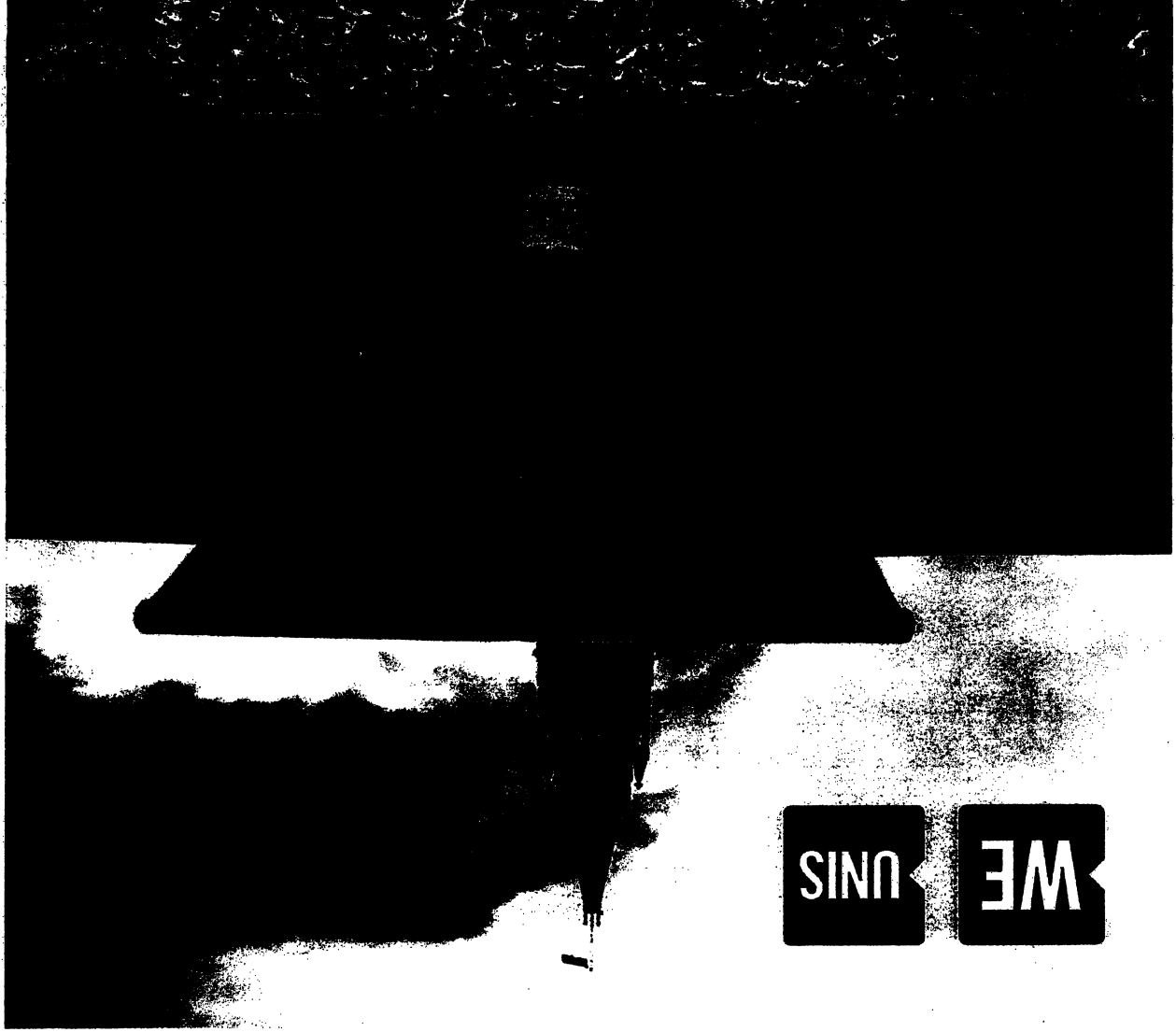
State of the World Forum Award, 1997

Proudly Canadian

We are Canada's largest youth serving organization



Fully bilingual from coast to coast to coast



WE Schools Reach & Impacts

Canada – 2018/2019

National reach:

| | |
|---------|----------------------|
| 7,200+ | Active school groups |
| 17,800+ | Individuals involved |
| 2.4M+ | Youth reached |

Canadian students volunteered



3.4M+ hours
for local and global causes,
contributing to a Social Impact Value of



\$97,453,453*
Annual social value created



Source: WE Schools, Year in Review 2018-2019

Canadian School Board Partners

Our educational partners are fundamental to the success of the WE[®] movement. We're proud to partner with school boards and districts for the WE Schools series of programs, which would not be possible without their generous support.

ALBERTA

- Alberta School Boards Association
- Calgary Board of Education
- Calgary Catholic School District
- Chinook's Edge School Division
- Edmonton Catholic Schools
- Edmonton Public Schools
- Fort Vermilion School Division
- Greater St. Albert Catholic Schools
- Lethbridge School District
- Livingstone Range School Division
- Medicine Hat School District
- Northern Lights School Division
- Parkland School Division
- Red Deer Public Schools
- Rocky View Schools
- St. Albert Public Schools
- Tribal Chiefs Education Foundation
- Wild Rose School Division

BRITISH COLUMBIA

- Alberni School District
- Burnaby School District
- Central Okanagan School District
- Chilliwack School District
- Coquitlam School District
- Delta School District
- Fraser-Cascade School District
- Greater Victoria School District
- Kamloops/Thompson School District
- Langley Schools Maple Ridge/Pitt Meadows School District
- Mission Public Schools
- Nanaimo Ladysmith Public Schools
- New Westminster School District
- North Okanagan-Shuswap School District
- Okanagan Similkameen School District
- Okanagan Skaha School District
- Peace River South School District
- Quesnel School District
- Revelstoke School District
- Richmond School District
- Sea to Sky School District Sooke School District
- Sunshine Coast School District
- University of Victoria Vancouver Island West School District
- Vancouver School Board West
- Vancouver School District

MANITOBA

- Beautiful Plains School Division
- Border Land School Division
- Brandon School Division
- Evergreen School Division
- Fort La Bosse School Division
- Frontier School Division
- Hanover School Division
- Interlake School Division
- Lakeshore School Division
- Lord Selkirk School Division
- Louis Riel School Division
- Manitoba Catholic Schools
- Park West School Division
- Pembina Trails School Division
- Portage La Prairie School Division
- Prairie Rose School Division
- Red River Valley School Division
- River East Transcona School Division
- Rolling River School Division
- Seven Oaks School Division
- Southwest Horizon School Division
- St. James Assiniboia School Division
- Sunrise School Division
- Swan Valley School Division
- Western School Division
- Winnipeg School Division

SASKATCHEWAN

- Christ The Teacher Catholic School Division
- Good Spirit School Division
- Greater Saskatoon Catholic School Division
- Holy Family Catholic Schools Horizon School Division
- North East School Division
- Prairie Spirit School Division
- Prairie Valley School Division
- Regina Catholic Schools
- Regina Public Schools
- Saskatchewan Rivers School Division
- Saskatoon Public Schools Sun West School Division

ONTARIO

- Avon Maitland District School Board
- Bluewater District School Board
- Bruce-Grey Catholic District School Board
- Catholic School Board of Eastern Ontario
- Durham Catholic District School Board
- Halton Catholic District School Board
- Hamilton District School Board
- Hamilton-Wentworth District School Board
- Near North District School Board
- Niagara Catholic District School Board
- Ottawa Carleton District School Board
- Ottawa Catholic School Board
- Peel District School Board
- Renfrew County District School Board
- Ryerson University
- Simcoe Muskoka Catholic District School Board
- Thames Valley District School Board
- Toronto Catholic District School Board
- Toronto District School Board
- Trillium Lakelands District School Board
- Upper Grand District School Board
- Waterloo Catholic District School Board
- Waterloo Region District School Board
- Wellington Catholic District School Board

ATLANTIC CANADA

- Annapolis Valley Regional School Board
- Chignecto-Central Regional School Board
- Halifax Regional School Board
- South Shore Regional School Board
- St. Francis Xavier University
- Strait Regional School Board
- Tri-County Regional School Board

FRENCH BOARDS

- Commission scolaire Marie-Victorin
- Fédération des commissions scolaires du Québec
- Lester B. Pearson School Board
- Conseil scolaire catholique
- Conseil scolaire Viamonde

How we're reaching Canadians

In addition to the WE Schools service-learning programming that reaches million of Canadian students, we amplify WE Charity programming to engage with parents, families and educators.



Virtual and in-person events

- ✓ Hundreds of thousands change-makers have joined us for inspirational events and to access service-learning resources



Primetime national broadcasts

- ✓ Over 2 million viewers tuned in to watch the 2019 WE Day Special broadcast on CTV



Social and digital engagement

- ✓ 4M+ social media followers including Facebook, Instagram, Twitter and YouTube

A sample of our Canadian celebrity ambassadors



Lilly Singh



Jessi Cruickshank



Johnny Orlando



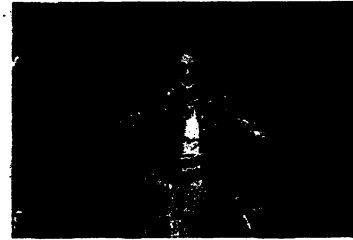
Penny Oleksiak



David Suzuki



Sarah McLachlan



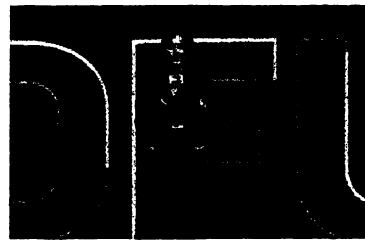
Margaret Trudeau



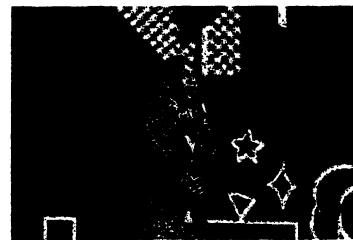
Chris Hadfield



Sophie Gregoire Trudeau



Chloe Wilde



Tyronne Edwards



Brett Kissel

A Sample of our Canadian Partners



Management Team



Dalal Al-Waheidi

- Executive Director, RBC Young
- Award-winning leader in her role integrating and guiding the careers of the 700 women in the bank's community development programs. Dalal has significant experience in building and leading high performing teams, program and strategic community development and relationship management.
- Dalal has been recognized as one of RBC's Top 25 Canadian Immigrant Award winners for her personal and professional contributions to the community, especially for the lives of youth around the world. In 2010, she was also named by the Women's Executive Network with Canada's Top 100 Most Inspiring Women Award.



Carrie Patterson

- Award-winning manager, RBC Young
- Award-winning Chief Operations Officer with a demonstrated history of working in the non-profit organization management industry and in education. A long and extensive career specializing in work with at-risk youth and in roles that focus on youth development, service-learning and social and community work.
- Dalal's former board member for 12 years with Tim Hortons' Children's Foundation, including as Director of Operations.

Management Team



Alex Meers

- Regional Director, Web Content
- French programming leader



Annie Ethier

- Regional Director, Web Content
- French programming leader



Talitha Tolles

- Indigenous Programs and Program Innovation Specialist



Carly Bedini

- French programming leader
- French programming leader



Amelie Rocheleau

- Public Relations, French programming

Management Team



Jon E. Worren

- Served as the Lead Executive, Venture & Corporate Programs at MaRS, where he was responsible for identifying new entrepreneurship practices and creating tools and resources
- His master classes have been delivered to more than 5,000 participants across Canada
- Prior to joining MaRS, Jon spent 12 years as management consulting as co-founder of renewable energy advisory firm ClearSky Advisors
- Jon is an expert on social impact and deal flow



Hussam Ayyad

- Previously served as the Sr. Director, Programs and Partnerships at DMZ, where he grew its investor relations network to exceed 3,000 VCs in less than 2 years
- Experienced entrepreneur, business leader having advised, coached and supported 150 tech start ups
- Co-founded Algéro Canadian Metals, a metal recycling company that recycled and exported steel scrap from Algeria to different countries
- Led the market penetration and growth of GE's home appliances business in North African markets

Thank you



Canada

Closing the COVID-19 Opportunity Gap For Young People Through Service

Summary:

- In order to deliver the robust platform as outlined in the proposal, the cost per student is \$975 per volunteer.
- WE Charity will assume 10,000 of the first 20,000 volunteers.
- The balance of volunteers will engage with other charities across Canada.
- The total cost to deploy phase one of the program (20,000 volunteers) is \$19.5M.

| Item | Description | Amount |
|--------------------------------------|---|---------------------|
| Core Project Staffing | | |
| 175 program managers | 175 team members each to supervise 200 cohorts; 4.5 months @ \$30,000 | \$5,250,000 |
| 10 staff for vulnerable populations | Specialized staffing; 4.5 months @ \$40,000 | \$200,000 |
| 10 supervisors | 5.5 months @ \$45,000 | \$450,000 |
| 5 group leaders | 6 months @ 70,000 | \$420,000 |
| 2 project leads | 8 months | \$250,000 |
| Project supervisor | | \$180,000 |
| Project legal | 350 hours | \$175,000 |
| Project Implementation Costs | | |
| Technology project staffing | Assuming ESDC portal usage. Supplementary project technology needs. | \$240,000 |
| Public relations for project | | \$140,000 |
| Translation for project | | \$190,000 |
| Recruitment and advertising | Overall engagement and priority individuals | \$280,000 |
| Creative for project materials | | \$75,000 |
| Materials and content development | For 50+ digital volunteer options | \$250,000 |
| Digital launch event | | \$45,000 |
| Digital end event celebration | Series of regional digital events | \$95,000 |
| Story Telling and content sharing | Throughout project and one year after | \$120,000 |
| Licences and technology | For project staff | \$300,000 |
| Project related rent | And associated occupancy costs | \$400,000 |
| Project related phone and internet | | \$200,000 |
| Social Media coordination | Amplification and deployment | \$120,000 |
| COVID-19 training | For participants and partners to ensure best-practices for safety | \$120,000 |
| Job skills training for participants | Training modules for volunteerism and beyond | \$260,000 |
| Human resources support participants | Overall support throughout the program | \$240,000 |
| Digital enablement | For select participants who lack resources | \$300,000 |
| Insurance for project | Overall liability and partner insurance of \$50M limit | \$150,000 |
| Partners | | |
| Payments to other non-profits | 50 non-profit partners x \$100k each | \$5,000,000 |
| Small grants | For approved individual volunteer projects | \$200,000 |
| Specialized | | |
| Deployment of funds | For all participating youth (1% of value) | \$1,000,000 |
| Admin costs for WE Charity | 15% | \$2,850,000 |
| TOTAL | | \$19,500,000 |

Proposal for the Cabinet Committee on the Federal Response to the Coronavirus (COVID-19)

Implementation of the Canada Student Service Grant The Honourable Bardish Chagger May 5, 2020

1. Purpose

The Minister of Diversity and Inclusion and Youth is seeking authority to:

- create the new Canada Student Service Grant (CSSG) under the Canada Service Corps program to provide students who engage in national service opportunities during the summer with up to \$5,000;
- create and launch the *I Want to Help* portal, a web-based one-window matching platform by ESDC that allows students to find volunteer opportunities to contribute to the Covid19 response in their community; and
- fund a third party organization to support the implementation of the CSSG; and the payment of the grants directly to students.

Incremental funding is required and a funding request would be made, if approved, which would be ad ref to a funding decision by the Prime Minister and Minister of Finance. It is also proposed that funding be provided through the *Public Health Events of National Concern Payments Act* ad ref to the Minister of Finance and the Minister of Health.

2. Summary of the Proposal

Due to the pandemic, many employers who traditionally hire youth have had to temporarily close their doors or limit the number of staff they hire. The money from summer employment that many students rely on to pay for basic needs and save for their studies is not available. This proposal aims to support a diverse population of students across the country to contribute towards the Covid-19 response in their community while gaining valuable experience and skills. It is a key pillar of the broader comprehensive suite of supports available to youth including the Canada Emergency Student Benefit (CESB) and enhancements to student financial assistance through the Canada Student Loans Program.

The new CSSG programming will include the following components:

1. Cash awards through grants of up to \$5,000 for eligible students who volunteer this summer in support of Covid-19 response;
2. Establishment of the *I Want to Help* portal to help youth find service opportunities in their community and keep track of their hours towards the cash awards;
3. Funding for a third party organization to support the creation and delivery of service opportunities across all regions of the country with a diverse group of not for profit organizations. The third party will also be responsible for the disbursement of the grants to individual students.

In addition, a complementary enhancement through the Canada Service Corps program will ensure that youth who are not students, but who contribute through service are also receiving financial support. Micro-grants will be increased from 1,800 to 15,000 and will include monthly stipends of up to \$1,250 for all youth leading service projects using the micro-grants. This element is securing authority under separate cover.

CSSG Eligibility

Participating students

The eligibility criteria has been aligned with the eligibility for the CESB, as this financial reward program is an additional way to incentivize the contribution of youth who are not able to engage in significant paid employment. Although any youth can seek service

opportunities through the **I Want to Help Portal**, only students, who meet the criteria below, are eligible to receive an award upon completion of their hours of service:

- students who are enrolled in a post-secondary education program leading to a degree, diploma, or certificate;
- students who ended their studies or graduated no earlier than December 2019; and,
- high-school graduates who have applied for, and will be joining, post-secondary programs in the coming months.

Students receiving the CESB would be eligible but those receiving the CERB would not be eligible. International students would not be eligible.

Participating organizations

Only registered non-profits or charities can submit volunteer placements. Volunteer placements would focus on students in contributing to the Covid-19 response and/or be understood as an essential service by the Government of Canada. Organizations will send the information on their proposed placement to the third party organization that will verify that the placement provides:

- a minimum of 2 hours a week for 4 weeks within the period from launch of the program until September 30
- safe conditions for students in compliance with public health guidelines; and
- meaningful experiences that build skills.

The policy intent of this initiative is to provide students with the opportunity to contribute to their communities through service while gaining experience and skills and earning financial awards towards their education. Restricting eligibility to NFPs ensures that this does not become a vehicle for engaging students in unpaid labour for for-profit organizations. In the case of volunteer opportunities that are linked to essential services (e.g. contact tracing) students will still require the assistance of a NFP to be connected to the work and provided any necessary training (e.g. Canada Red Cross). NFPs will need to demonstrate a commitment to providing safe and meaningful volunteer work for the students.

Students participating in volunteering-service placements under the auspices of the Canada Service core national and regional-local projects would be eligible to submit their hours completed from the launch of the initiative up until September 30. ESDC will reach out to CSC delivery organizations to explain eligibility for the grant and how their student participants can apply.

Payment Amounts: Lump sum award amounts for the CSSG will be directly linked to the number of volunteer hours that a student completes over the period of May to the end of September. Students can track their volunteer experience and hours through the ***I Want to Help*** portal which will generate a digital report that students can submit to the third-party partner to request payment of the grant.

The recommended amounts for three levels of grants are as follows: 100 hours for \$1000 (about 6 hours per week over the 18 week eligibility period); 300 hours for \$3000 (about 17 hours per week); and 500 hours for \$5000 (about 28 hours per week). These levels were chosen to ensure the right balance between incentivizing volunteering while not creating disincentives to take on paid employment. For example, it would be feasible to work either part time or full time and acquire enough hours to achieve the first threshold and work part-time and achieve the second threshold. However, it is important to not create thresholds that are unattainable given that NFPs will be constrained in the number of hours they can offer. It is also important to recognize that some of the volunteer work in essential services would be compensated at higher than minimum wage for non-students and that the Government's support is meant to underscore the value of the contribution.

I Want to Help Portal

The ***I Want to Help*** portal will provide information on available volunteering opportunities, allow youth to create a user account and track their service, and search a listing of Covid-19 focused volunteer opportunities across Canada. Although powered

by Job Bank technology, the portal would have its own branding and dedicated landing page and would target a youth audience. The Social Insurance Number would be used during the account creation process for students that want to track progress towards personal volunteering goals. An export function would provide a digital record of volunteer hours to both the individual student and the third-party administering the grant. A direct technology feed would be established with the third party to supply ESDC with regularly updated volunteer opportunities in the necessary format.

While *I Want to Help* will support students interested in the CSSG all youth will be able to create an account and use it, regardless of whether or not they qualify for CSSG.

Third Party Delivery Organization (funding authority required)

The successful implementation of this initiative requires the support of a third party organization funded through a contribution agreement. ESDC cannot make direct payments to youth. Experience gained through the Canada Service Corps initiative has demonstrated that simply creating a platform-portal is not sufficient to ensure recruitment of youth and proactive engagement and support is key to success. In addition, given the short time frame within which this initiative is to be implemented it will be critical that a large number of diverse volunteering opportunities are already available to youth at launch. For this reason, ESDC recommends funding WE Charities who has submitted an unsolicited proposal to provide support. WE Charities is the largest youth serving charitable organization in Canada with substantial experience in youth service programming through fully bilingual programming for diverse youth in all parts of the country. It has the demonstrated capacity to deliver both the required financial oversight and to build partnerships with over 50 national NFPs to effectively support delivery of the initiative. WE Charities have offered to provide "white label" support, meaning it will be Government of Canada branding. Key deliverables will include the following:

Support the creation of up to 20,000 Initial Volunteer Opportunities upon launch

WE will create volunteer placements for 10,000 students and partner with Imagine Canada an umbrella organization for Canadian charities, to engage 50 national not-for-profit (NFP) organizations to create 10,000 additional opportunities that will be posted within two weeks of launch. These opportunities will be available in all parts of the country, in both urban centres and rural and small communities.

Support the creation of additional Opportunities to be phased in over the

summer: WE will continue to undertake outreach and act as the one-window intake for any additional opportunities submitted by NFPs, with a view to expanding the available opportunities to reach more youth across the country.

Onboarding of Students: It is critical that participants have a positive experience and are made to feel highly engaged from the onset if they are to reach the critical milestones for the CSSG. While financial incentives will play a role in driving behavior, tapping into motivation to make the sustained time commitment will require that the user experience is robust and includes other non-financial benefits such as orientation training and the opportunity to build skills and gain experience beneficial for the resume. WE will support student onboarding and other supports to ensure a robust student experience.

Support to NFPs: WE will play a key role in supporting host NFPs, particularly small, local organizations in setting up volunteer opportunities that offer quality, safe experiences for students. This would include onboarding support to the students; answering questions about the programming; mentorship, coaching and training as required; and technological support to NFPs who want to offer virtual work to students.

Awarding of Funds: WE will administer the payment of the grants directly to qualified students upon receipt of the digital record of hours volunteered, and further to verification of student status and other administrative requirements. All participating youth who do not receive a grant would receive a certificate of recognition and digital badging of skills gained through LinkedIn.

3. Financial Implications

Funding authority is required:

- up to **\$20M** for a third party to support implementation of the CSSG; and
- to disburse grants payments against the allocated envelope conditional on the meeting of eligibility
- ESDC may also need operating funding to deliver the initiative.

Funding would be sought per the *Public Health Events of National Concern Payments Act*.

Authority is also required to temporarily expand the scope of CSC program to provide the CSSG to Canadian post-secondary students of all ages, rescind leveraging requirements, and increase funding limits for the CSC's Micro-Contribution and Innovative Engagement and Outreach streams.

4. Background and Key Considerations

There is no way to limit access to the *I Want to Help* portal to students only. There is some risk that youth who are not students will pursue volunteering opportunities and be surprised that they are not eligible for a grant. The portal and all communications related to the initiative will emphasize the eligibility of students and the rationale of paying for studies.

The COVID-19 pandemic has impacted the operational and fiscal capacity of many nont-for-profit (NFP) organizations. In addition, continued physical distancing requirements creates unique demands on the nature of volunteering opportunities that can be created. Lack of supports to NFPs to create largely virtual opportunities through financial, technological and onboarding supports would likely limit the number of NFPs who post offerings on the *I Want to Help* portal.

Research and experience with youth service has underscored that the largest influencers of youth are their peers. For this reason, a strong launch supported by a robust communications and social media strategy will be essential to create momentum early in the summer and ensure broad participation across all regions and demographic groups. This robust and proactive communications campaign led by the Government of Canada will also be critical to encouraging NFPs to post COVID19 placements.

It is impossible to predict how many NFPs will seek volunteers and how many students will engage in volunteer work. The proposed approach ensures a strong launch and puts the basic program elements in place to support sustained volunteering. However, given the unique and dynamic nature of the Covid19 context, it will be necessary to assess the initiative in an ongoing way with a view to making adjustments as necessary to support continued success.

Implementation of the Canada Student Service Grant Questions and Answers

1. Why are the grants only available to students and not other youth who volunteer?

The Canada Student Service Grant (CSSG) is intended to help support youth who are returning to school in the fall and cannot take advantage of traditional summer employment opportunities due to the Covid-19 Pandemic to help pay for school.

However, to all those who participate are recognized for their contribution, we will be providing certificates signed by the Prime Minister, and digital badging of skills acquired for their LinkedIN profiles.

2. Why are international students not eligible?

The CSSG aligns with eligibility requirements for the Canada Emergency Student Benefit (CESB). These student supports are only available to Canadian citizens, permanent residents, or students with refugee status.

3. What are examples of volunteering options that are safe for youth?

All volunteer opportunities posted on *I Want to Help* must be able to demonstrate that they adhere to public health guidance at all times. For this reason we expect many volunteer placements to be virtual work. Examples include: providing peer to peer mental health supports virtually, engaging with senior citizens virtually to address social isolation, or conducting telephone inquiries such as contact tracing.

4. How will you ensure diverse youth from all parts of the country are participating?

WE Charities will partner with organizations already experienced with working with students from diverse backgrounds (e.g., Boys and Girls Club; YWCA) to ensure a broad diversity of students are engaged to participate. Additionally, there will be supports for smaller organizations to ensure the onboarding process addresses the unique needs some students may have.

5. How will you ensure diverse organizations are participating?

WE Charities, has a collaborative partnership Imagine Canada, to provide the reach and scope of placement opportunities that reflect the diversity of the country.

In addition, WE Charities has committed to working with other organizations, such as the Assembly of First Nations and organizations of all sizes and mandates to ensure that students from diverse and disadvantaged communities can access the opportunities and the CSSG.

6. Can students volunteer to do critical services like working on farms, or working in long term care homes?

It is very important both from a policy intent, and a legal liability perspective, that we not support unpaid work in a employer-employee relationship. Volunteering cannot be used in place of paying students for work they would usually be compensated for. And we would not want to displace paid positions.

Targeting not-for-profit organizations as the intermediary ensures that any opportunities posted on the platform meet the core requirements of the program.

7. Will the grant create an additional disincentive to work for youth?

I am confident that students who can find work will work. If they are working part-time they may choose to fill out their week with some volunteering hours.

The fact is that in the current context, there are not enough jobs for students in all parts of the country. This grant is aimed at providing both an incentive to volunteer and a means to support the costs of continued education.

8. Can students volunteer with more than one organization?

Yes. Students may wish to volunteer with more than one organization if they seek to maximize their eligible hours.

9. Why did you choose WE Charities to act as the third party to help deliver this?

WE is a high capacity organization and with a 25 year proven track record working with youth to support service. They will implement the required financial oversight to make the grant payments. They also have an ability to work with a large number of partners and provide the supports necessary to make this a success. Most importantly, they will ensure that 20,000 youth can access quality opportunities from launch. No other organization has the capacity to deliver all of these elements in such a short time frame.

10. How does this initiative complement existing programming under the Canada Service Corps? Will it be communicated as part of Canada Service Corps?

Although the CSSG will be under the CSC's program it is designed to be a stand-alone initiative. Eligible students who are undertaking CSC-funded national and regional service placements can count their service hours toward the grant as of the launch of the initiative.

The existing micro-grant program under the Canada Service Corps is a complementary enhancement to allow youth who are not students to contribute through service and also receive financial support. Micro-grants will be increased from 1,800 to 15,000 and will include monthly stipends of up to \$1,250 for all youth leading service projects using the micro-grants. Micro-grant recipients are not eligible for the grant.

MEMORANDUM TO THE HONOURABLE BARDISH CHAGGER

Canada Student Service Grant - Finance Proposal

Bourse canadienne pour le bénévolat étudiant – Proposition au ministère des finances

(For Signature at your Earliest Convenience)

SUMMARY

- Following Cabinet approval of Canada Service Corps COVID-19 measures on May 22, 2020, Employment and Social Development Canada has prepared a funding proposal for the Minister of Finance regarding the Canada Student Service Grant (CSSG) (Tab 1).
- This proposal seeks a funding decision of \$900 million in fiscal 2020-21 for the CSSG. \$545.77 million would be initially provided to ESDC, and includes: \$500 million for the grant, 40,000 placements created by WE Charities including set-up costs to disburse the grant, and funding for the *I Want to Help* website.
- A contingency fund of \$354.23 million is also available to should it appear that initial funding of \$500 million for the grants could be exhausted. You could request immediate access to contingency funding for additional grants via a letter to the Minister of Finance.
- If you are in agreement, please sign the attached letter to the Minister of Finance (Tab 2) and the Minister of Health (Tab 3) at your earliest convenience.

Prepared by: [REDACTED], ESDC



Pensez à **Gouvernement Ouvert** – sous réserve des exemptions de l'Accès à l'information, ce document sera diffusé publiquement

Think **Open Government** – subject to Access to Information exemptions, this document will be released publicly

FINANCE PROPOSAL

IMPLEMENTATION OF THE CANADA STUDENT SERVICE PROGRAM

OVERVIEW

The Canada Student Service Grant (CSSG) will provide grants of up to \$5,000 for eligible students who volunteer this summer in support of the COVID-19 response. Eligible volunteer placements will be made available on a new *I Want to Help* matching platform, hosted by Employment and Social Development Canada (ESDC). WE Charities, a third party organization, will implement the CSSG program by developing up to 40,000 volunteer placements to address COVID-19; onboarding and supporting students throughout the process; supporting not-for-profits (NFPs) to develop placements; and administering the disbursements of grants to eligible students.

Further to Cabinet approval, ESDC is seeking a funding decision of \$900M in 2020-21 for this time-limited initiative: \$545.77 million would be provided to ESDC for the creation of volunteer placements and initial grants; and, \$354.23 million would be set aside in a contingency fund. This contingency would be maintained to fund additional grants should it appear that the initial funding envelope of \$500.0 million could be exhausted. Any amounts from the contingency fund would be released to ESDC with the agreement of the Minister of Finance. Should access to contingency funding be required, the Minister of Diversity and Inclusion and Youth would write directly to the Minister of Finance via a letter to seek the Minister of Finance's agreement to immediately release contingency funding to ESDC.

PROPOSAL DESCRIPTION

\$900M of funding is sought for the implementation of the new time-limited CSSG. This new programming will include the following key components:

1. \$33.27 million for a third party organization, WE Charities, to support the creation and delivery of up to 40,000 service opportunities across all regions of the country with a diverse group of NFPs, as well as administrative costs to disburse grants to eligible students who participate in these placements.
2. \$10.50 million for WE Charities to administer and disburse grants to up to 60,000 eligible students who volunteer from June to September in support of the COVID-19 response outside of the 40,000 placements offered by WE Charities. This includes costs to setup systems and build capacity to disburse the grants, as well as to assess volunteer hours completed by youth outside of the 40,000 placements offered by WE Charities;
3. \$500 million initial funding envelope for grants disbursed to eligible students who volunteer from June to September in support of the COVID-19 response;
4. \$2.0 million for the creation of an *I Want to Help* platform by ESDC that will provide

information on available volunteering opportunities by allowing youth search a listing of Covid-19 focused volunteer opportunities across Canada, and ongoing support for the platform and the CSSG initiative; and

5. \$354.23 million set aside in a contingency fund, which would be maintained to fund additional grants should it appear that the initial funding envelope of \$500.0 million could be exhausted. Any amounts from the contingency fund would be released to ESDC with the agreement of the Minister of Finance. Should access to contingency funding be required, the Minister of Diversity and Inclusion and Youth would write directly to the Minister of Finance to seek the Minister of Finance's agreement to immediately release contingency funding to ESDC.

A participant would be eligible for one of five levels of grants depending on the number of hours completed -- \$1000 for 100 hours; \$2000 for 200 hours; \$3000 for 300 hours; \$4000 for 400hours; or \$5000 for 500 hours. Payments would be made in one lump-sum to participants.

The student eligibility criteria are aligned with the eligibility for the Canada Emergency Student Benefit (CESB). As well, Canadian students receiving the CSEB would be eligible to receive the grant. International students would not be eligible.

COSTING

There are four distinct area of costs to implement the CSSG:

1. The creation and support for 40,000 volunteer placements (total = \$30.97 M)

- **\$26.93 M programming costs**
- **\$4.04 M administrative costs (within the recommended 15% of total costs)**

The use of a third party organization, WE Charities, was based on a desire to have a coordinated approach to create, identify and vet placements offered by participating NFPs, while providing onboarding support to students. It was also necessary to have a third party disburse the grants to students, which will be discussed in detail below.

The \$30.97 M cost covers a broad range of program delivery activities to create and support 40,000 volunteer opportunities include:

- onboarding infrastructure and supports for youth and NFPs that meet public health guidelines so that participants can safely engage in placements which reduces the liability on government
- infrastructure to remove impediments for disadvantaged youth to participate in the CSSG;
- developing the technological infrastructure and processes to make 40,000 placements available on the *I Want to Help* platform for the launch of the initiative;

- supporting participating NFPs at all levels to offer safe (mostly virtual), quality volunteer opportunities and provide financial support for them to onboard participants; and
- promoting the Government of Canada branded initiative extensively through their networks and social media (WE has 4 million Facebook followers).

First 20,000 Placements Opportunities at Launch (total programming = \$18.35M)

Given the short time frame within which this initiative will run, it will be important to have a large number of opportunities available at the time of the launch. Support is necessary to enable not-for-profits (NFPs) who have been adversely affected by the pandemic to develop eligible placement opportunities, as well as for students who will require onboarding to appropriately engage in these opportunities. A strong start is key with youth, as the biggest influencers of youth are their peers. Success will require building positive momentum early. To build this approach, WE Charities has agreed to create up to 10,000 volunteer placement opportunities through its own organization and to create an additional 10,000 placements working with up to 50 not-for-profits (NFPs) in partnership with the umbrella organization Imagine Canada, for a total of 20,000 volunteer placements available at the launch of the CSSG.

WE Charities will play a key role in helping participating NFPs understand the program requirements and expertise in designing these virtual opportunities with organizations. It will provide both in-kind and financial supports that will both incentivize the participation of NFPs and ensure quality, safe placements for youth. WE Charities is proposing to co-decide and co-develop with NFPs what supports would be most beneficial to their unique needs. They will provide graduated levels of financial support depending on the nature and size of the NFP to cover the costs absorbed by NFPs in taking on student volunteers. Other supports could include responding to questions on program requirements, onboarding orientation for participants, technology assistance, and direct high-touch support to youth who may have special needs or who face difficulties during their placement.

Based on the objectives outlined by the Government of Canada, WE Charities will ensure that these 20,000 placements are geographically distributed across Canada, and include students from all backgrounds (e.g. visible minorities, indigenous, etc.) by providing the necessary supports to attract and engage these students. WE Charities will work with the Assembly of First Nations, Inuit and Metis organizations as well as a diverse set of NFPs to realize this objective. Alternative arrangements will be made to ensure placements for students in rural and remote locations with limited connectivity and technology. All 20,000 placements created will be made available in both French and English.

WE Charities will also manage the disbursement of the grant with appropriate infrastructure to verify and issue funds, as detailed below in part 2.

Second Cohort of 20,000 Placement Opportunities (total programming = \$12.62M)

Once the first cohort is established, WE Charities will use the same approach, outlined above, to continue to onboard more NFPs to offer placements and provide the same level of service to onboard and support students for the second cohort. Given there are economies of scale, the associated programming costs are reduced.

2. Initial Processing and Administrative Capacity for the CSSG (total = \$12.80M)

Grant Disbursement for first 40,000 Placements

- **\$2.0M – setup and disbursement costs for 40,000 grants tied to placements delivered by WE**
- **\$0.3M – 15% administration costs**

For the additional vetting of placements and disbursement of grants for up to 60,000 eligible students

- **\$9.13M – capacity to assess “outside” placements, and disbursement costs for 60,000 grants tied to placements outside of those created by WE**
- **\$1.37M – 15% administration costs**

A third party organization is required to administer and disburse the grants to eligible students. WE Charities has the necessary business processes, infrastructure and resources to verify the eligibility of the student (i.e. (e.g., number of hours, whether a participant is an eligible student via a student card, for example) as well appropriately transfer the financial payments. For the latter, overseeing secure payment process (e.g., direct deposit systems or issuing manual cheques), collecting and storing sensitive payment information for the participant, providing online and offline support to youth related questions with payment recipients, and issuing income tax forms (T4A) is required. Costs also include insurance, audit and overhead considerations.

The costs associated with managing the disbursement of the cash award for the first 40,000 eligible students is \$2.3M. This accounts for setting up overhead and systems to process payments as per the requirements established by the Government of Canada.

Beyond the students engaged in the 40,000 placements with programming supports, WE Charities will also provide payments for students who have completed hours through other eligible volunteer opportunities, and would assess these opportunities to ensure they align with CSSG eligibility criteria. Eligible students who complete volunteer hours through these other opportunities can also apply for the cash disbursement. WE Charities has indicated that they can also administer the cash award to these students in the same manner as they would for those being placed by WE and based on criteria provided by the government.

The costs per additional eligible student are approximately \$175, for a total cost of up to \$10.51M for the additional 60,000 students.

3. Initial Funding Envelope for the Grant (total - \$500M)

WE Charities has indicated in their funding proposal an option to administer up to 100,000 grants. As such, the initial funding envelope requested for the grants is \$500M, based on an estimated 100,000 students accessing the grant at the highest level of the awards at \$5,000.

Beyond the initial 100,000 grants, should funding remain and demand exist, flexibility would be provided to make additional disbursements from this amount as well as relevant per application administrative costs for WE Charities.

4. Contingency Fund for Additional Grants (total = \$354.23M)

- **\$342.25M – cost of 68,450 grants**
- **\$10.42M – disbursement costs for additional 68,450 grants**
- **\$1.56M – 15% administration costs for additional 68,450 grants**

Given the many sources of uncertainty affecting youth uptake (detailed in the next section on costing assumption), it is possible that the initial funding envelope of \$500M for the grants could be exhausted. As such, \$354.23 million would be set aside in a contingency fund, and would be maintained to fund additional grants beyond the initial funding envelope of \$500.0 million.

Any amounts from the contingency fund would be released to ESDC with the agreement of the Minister of Finance. Should access to contingency funding be required, the Minister of Diversity and Inclusion and Youth would write directly to the Minister of Finance via a letter to seek the Minister of Finance's agreement to immediately release contingency funding to ESDC.

5. Program support costs for ESDC (total = \$2.0M)

ESDC will create and launch the *I Want to Help* portal, a web-based one-window matching platform by ESDC that allows students to search for volunteer opportunities to contribute to the Covid19 response in their community. The platform will require ongoing support and maintenance throughout the course of the CSSG. As well, the CSSG will require ongoing programming, communications, policy and corporate services support for a total cost of up to \$2.0M.

COSTING ASSUMPTIONS

a) Disbursement of Canada Student Service Grant

A cursory review of volunteer placement opportunities indicated that they are limited in number, scale and activities. Many NFPs may have limited capacity because of lack of donors and the need to change their approach to reflect public health measures. It is also unclear how many NFPs, both large and small, are able to adapt to offer virtual

opportunities or opportunities that meet the requirements of social distancing. This makes it difficult to predict the number of volunteering hours that students will be able to access.

In addition, it is difficult to predict with precision, the number of students who will be eligible to receive the grant as it is unclear how the pandemic will influence student behavior. However, many students are facing job losses and reduced work hours which could result in more students looking to fill their time with meaningful service opportunities and eager to earn the grant to help pay for their studies in the fall.

On the other hand, several jurisdictions are slowly easing COVID-19 related economic restrictions some jobs typically filled by youth may arise even on a part-time basis, which may shift their focus to paid work as opposed to volunteer opportunities. The mental health impacts on students in this unprecedented time, as well as the interplay with other benefits such as the CESB are also unknowns.

Early evidence from CESB registrations, which serves the same client base as the CSSG, indicate that approximately 330,000 youth have registered to receive the CESB. This does not indicate however, how many of those applying for the CESB would volunteer and access the CSSG.

To address this uncertainty of how many hours students would volunteer, ESDC assumes each student would complete the highest level of the award, which is 500 service hours required to obtain the \$5000 grant. Given the uncertainties around uptake for the CSSG, ESDC is proposing to set aside direct funding for the CSSG, as well as additional disbursement and administrative costs, in a contingency fund, and the department would report back to the Minister of Finance with updated projections of CSSG uptake to justify access to this funding.

IMPLEMENTATION

The following provides a summary of activities that would be completed by ESDC and WE Charities between May and October 2020 to implement and deliver the CSSG.

June- July2020

ESDC will create and launch the 'I Want to Help' Portal.

WE Charities will:

- collaborate with non-profit partners to co-develop and provide volunteer opportunities for students and recent graduates to create 20,000 opportunities for launch;
- provide technological supports to participants, and validate and upload volunteer opportunities from WE and participating not-for-profits
- create an additional 20,000 volunteer placements for mid-summer
- launch an integrated marketing and promotion campaign
- create a registration process for the CSSG for students seeking to apply for the grant

WE/ESDC will host a virtual launch event to kick-off the program

Over the Summer/Fall

- If required, Minister of Diversity and Inclusion and Youth would write to the Minister of Finance to seek agreement to release contingency funding to ESDC.
- Continue to focus on outreach and engagement of students and recent graduates, including those from vulnerable populations
- Students can continue to seek out volunteer opportunities to access the grant
- Support the wind down of volunteer service projects and final activities by participants
- Disburse CSSG payments to participants based on their validated completed volunteer service hours
- Ensure relevant accreditation is provided to all participants for their validated volunteer service hours

RESULTS

Overall, this initiative will provide students and recent graduates the opportunity to support their communities to respond to COVID-19, gain transferable workplace skills, while receiving a cash award to help support their post-secondary education. Expected results include:

- Up to 40,000 eligible volunteer service opportunities created for eligible students and recent graduates, including those from underrepresented and vulnerable groups, that contributed to the creation of a positive societal response to COVID-19 and provided valuable experience and skills development;
- Up to 60,000 eligible students, who engage in eligible volunteer service opportunities, are provided an opportunity to access the grant;
- Engaging a broad range of NFPs from various locations across Canada to provide volunteer service opportunities, including those serving youth from vulnerable or underrepresented groups, official languages minority communities (OLMCs), and in rural and remote areas;
- CSSG payments disbursed to eligible student participants in a timely manner to recognize their contributions to COVID-19 response efforts and provide funding to support their post-secondary studies; and
- an online platform for participants to find volunteer placement opportunities;

STAKEHOLDER AND COMMUNICATIONS CONSIDERATIONS

The CSSG is one of several COVID-19 support measures announced as part of Canada's COVID-19 Economic Response Plan. Given physical distancing requirements, a proactive and phased-in collaborative communications approach will include robust social media content and national media releases beginning with the program launch in June to create awareness and promote student participation.

The Department's communications strategy will leverage the powerful social media networks of our stakeholder networks to amplify our messaging and extend our reach. We will work with our stakeholders to gather testimonials and success stories as a foundational element of our communications. This will continue through the summer months as key milestones are reached and student/community success stories become available. The CSSG is one of several youth- and student-oriented measures announced by the Prime Minister on April 22, 2020, so communications will complement and intersect with that of other measures, as appropriate. ESDC will also work closely with WE Charities by leveraging its offer to provide "white label" support and use Government of Canada branding.

CONTACT

[REDACTED]

[REDACTED]

- ANNEX 1: PROPOSAL COSTING**
- ANNEX 2: GENDER-BASED ANALYSIS PLUS (GBA+)**

Minister of Diversity and Inclusion
and Youth



Ministre de la Diversité et de l'Inclusion
et de la Jeunesse

Ottawa, Canada K1A 0M5

The Honourable Bill Morneau
Minister of Finance
House of Commons
Ottawa, Ontario
K1A 0A6

Dear Colleague:

Further to the Prime Minister's April 22, 2020 announcement of a new Canada Student Service Grant (CSSG), I am writing to seek a funding decision for this initiative of \$900.0 million in 2020-2021 for Employment and Social Development Canada (ESDC). I am seeking your concurrence and that of the Minister of Health to access this funding through the statutory appropriation authority under s. 2(1) of the *Public Health Events of National Concern Payments Act*.

Of the \$900.0 million, ESDC would have immediate access of up to \$545.77 million for the creation and implementation of 40,000 volunteer placements focusing on COVID-19 challenges; an online *I Want to Help* portal created and managed by ESDC to connect youth to these placements; set-up costs to disburse the CSSG; and, initial funding for the grant.

Given uncertainty regarding participation in this initiative, I am seeking that the remaining funding of \$354.23 million be set aside in a contingency fund, and that this contingency be maintained to fund additional grants should it appear that the initial amounts could be exhausted. Any amounts from the contingency fund would be accessed by ESDC with your agreement. Should access to contingency funding be required, I would write back directly to you via a letter to seek your agreement to immediately enable ESDC to access and expend the contingency funding.

As you know, on May 22, 2020, the Cabinet discussed a proposal I put forward to implement the CSSG. The proposal was unanimously supported ad referendum on funding to the Prime Minister and the Minister of Finance. This letter seeks the necessary funding to implement the Cabinet decision. The CSSG will support a diverse population of students across the country who want to contribute towards the COVID-19 response in their communities. It will provide students who are unable to engage in significant paid

Canada

Minister of Diversity and Inclusion
and Youth



Ministre de la Diversité et de l'Inclusion
et de la Jeunesse

Ottawa, Canada K1A 0M5

employment during the summer break to gain valuable experience and skills through a variety of quality service opportunities, and where applicable, earn funds for their continued education at the same time. The grant will be available at various levels representing corresponding hour thresholds so that students can balance service with their other commitments.

The *I Want to Help* portal, a web-based platform managed by the Government of Canada will allow students to find available service opportunities. This portal will also provide not-for-profit organizations a platform with high visibility to recruit new volunteers. Up to \$2.0 million in operating funding in 2020-2021 would be required for ESDC to create and manage the portal.

To ensure that students across the country have access to a variety of quality service opportunities and are awarded funds appropriately, a third party, WE Charities, will be engaged through a contribution agreement to deliver both the service opportunities and disburse cash awards. WE Charities and their related charitable organizations have demonstrated capacity for working with youth to support service, access to an extensive network of not-for-profit organizations and the required financial oversight needed to deliver this initiative. In addition, they have committed to working with organizations representing the needs of diverse groups to ensure that support is provided for youth who may face additional barriers to service.

WE Charities' proposal has costed an option to disburse grants up to 100,000 students. As such, the initial funding envelope for the grant is \$500M, based on an estimated 100,000 students accessing the grant at the \$5,000 level.

The CSSG complements other measures announced to support students and youth unable to find significant employment during the summer break. As announced by the Prime Minister on April 22, 2020, I am seeking to implement the expansion of Canada Service Corps (CSC) micro-grants in fiscal 2020-2021. Funding of \$62.9 million was previously approved for this initiative, which I am also seeking to access through the statutory appropriation authority under s. 2(1) of the *Public Health Events of National Concern Payments Act*.

The situation created by the pandemic will place significant demands on the CSC program this year. As such, I am also seeking your approval to waive the condition

Canada

Ottawa, Canada K1A 0M5

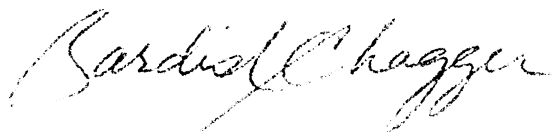
placed on the CSC program which requires ESDC to report on results for 2020-2021 in order to access frozen funding for 2021-2022. Instead, I am seeking your approval to allow ESDC to immediately access CSC frozen funding for 2021-2022. ESDC would report back to Treasury Board in 2021-2022 when information can be fully compiled regarding the CSC program outcomes for the 2020-2021 fiscal year.

Access to frozen Budget 2019 funding for the CSC program will allow the effects of the pandemic on the not-for-profit sector to be minimized. Immediate access to frozen funding would enable ESDC to extend funding agreements for CSC organizations, which would provide funding stability and predictability to the broader CSC program. This includes over 100 community organizations across Canada responsible for up to 7,000 annual volunteer placements. This would also contribute towards continued availability of volunteer opportunities for young Canadians.

Given that eligible students who are currently undertaking CSC placements may seek to access the CSSG, it will be necessary that CSC-funded organizations have the financial supports in place to adequately support youth engaged in service placements so they can also benefit from the CSSG.

In sum, I am requesting a funding decision of \$900 million, which includes a contingency of \$354.23 million that could be immediately accessed by ESDC with your agreement for the CSSG. I am also seeking concurrence with my separate requisition of \$62.9 million under s. 2(1) of the *Public Health Events of National Concern Payments Act* for the expansion of CSC micro-grants. Additional details on this funding request have been provided to your officials.

Yours sincerely,



The Honourable Bardish Chagger, P.C., M.P.
Minister of Diversity, Inclusion and Youth

Cc: The Right Honourable Justin Trudeau, P. C., M. P.
Prime Minister

Minister of Diversity and Inclusion
and Youth



Ministre de la Diversité et de l'Inclusion
et de la Jeunesse

Ottawa, Canada K1A 0M5

The Honourable Patty Hajdu, P.C., M.P.
Minister of Health

Canada

Minister of Diversity and Inclusion
and Youth



Ministre de la Diversité et de l'Inclusion
et de la Jeunesse

Ottawa, Canada K1A 0M5

The Honourable Patty Hajdu
Minister of Health
House of Commons
Ottawa, Ontario
K1A 0A6

Dear Colleague:

Further to the Prime Minister's April 22, 2020 announcement of a new Canada Student Service Grant (CSSG), I am writing to seek a funding decision for this initiative of \$900.0 million in 2020-2021 for Employment and Social Development Canada (ESDC). I am seeking your concurrence and that of the Minister of Finance to access this funding through the statutory appropriation authority under s. 2(1) of the *Public Health Events of National Concern Payments Act*.

Of the \$900.0 million, ESDC would have immediate access of up to \$545.77 million for the creation and implementation of 40,000 volunteer placements focusing on COVID-19 challenges; an online *I Want to Help* portal created and managed by ESDC to connect youth to these placements; set-up costs to disburse the CSSG; and, initial funding for the grant.

Given uncertainty regarding participation in this initiative, I am seeking that the remaining funding of \$354.23 million be set aside in a contingency fund, and that this contingency be maintained to fund additional grants should it appear that the initial amounts could be exhausted. Any amounts from the contingency fund would be accessed by ESDC with the Minister of Finance's agreement. Should access to contingency funding be required, I would write back directly to the Minister of Finance via a letter to seek his agreement to immediately enable ESDC to access and expend the contingency funding.

As you know, on May 22, 2020, the Cabinet discussed a proposal I put forward to implement the CSSG. The proposal was unanimously supported ad referendum on funding to the Prime Minister and the Minister of Finance. This letter seeks the necessary funding to implement the Cabinet decision. The CSSG will support a diverse population of students across the country who want to contribute towards the COVID-19 response in

Canada



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their communities. It will provide students who are unable to engage in significant paid employment during the summer break to gain valuable experience and skills through a variety of quality service opportunities, and where applicable, earn funds for their continued education at the same time. The grant will be available at various levels representing corresponding hour thresholds so that students can balance service with their other commitments.

The *I Want to Help* portal, a web-based platform managed by the Government of Canada will allow students to find available service opportunities. This portal will also provide not-for-profit organizations a platform with high visibility to recruit new volunteers. Up to \$2.0 million in operating funding in 2020-2021 would be required for ESDC to create and manage the portal.

To ensure that students across the country have access to a variety of quality service opportunities and are awarded funds appropriately, a third party, WE Charities, will be engaged through a contribution agreement to deliver both the service opportunities and disburse cash awards. WE Charities and their related charitable organizations have demonstrated capacity for working with youth to support service, access to an extensive network of not-for-profit organizations and the required financial oversight needed to deliver this initiative. In addition, they have committed to working with organizations representing the needs of diverse groups to ensure that support is provided for youth who may face additional barriers to service.

WE Charities' proposal has costed an option to disburse grants up to 100,000 students. As such, the initial funding envelope for the grant is \$500M, based on an estimated 100,000 students accessing the grant at the \$5,000 level.

The CSSG complements other measures announced to support students and youth unable to find significant employment during the summer break. As announced by the Prime Minister on April 22, 2020, I am seeking to implement the expansion of Canada Service Corps (CSC) micro-grants in fiscal 2020-2021. Funding of \$62.9 million was previously approved for this initiative, which I am also seeking to access through the statutory appropriation authority under s. 2(1) of the *Public Health Events of National Concern Payments Act*.

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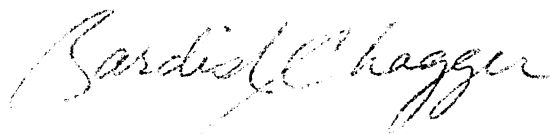
The situation created by the pandemic will place significant demands on the CSC program this year. As such, I am also seeking the Minister of Finance's approval to waive the condition placed on the CSC program which requires ESDC to report on results for 2020-2021 in order to access frozen funding for 2021-2022. Instead, I am seeking his approval to allow ESDC to immediately access CSC frozen funding for 2021-2022. ESDC would report back to Treasury Board in 2021-2022 when information can be fully compiled regarding the CSC program outcomes for the 2020-2021 fiscal year.

Access to frozen Budget 2019 funding for the CSC program will allow the effects of the pandemic on the not-for-profit sector to be minimized. Immediate access to frozen funding would enable ESDC to extend funding agreements for CSC organizations, which would provide funding stability and predictability to the broader CSC program. This includes over 100 community organizations across Canada responsible for up to 7,000 annual volunteer placements. This would also contribute towards continued availability of volunteer opportunities for young Canadians.

Given that eligible students who are currently undertaking CSC placements may seek to access the CSSG, it will be necessary that CSC-funded organizations have the financial supports in place to adequately support youth engaged in service placements so they can also benefit from the CSSG.

In sum, I am requesting a funding decision of \$900 million, which includes a contingency of \$354.23 million that could be immediately accessed by ESDC with the agreement of the Minister of Finance for the CSSG. I am also seeking your concurrence with my separate requisition of \$62.9 million under s. 2(1) of the *Public Health Events of National Concern Payments Act* for the expansion of CSC micro-grants. Additional details on this funding request have been provided to your officials.

Yours sincerely,



The Honourable Bardish Chagger, P.C., M.P.
Minister of Diversity, Inclusion and Youth

Cc: The Right Honourable Justin Trudeau, P. C., M. P.
Prime Minister

Minister of Diversity and Inclusion
and Youth



Ministre de la Diversité et de l'Inclusion
et de la Jeunesse

Ottawa, Canada K1A 0M5

The Honourable Bill Morneau, P.C., M.P.
Minister of Finance

Canada

Data Reporting and Metrics for Canada Student Service Grant

The following sources of information, internal to ESDC and provided by WE Charities Foundation, will support reporting on the Canada Student Service Grant administration. Potential specific reports are listed in annex below.

Applicant Profiles – WE Charities Foundation

- # of students applying to the program
- # of students accepted
- # of students completed

The metric above could be broken down (where information provided) by:

1. Geographic location (Province or territory, City, first three digits of postal code)
2. First language (English, French)
3. Language proficiency (English, French, Bilingual)
4. Age (by birth year)
5. Gender identity (male, female, neither)
6. Education level (elementary, secondary, or post-secondary)
7. Underrepresented groups (self-identified)
 - a. Visible minority or racialized group
 - b. Persons with disabilities
 - c. Indigenous (registered, on-reserve, non-status, Métis, and/or Inuit)
 - d. Newcomer (defined as a person who has left another country to settle in Canada within the last 5 years)
8. Opportunity type interested in (types TBD)
9. # of volunteering hours committed
10. # of estimated hours completed

Website Analytics – updated continuously ESDC

- # of web sessions
- # of users
- # of pageviews
- Time spent on site
- Bounce rate
- # of opportunity searches
- # of opportunity posting views

The metrics above could be broken down by:

1. Geographic location (Province or Territory, City)

2. Device category (Desktop, Tablet, Mobile)
3. Site Language (English, French)
4. Acquisition sources (direct, organic, referrals, social media, including referral from Canada.ca & COVID-19 web pages)

Volunteer Placements – database updated hourly ESDC

- # of postings
- # of placement vacancies

The metrics above could be broken down by:

1. Geographic location (Province or territory, Economic region, City + urban vs rural)
2. Language requirement (English, French, Bilingual)
3. # of hours of volunteering required
4. Opportunity types (types TBD)
5. Population groups targeted (groups TBD)
6. Organization name

Annex – Reporting Tables

Volunteer Service Participants:

The following tables could be provided starting one week after the application period opens and, subsequently, on a weekly basis

Table 1. – Number and percentage of volunteers by province and territory

Table 2. – Number and percentage of volunteers by first language (English, French) for each province and territory

Table 3. – Number and percentage of volunteers by qualifying hours range (100, 200, 300, 400, 500), Canada

Table 4. – Number and percentage of volunteers by type / population group served (TBD), Canada

Table 5. – Number and percentage of volunteers by socio-demographic (e.g. age, gender, visible minority or racialized group, persons with disabilities, Indigenous, newcomers), Canada

Volunteer Service Opportunities:

The following tables could be provided for the initial 20,000 volunteer opportunities at program launch and, subsequently, on a weekly basis.

Table 6. – Number and percentage of volunteer opportunities by province and territory

Table 7. – Number and percentage of volunteer opportunities by city for each province and territory

Table 8. – Number and percentage of volunteer opportunities, by language requirement (English, French, Bilingual) for each province and territory

Table 9. – Number and percentage of volunteer opportunities by qualifying hours range (100, 200, 300, 400, 500), Canada

Table 10. – Number and percentage of volunteer opportunities by organization, Canada

Table 11. – Number and percentage of volunteer opportunities by type / population group served (TBD), Canada

Visibility and Awareness:

The following tables could be provided one week after the official launch and, subsequently, on a weekly basis

Table 12. – Number and percentage of users and searches by province and territory

Table 13. – Number and percentage of users and searches urban / rural for each province and territory
(census metropolitan areas versus rest)

Table 14. – Number and percentage of users and searches by official language (English or French)

MEMORANDUM TO THE HONOURABLE BARDISH CHAGGER

Amendments to Canada Service Corps Terms and Conditions to
Implement COVID-19 Measures

Modifications aux modalités de Service jeunesse Canada pour
mettre en œuvre les mesures COVID-19

(For Approval at your Earliest Convenience)

SUMMARY

- Following Cabinet approval of Canada Service Corps (CSC) COVID-19 measures, Employment and Social Development Canada (ESDC) is seeking your approval for amendments to the CSC's Terms and Conditions (Ts & Cs) (Tab 1).
- These amendments include establishing a new temporary funding stream for the Canada Student Service Grant (CSSG), temporarily increasing funding limits for the micro-grants expansion, and rescinding the current leveraging requirements, with new requirements to be identified in 2021-22, based on stakeholder input post-COVID-19.
- In accordance with section 6.5.4 of the Policy on Transfer Payments, ESDC has consulted with the Treasury Board Secretariat to ensure that the approval of these amendments are within your authority.
- If you are in agreement with the proposed amendments, please sign the attached letter to the President of Treasury Board (Tab 2) at your earliest convenience so it can be provided for his information.

Background

- On May 22, 2020, Cabinet approved the following measures to support youth and students, and to ensure CSC program stability during and immediately after the COVID-19 pandemic:

.../2



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- temporarily expanding the scope of the CSC to provide a 'Canada Student Service Grant' (CSSG) of up to \$5,000 to students of all ages who volunteer in support of COVID-19 response and recovery;
- the creation of the 'I Want to Help' portal to help students find service placements and volunteer opportunities;
- expanding CSC micro-grants in fiscal 2020-2021 to up to 15,000, and offering participants stipends up to \$1,250 along with a temporary increase in funding limits for the Micro-Contributions funding stream; and,
- rescinding leveraging requirements, set to be introduced starting April 1, 2021, that require CSC-funded organizations to provide 25 percent of their project costs as a cash or in-kind contribution.

Current Status

- Your approval is being requested for the following amendments to the CSC program's Ts & Cs so the Department can move to urgently implement the measures approved by Cabinet:
 - Under the Introduction, including a description of the Canada Student Service Grant funding stream;
 - Under section 2.2, Objectives, establishing a new, temporary 'Canada Student Service Grant' stream, which expires on March 31, 2021, to provide contribution funding for projects up to \$900,000,000 that would create volunteer opportunities in the COVID-19 context, and provide eligible Canadian students financial rewards in the form of a "Canada Student Service Grant" valued up to \$5,000 based on volunteer hours;
 - Under sections 8.0 and 8.1, Maximum Amount Payable and Maximum Duration of Funding Agreements, temporarily increasing maximum funding limits for the 'Micro-grants' stream to \$100,000,000 (expires on July 1, 2021) so funding can be provided to expand micro-grants and offer stipends to eligible participants, and removing references to



the current leveraging requirements, and limiting the duration of CSC funding agreements to 5 years; and,

- Including a new, temporary Annex to the CSC's Terms and Conditions (expires on March 31, 2021), which defines requirements for the CSSG funding stream.
- o Beginning this fall, ESDC will engage CSC-funded organizations and future potential donors to understand what could constitute achievable leveraging requirements post-COVID-19. Following consultations, new leveraging requirements for the CSC program will be identified in 2021-22, including dates when they would come into effect.

Next Steps

- o If you are in agreement with the proposed amendments, please sign the attached letter to the President of Treasury Board (Tab 2) at your earliest convenience, so it can be provided for his information.

[Redacted]

- I concur
- I do not concur
- I would like to discuss further

Bardish Chagger

Prepared by:

[Redacted]



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Temporary Terms and Conditions

CANADA STUDENT SERVICE GRANT

INTRODUCTION

Due to the COVID-19 pandemic, many employers who traditionally hire youth have had to temporarily close their doors or limit the number of staff they hire. The money from summer employment that many students rely on to pay for basic needs and save for their studies is not available.

The Canada Student Service Grant (CSSG) is a temporary measure in the context of the COVID-19 pandemic that aims to support a diverse population of students across the country to contribute towards the COVID-19 response in their community while gaining valuable experience and skills. It is a key pillar of the broader comprehensive suite of supports available to youth including the Canada Emergency Student Benefit (CESB) and enhancements to student financial assistance through the Canada Student Loans Program.

The new CSSG funding stream will include the following components:

- Establishment of the *I Want to Help* portal to help youth find service opportunities in their community;
- Contribution funding for one or more third party organization(s) to support the creation and delivery of service opportunities across all regions of the country with a diverse group of not-for-profit organizations.
- Contribution funding for one or more third party organization(s) to disperse cash rewards up to \$5,000, branded as the "Canada Student Service Grant", for eligible students who volunteer during summer 2020 in support of the COVID-19 response.

All requirements from the Terms and Conditions for the Canada Service Corps apply to the Canada Student Service Grant, unless otherwise noted or modified below.

The CSSG is a temporary funding stream, which will expire on March 31, 2021.

2.3 Expected Results and Key Performance Measures

Canada Student Service Grant:

Immediate:

- Volunteer opportunities are made available to students.
- Students participate in volunteer activities.

The key performance measures listed below are part of the program performance measurement strategy where a set of indicators have been identified to monitor and measure program performance. The indicators include but are not limited to:

- Number of not-for-profit organizations offering volunteer opportunities.
- Number of students participating in volunteer activities.
- Number of volunteer hours accumulated by students participating in volunteer activities.
- Number and level of grants awarded to students.

The Department may modify the performance measures over time as well as require additional data from organizations through agreements to ensure that program outcomes are adequately measured.

3.0 ELIGIBLE RECIPIENTS

3.1 Eligible recipients

“Eligible recipient” are “not-for-profit” organizations, which means entities established for purposes other than financial gain for their members. This category includes:

- community, charitable or voluntary organizations, including faith-based organizations (for example, churches, synagogues, temples, mosques)
- non-governmental organizations

3.2 Eligible Participants

“Eligible participant” means:

- students who are enrolled in a post-secondary education program leading to a degree, diploma, or certificate;
- students who ended their studies or graduated no earlier than December 2019; and,
- high-school graduates who have applied for, and will be joining, post-secondary programs in the coming months.

International students would not be eligible.

Eligible participants receiving the Canada Emergency Response Benefit are not eligible to receive the cash amount.

Eligible participants receiving the Canada Emergency Student Benefit who meet the requirements for the program are also able to receive the cash amount.

4.0 ELIGIBLE ACTIVITIES

4.4 Canada Student Service Grant

- Activities designed to support and facilitate access and participation in volunteer service opportunities for students;
- Activities designed to support the promotion and benefits of volunteer engagement and the Canada Student Service Grant;
- Activities designed to implement financial rewards (Canada Student Service Grant) to encourage students to volunteer;
- Activities that provide education, training and onboarding for students on how to volunteer in the COVID-19 context;
- Activities that offer support for students in the identification and validation of issues and priorities for community action;
- Activities to validate that volunteer opportunities address issues arising from the COVID-19 context, and respect local health guidelines and best practices for volunteering in the COVID-19 context;
- Activities supporting the implementation of methods to reach under-represented students;
- Activities that support the implementation of strategies or actions to address community issues;
- Activities designed to support access and participation of students in volunteer service, including under-represented students;
- Activities designed to support social integration and understanding of diversity;
- Activities designed to support approaches to facilitate participation in civic life for students; and
- Activities that provide opportunities for students to learn or enhance skills and competencies, such as leadership, teamwork and communication skills.

5.0 ELIGIBLE EXPENDITURES

Eligible expenditures are those considered necessary to support the purpose of the funding. Eligible expenditures include the following:

- Overhead costs, normally up to 10%, including costs related to central administrative functions of the recipient organization that are drawn upon to support agreement activities (such as shared postage, telephones, information technology maintenance and head office support).
- Costs of materials and supplies;
- Wages and mandatory employment-related costs (MERCs);
- Training and professional development costs for project staff;
- Honoraria;
- Printing and communication costs;
- Professional fees, such as consultant, technical expertise, or facilitation;
- Domestic travel costs, not exceeding rates and allowances in the National Joint Committee travel directives;

- Participant costs and supports (such as living expenses, mentorship, dependent care, transportation, accommodation, specialized services or referrals to appropriate resources, arrangements or equipment for persons with disabilities);
- Cash or financial rewards up to \$5,000 in value paid to Eligible Participants, branded as the “Canada Student Service Grant”, based on the number of volunteer hours completed in the COVID-19 context.
- Recognition or completion certificates; and,
- Other costs necessary to support the purpose of the funding, as approved by the Minister or sub-delegated officials.

Where the recipient further distributes contribution funding to a third party organization to carry out project activities, payments from the recipient to the third party to reimburse the latter for the above-listed types of expenditures incurred are also eligible expenditures.

8.0 MAXIMUM AMOUNT PAYABLE

The maximum level of annual financial support approved per Canada Student Service Grant project shall not exceed \$900,000,000 per year.

The maximum amounts payable to recognize youth volunteerism in the COVID-19 context, branded as the “Canada Student Service Grant”, shall be:

- \$1,000 for completing 100 hours of volunteer service;
- \$2,000 for completing 200 hours of volunteer service;
- \$3,000 for completing 300 hours of volunteer service;
- \$4,000 for completing 400 hours of volunteer service; and,
- \$5,000 for completing 500 hours of volunteer service.

13.0 DURATION OF TERMS AND CONDITIONS

The specific provisions outlined in this Annex applying to the Canada Student Service Grant expire on March 31, 2021.

14.0 REDISTRIBUTION OF CONTRIBUTIONS

Contribution agreements will outline obligations and requirements for funded recipients with projects involving further funding distribution to one or more persons or entities. Persons or entities eligible for further funding distribution must meet the criteria defined:

- For participants under Section 3.2 Eligible Participants, or
- For recipients under Section 3.1, Eligible Recipients.

The funding recipient has independence in the choice of those persons or entities, with minimal guidance from the Department of ESD, and will not be acting as the agent for the government in making the distributions.

Terms and Conditions

CANADA SERVICE CORPS

INTRODUCTION

The Canada Service Corps (CSC) was announced in Budget 2016 with the objective of supporting a vision of Canada where youth are actively engaged with their communities and society, and carry this through into later stages of life, and supporting a culture of service, civic engagement and global citizenship.

The CSC is part of the Government of Canada's vision to have engaged youth, where society initiates change to engage youth, and youth engage in society to initiate change. In this vision, youth have the skills and experience to contribute to society; they enjoy equality of opportunity and recognize the power of diversity; and Canadian institutions empower youth to participate in society and communities.

Community engagement and volunteering serves as a method of accelerating the social integration of under-represented groups of youth by helping to reduce stigma, discrimination, and social isolation. Community service facilitates cultural understanding and the development of positive attitudes between young people of different cultures, backgrounds, life circumstances and regions of Canada.

By empowering youth to engage in service, the CSC enhances the vision of creating a culture of service in Canada, while contributing to local action on federal priorities to improve the social, economic and environmental well-being of communities.

Service typically refers to taking part in volunteer type activities that promote quality of life by addressing community problems and issues through personal work, community-based work or work through democratic institutions.

Participants in the CSC are volunteers – individuals who give their time, energy and skills for public benefit, of their own free will, without monetary compensation. This differs from the role of paid employees, who receive remuneration for work performed, and unpaid interns, who participate in the workplace specifically to acquire experience meant to assist in developing career prospects.

Not all youth are engaged or have the opportunity to participate and experience community service. Through the CSC, Canada will promote civic engagement and facilitate access to service placements for all youth, particularly for those who are not already engaged. Canada as a whole benefits when all youth are able to contribute their unique perspectives to public affairs, and communities benefit from having youth help address identified needs and issues and find solutions.

The CSC supports activities under four different funding streams: Youth Volunteer Service Placements (National and Regional scale projects); Micro-Contributions; Innovative Engagement and Outreach; and, the Canada Student Service Grant.

The Canada Student Service Grant (CSSG) is a new, temporary funding stream to encourage Canadian students to volunteer during and immediately after the COVID-19 pandemic, for which all requirements are detailed in Annex A.

1.0 AUTHORITY

The CSC is established by the Minister of Employment, Workforce Development and Labour (“the Minister”) pursuant to section 7 of the *Department of Employment and Social Development Act (DESDA)*. Section 7 provides that “The Minister may, in exercising the powers and performing the duties and functions assigned by this Act (the DESDA), establish and implement programs designed to support projects or other activities that contribute to the development of the human resources of Canada and the skills of Canadians, or that contribute to the social development of Canada, and the Minister may make grants and contributions in support of the programs”.

The CSC relates to the mandate of the Minister.

Budget 2019 authorized the implementation of the CSC national youth service program.

2.0 PURPOSE, OBJECTIVE, OUTCOMES AND KEY PERFORMANCE MEASURES

2.1 Purpose

The CSC supports a vision of Canada in which youth, including youth from underrepresented groups, are more engaged and service oriented, carrying service experiences and skills into later stages of life, supporting civic engagement, and participation, as well as global citizenship.

2.2 Objectives

The objectives of the CSC are to: create, promote and facilitate access to volunteer service placements that are meaningful to youth, including youth from underrepresented groups; support lasting civic engagement; and, provide youth with life and work skills.

The CSC is divided into four funding streams each with specific objectives.

2.2.1 Youth Volunteer Service Placements – National and Regional scale Projects

This stream is intended to support and facilitate access to new volunteer service placements within the community and to encourage communities to engage youth in service. Youth will engage directly in volunteer service placements in order to develop skills that are relevant to the labour market and to promote greater civic engagement and inclusion. Innovative approaches to encourage and value youth volunteer service including incentives, supports and recognition will be explored at both the national and regional levels. The program provides funding for the delivery of full-time and flexible

volunteer service placements across Canada for young people to gain valuable skills while contributing to the betterment of communities.

2.2.2 Micro-Contribution – Youth led projects

The micro contributions will be provided to youth who identify a project which needs a small amount of financial aid in order to cover project-related costs. This funding stream will allow youth with service ideas to design and implement projects that otherwise might be missed at the local level. It will help youth leadership and allow young people to be fully engaged in the development process.

2.2.3 Innovative Engagement and Outreach

Innovative Engagement and Outreach funding will be used to support activities designed to promote civic participation, facilitate access to service, and engage and sustain youth in service. In addition to promoting and enhancing the visibility of youth service, funding will also support activities to facilitate access to volunteer service placements, such as a pan-Canadian matching function. Activities supporting youth service, participation supports, incentives and recognitions, communication, and information sharing are eligible under this funding stream.

2.2.4 Canada Student Service Grant

The Canada Student Service Grant (CSSG) is a temporary stream established to encourage volunteerism among students during and immediately after the COVID-19 pandemic. This stream will provide contribution funding for one or more third party organization(s) to create volunteer opportunities in the COVID-19 context, as well as to disperse cash rewards, branded as the “Canada Student Service Grant”, to Eligible Participants to help recognize their contributions in their communities and to Canada's COVID-19 response and recovery. Requirements and additional information regarding this stream are detailed in Annex A.

2.3 Expected Results and Key Performance Measures

Progress toward the objectives of the CSC is monitored through immediate, intermediate, and ultimate outcomes as established in the performance measurement strategy.

The expected outcomes of the CSC impact youth, organizations and communities.

2.3.1 Youth Volunteer Service Placements – National and Regional scale Projects

Immediate:

- Youth increase awareness of and participation in service placements delivered by organizations
- Organizations report successful service projects

Intermediate:

- Youth strengthen soft skills and improve self-actualization
- Youth strengthen their support networks
- Organizations are willing to continue delivering CSC service placements

- Organizations collaborate to drive collective impact
- Organizations replicate and scale effective strategies

Ultimate:

- Increased civic engagement for CSC alumni.
- Improved employment outcomes for CSC alumni.
- Increased overall reach of the CSC program.

2.3.2 Micro-Contribution Youth Led Projects

Immediate:

- Youth increase awareness of and participation in service placements delivered by organizations

Intermediate:

- Youth strengthen soft skills and improve self-actualization
- Youth strengthen their support networks
- Organizations replicate and scale effective strategies

Ultimate:

- Increased civic engagement for CSC alumni.
- Improved employment outcomes for CSC alumni.

2.3.3 Innovative Engagement and Outreach

Immediate:

- Youth increase awareness of and participation in service placements delivered by organizations
- Organizations increase awareness of and participation in service placements

Intermediate:

- Organizations collaborate to drive collective impact
- Organizations replicate and scale effective strategies

Ultimate:

- Increased overall reach of the CSC program.

Further, the key performance measures are used to assess relevance, effectiveness and efficiency of programming and to support progress monitoring. The key performance measures listed below are part of the program performance measurement strategy where a set of indicators have been identified to monitor and measure program performance.

- Number unique visits to the CSC website per year
- Number of youth participating in CSC-funded volunteer service placements per year
- Number of micro-contributions disbursed per year
- Number of organizations participating in CSC national coalition activities per year.

The Department may modify the performance measures over time as well as require additional data from organizations through agreements to ensure that program outcomes are adequately measured.

3.0 ELIGIBLE RECIPIENTS

3.1 Eligible recipients

Eligible recipients include:

- Youth;
- Not for profit organizations;
- For profit organizations;
- Research organizations and institutes;
- Indigenous organizations (including band councils, tribal councils and self-government entities); and,
- Municipal, *Provincial and Territorial governments and their entities, including institutions, agencies and Crown Corporations, Public health and educational institutions (i.e. universities, colleges, CÉGEPs, school boards/school districts).

*Provincially/Territorially funded institutions are eligible with the agreement of the Provincial/Territorial government.

3.2 For Profit Eligibility

For profit organizations may be eligible for funding provided that the nature and intent of the activity is non-commercial, not intended to generate profit, and supports program priorities and objectives.

3.3 Eligible Participants

“Eligible participant” means a youth who is a Canadian citizen, permanent resident, or has been granted refugee status in Canada. “Youth” refers to individuals aged 15 to 30 years old.

4.0 ELIGIBLE ACTIVITIES

4.1 Youth Volunteer Service Placements – National and Regional scale projects

- Activities that offer support for youth in the identification and validation of issues and priorities for community action;
- Activities supporting the implementation of methods to reach under-represented youth;
- Activities that support the implementation of strategies or actions to address community issues;
- Activities that explore, test and/or develop innovative solutions, best practices, tools and/or methodologies (e.g. toolkits, resources, etc.);
- Activities designed to support access and participation of youth in service, including under-represented youth;
- Activities designed to support social integration and understanding of diversity;
- Activities designed to support approaches to facilitate participation in civic life for youth;

- Activities that provide opportunities for youth to learn or enhance skills and competencies, such as leadership, teamwork and communication skills;
- Activities that establish and maintain partnerships, alliances and/or networks to promote alignment with CSC program priorities;
- Activities designed to support knowledge development and research on engaging youth in service;
- Activities designed to test projects and methods to engage youth in service
- Activities designed to test methods and/or incentives to encourage youth to participate and successfully complete service placements; and
- Activities supporting the dissemination of information and knowledge.

4.2 Micro-Contribution Youth led Projects

- Activities that support the development (incubation) of promising youth volunteer service ideas;
- Activities that support the implementation of youth led strategies or actions to address community issues;
- Activities supporting the implementation of innovative methods of reaching under-represented youth;
- Activities that offer support for youth in the identification and validation of issues and priorities for community action;
- Activities that support the implementation of strategies or actions to address community issues;
- Activities that explore, test and/or develop innovative solutions, best practices, tools and/or methodologies (e.g. toolkits, resources, etc.);
- Activities designed to support access and participation in service opportunities for youth;
- Activities designed to support innovative approaches to facilitate youth participation in civic life;
- Activities designed to support knowledge development and research on engaging youth in service;
- Activities designed to test projects to engage youth in service; and
- Activities supporting the dissemination of information and knowledge.

4.3 Innovative Engagement and Outreach

- Activities supporting the dissemination of information and knowledge;
- Activities that offer support for youth in the identification and validation of issues and priorities for community action;
- Activities that offer support for the implementation of strategies or actions to address community issues;
- Activities supporting the implementation of innovative methods of reaching under-represented youth;
- Activities that explore, test and develop innovative solutions, best practices, capacity-building tools and methodologies (e.g. toolkits, resources, etc.);

- Activities designed to support and facilitate youth access and participation in volunteer service opportunities (e.g. youth matching function to available volunteer experiences, etc.);
- Activities designed to support the promotion and the benefits of civic engagement;
- Activities designed to support innovative approaches and delivery facilitating youth participation in civic life; and,
- Activities designed to support knowledge development and research on engaging youth in service;
- Activities designed to test methods and/or incentives to encourage youth to participate and successfully complete service placements; and
- Other activities that support the objectives of the CSC may also be eligible under each funding stream.

Eligible activities and expenditures supported under the CSC are based on volunteer participation in support of civic engagement for the public benefit without monetary compensation. Activities and expenditures in relation to paid employment and unpaid internships are not eligible under this Initiative.

5.0 ELIGIBLE EXPENDITURES

Eligible expenditures are those considered necessary to support the purpose of the funding. Eligible expenditures include the following:

- Overhead costs, normally up to 10%, including costs related to central administrative functions of the recipient organization that are drawn upon to support agreement activities (such as shared postage, telephones, information technology maintenance and head office support), and overhead costs related to supporting repayment of student loans and/or scholarships.
- Costs of materials and supplies;
- Wages and mandatory employment-related costs (MERCs);
- Training and professional development costs for project staff;
- Honoraria;
- Printing and communication costs;
- Professional fees, such as consultant, technical expertise, or facilitation;
- Domestic and international travel costs, not exceeding rates and allowances the National Joint Committee travel directives (international travel must be specifically authorized);
- Participant costs and supports (such as living expenses, mentorship, dependent care, transportation, accommodation, specialized services or referrals to appropriate resources, arrangements or equipment for persons with disabilities);
- Stipends or other financial payments made to participants;
- Financial incentives awarded to participants based on completion of a service placement, such as scholarships for post-secondary education or repayment of a participant's student loans;
- Recognition or completion certificates; and,

- Other costs necessary to support the purpose of the funding, as approved by the Minister or sub-delegated officials.

Where the recipient further distributes contribution funding to a third party organization to carry out project activities, payments from the recipient to the third party to reimburse the latter for the above-listed types of expenditures incurred are also eligible expenditures.

6.0 STACKING LIMIT

Where mandatory and appropriate, the costs of eligible project expenditure might be shared with other sources, including the recipient and/or with government and/or the private or community sectors.

However, where the sharing of project costs with the recipient and/or community or private sectors are not feasible, total government funding (federal, provincial/territorial and municipal funding for the same eligible expenditures) must not exceed 100% of the cost.

7.0 METHOD OF DETERMINING FUNDING AMOUNT

Funding amounts are determined based on factors including:

- Scope, nature and duration of activities;
- Number of participants and needs of clientele to facilitate participation;
- Validation of reasonableness and fair market value of proposed expenditures;
- Importance of projected expenditures to success;
- Reasonableness of overall cost given projected activities and results; and,
- Other sources of funding and in kind contributions.

Proposed costs are assessed based on the Department's experience and analysis and could be subject to negotiation so that the level of funding is the minimum necessary for attainment of the results expected from the recipient. Principles supporting the determination of the funding amount will be included in the application guide as part of the documents supporting the call for project proposals process.

8.0 MAXIMUM AMOUNT PAYABLE

The maximum level of annual financial support approved per project under each funding stream are the following:

Youth Volunteer Service Placements – National Scale Projects:

- Funding to support national scale projects delivering youth volunteer service placements should not exceed \$10,000,000 per year.

Youth Volunteer Service Placements – Regional Scale Projects:

- Funding to support projects to re-distribute contribution funding, should not exceed \$50,000,000 per year.
- Funding to support regional scale projects delivering youth volunteer service placements should not exceed \$3,000,000 per year.

Micro-contributions:

- From approval July 1, 2021, funding to support projects to re-distribute micro-contribution funding should not exceed \$100,000,000 per year.
- Otherwise, funding to support projects to re-distribute micro-contribution funding should not exceed \$3,000,000 per year.
- Funding to support youth-led projects should not exceed \$5,000.

Innovative Engagement and Outreach:

- Funding to support innovation engagement and outreach projects should not exceed \$10,000,000 per year.

8.1 MAXIMUM DURATION OF FUNDING AGREEMENTS

The duration of all projects funded under these Terms and Conditions shall not exceed 5 years.

9.0 BASIS OF PAYMENT

Payments to contribution recipients are made via regular progress payments based on reimbursement of eligible expenditures; or via advance payments based on a cash-flow forecast.

Payments to grant recipients are based upon a pre-defined payment schedule agreed to by both the Department of ESD and the recipient, based on a cash-flow forecast.

Contribution funding for Indigenous recipients with multi-year agreements may be provided in the form of flexible funding, which means that during the period of the funding agreement such recipients in certain circumstances may retain unexpended funding remaining at the end of each fiscal year, except the last, for use in the next fiscal year to further achieve results towards the program objective. Any unexpended funding remaining at the expiry of the funding agreement constitutes a debt due to the Crown.

Certain payments could be tied to the achievement of predetermined milestones as determined by the Department of ESD, such as receipt of financial documents, activities or results reports or other as agreed upon in the terms of the agreement.

In all cases, final payment follows receipt of the final accounting of eligible expenditures and the total amount of the contribution will not exceed eligible expenditures actually incurred or the portion of incurred expenditures eligible pursuant to the terms of the agreement.

10.0 INFORMATION REQUIRED IN APPLICATION AND CRITERIA FOR ASSESSMENT

Section 10 may in some cases not apply to provincial and territorial governments and their entities

10.1 Information required in application

Applications will, at a minimum:

- State project objectives, including milestones and outcomes to be achieved within the period covered by the agreement;
- Describe the activities to be undertaken;
- Provide an estimate of expenditures to be incurred and where applicable, describe other sources of funding or contributions from the applicant and other partners;
- Provide information on the applicant, sufficient to demonstrate eligibility and capacity to undertake activities and attain objectives; and,
- Declare amounts owing in default to the Government of Canada.

10.2 Criteria for assessment

Assessment is, at a minimum, based on:

- The degree to which proposed activities support program objectives and priorities;
- The need for proposed activities;
- Administrative and financial capacity of the applicant;
- Demonstration of support required for success;
- Demonstration of capacity to increase access to volunteer service placements for underrepresented youth, and that increase opportunities for youth to develop cultural and regional understanding (for service projects only);
- Demonstration of capacity to leverage funding from other partners and sources (for service projects only); and
- Value for money.

A comprehensive framework of assessment is included in the Guide for applicants as part of the documents supporting Call for Proposals processes.

11.0 INFORMATION REQUIRED FOR FINANCIAL AND PERFORMANCE REPORTING

Financial and performance reporting requirements are based on risk as determined through the Department's Risk Assessment, Management and Mitigation strategy. The nature and frequency of reporting are specified in each contribution agreement. Recipients are required to submit progress reports that outline activities completed and demonstrate progress towards achievement of results, and financial reports (including a final financial report) that account for the use of the funding and identify financial participation from all sources towards eligible costs. All grant and contribution recipients

are required to submit final reports containing information on results achieved as required for the performance management strategy and departmental reporting. P/Ts or Municipalities and their entities may in some instances have reduced reporting requirements, but in all cases will be required to account for the use of funding and to provide information on results achieved as required for the performance management strategy and departmental reporting.

12.0 OFFICIAL LANGUAGES ACT

The Department of ESD is committed to respecting its obligations under the *Official Languages Act*.

To respect the obligations of the Government of Canada under Part VII of the *Official Languages Act*, where it has been determined that:

- a) The target clientele who are eligible to participate in a project to be carried out by the recipient is composed of members of both official language communities, and,
- b) The anticipated demand for project assistance by the target clientele in both official languages justifies the use of both official languages, the Department of ESD requires the recipients, other than other orders of government, to:
 - i. Make any announcements to the public concerning the project in both official languages;
 - ii. Actively offer project related services to members of the public in both official languages;
 - iii. Make available in both official languages any documents or other information for the general public relating to the project;
 - iv. Encourage members of both official language communities to participate in the project; and
 - v. Provide its services, when appropriate, in such a manner as to accommodate the specific needs of both official language communities.

13.0 DURATION OF TERMS AND CONDITIONS

These Terms and Conditions will come into effect when approved by Treasury Board and will be reviewed by Cabinet as part of the five-year evaluation to report on progress and propose policy adjustments, if merited.

14.0 REDISTRIBUTION OF CONTRIBUTIONS

Contribution agreements will outline obligations and requirements for funded recipients with projects involving further funding distribution to one or more persons or entities. Persons or entities eligible for further funding distribution must meet the criteria defined:

- For participants under Section 3.3, Eligible Participants, or
- For recipients under Section 3.1, Eligible Recipients.

The funding recipient has independence in the choice of those persons or entities, with minimal guidance from the Department of ESD, and will not be acting as the agent for the government in making the distributions.

15.0 INTELLECTUAL PROPERTY

Intellectual property rights that arise in the course of a project will vest in, or be licensed to, the recipient. Where it is necessary for program administration purposes and/or serves public good purposes, and it is not detrimental to the goals of the recipients, the Department of ESD may negotiate a license to intellectual property developed by recipients or through a third party. The rights to use this material may include publishing the intellectual property on the Department's website, in printed documents or other publications.

The Honourable Jean-Yves Duclos, P.C., M.P.
President of the Treasury Board
90 Elgin Street
Ottawa ON K1A 0R5

Dear Colleague:

As you are aware, Cabinet has approved the following measures to support youth and students, and ensure Canada Service Corps (CSC) program continuity in response to COVID-19. These include:

- temporarily expanding the scope of the CSC to provide a 'Canada Student Service Grant' (CSSG) of up to \$5,000 to students of all ages who volunteer in support of COVID-19 response and recovery;
- the creation of the 'I Want to Help' portal to help students find service placements and volunteer opportunities and keep track of their hours of contribution in order to receive the CSSG;
- expanding CSC micro-grants in fiscal 2020-2021 to up to 15,000, and offering participants stipends up to \$1,250 along with a temporary increase in funding limits for the Micro-Contributions funding stream; and,
- rescinding current leveraging requirements.

As the lead Minister responsible for the CSC file, I am writing to inform you that, under section 6.3.4 of the Policy on Transfer Payments, I have approved the following minor amendments to the Terms and Conditions for the CSC program:

- Under the Introduction, including a description of the CSSG funding stream;
- Under section 2.2, Objectives, establishing a new, temporary 'Canada Student Service Grant' stream, which expires on March 31, 2021, to provide contribution funding for projects up to \$900,000,000 that would create volunteer opportunities in the COVID-19 context, and provide eligible Canadian students financial rewards in the form of a "Canada Student Service Grant" valued up to \$5,000 based on volunteer hours;
- Under sections 8.0 and 8.1, Maximum Amount Payable and Maximum Duration of Funding Agreements, temporarily increasing maximum funding limits for the 'Micro-grants' stream to \$100,000,000 (expires on July 1, 2021) so funding can be provided to expand micro-grants and offer stipends to participants, removing references to the current leveraging requirements, and limiting the duration of CSC funding agreements to 5 years; and,
- Including a new, temporary Annex to the CSC's Terms and Conditions (expires on March 31, 2021), which defines requirements for the CSSG funding stream.

Regarding leveraging requirements, Employment and Social Development Canada (ESDC) would engage CSC-funded organizations and future potential donors beginning this fall to understand what could constitute achievable requirements post-COVID-19. ESDC would return in 2021-22 to identify new leveraging requirements, including dates when they would come into effect.

In accordance with section 6.5.4 of the Policy on Transfer Payments, my departmental officials have consulted with the Treasury Board Secretariat to ensure that the approval of these amendments to the terms and conditions are within my authority. I confirm that the amendments are consistent with the program's policy coverage and that the terms and conditions are compliant with the Policy on Transfer Payments.

A copy of the updated Terms and Conditions for the CSC program is enclosed for your information (refer to Enclosures 1 and 2).

I would like to extend my appreciation to the continuing efforts of Treasury Board of Canada Secretariat officials in supporting the Department of ESDC to advance this urgent priority.

Yours sincerely,

The Honourable Bardish Chagger, P.C., M.P.
Minister of Diversity and Inclusion and Youth

A large black rectangular redaction box covering the signature area of the letter.

Enclosures: 2



**CANADA'S COVID-19
ECONOMIC RESPONSE PLAN**

Support for students and recent graduates

FUNDING AGREEMENT

BETWEEN

**Her Majesty the Queen in Right of Canada as represented by the Minister of State
(Diversity and Inclusion and Youth) styled as the Minister of Diversity and Inclusion
and Youth (hereinafter referred to as "Canada")**

AND

WE Charity Foundation of Canada

(hereinafter referred to as "the Recipient")

Hereinafter collectively referred to as "the Parties"

ARTICLES OF AGREEMENT

Whereas Canada has established the Youth Service Initiative also known as "Canada Service Corps" (hereinafter referred to as "the Program") to support projects that create, promote and facilitate access to volunteer service opportunities that are meaningful to youth, that support lasting civic engagement, and that provide youth with life and work skills;

Whereas Canada has taken strong and quick action to protect its economy, the health, safety, and jobs of all Canadian during the global COVID-19 outbreak;

Whereas Canada's COVID-19 Economic Response Plan provides targeted support for students and recent graduates;

Whereas Canada has determined that the Recipient is eligible to receive funding under Canada's COVID-19 Economic Response Plan to Support Students and Recent Graduates; and

Whereas Canada has agreed to provide funding to the Recipient towards the costs of the Project;

Now, therefore, Canada and the Recipient agree as follows:

1.0 INTERPRETATION

1.1 Unless the context requires otherwise, the expressions listed below have the following meanings for the purposes of this Agreement:

"Agreement" means this agreement, including all schedules, and all amendments or restatements as permitted.

"Cohort 1" means up to 20,000 Project Participants, and a minimum of 50 Not-for-Profits, engaged in or offering volunteer service opportunities, respectively, as outlined in Schedule A.

"Cohort 2" means up to 20,000 Project Participants, and a minimum of 50 Not-for-Profits, engaged in or offering volunteer service opportunities, respectively, above those participating as part of Cohort 1.

"Eligible Expenditures" means expenditures (including applicable taxes):

- (a) that are directly related to the carrying out of the Project under this Agreement or are Program Costs;
- (b) that meet the conditions governing eligibility under section 5.0;
- (c) that ensure value for money because the costs they relate to have been negotiated to ensure best value, prudence and probity; and,
- (d) that are incurred during the Project Period except the cost of preparing audited financial statement requested by Canada notwithstanding if it incurred outside the Project Period.



"Force Majeure" means an event, condition or circumstance (and the effects thereof) which is not within the reasonable control of the Party claiming Force Majeure and which the Party claiming Force Majeure is unable to prevent or overcome, including events in the nature of acts of God, pandemic, epidemic, quarantine, illness outbreak, fire, explosion, civil disturbance, war, riot, insurrection, military or guerrilla action, terrorist activity, economic sanction, blockade or embargo, sabotage, flooding, earthquake, drought and action or restraint by the order of any governmental authority.

"Not-for-profit" means organizations under that are established for purposes other than financial gain for their members. This category includes:

- (a) community, charitable or voluntary organizations, including faith-based organizations (for example, churches, synagogues, temples, mosques);
- (b) organizations that are tax exempt under paragraph 149(1)(l) of the *Income Tax Act*; and
- (c) non-governmental organizations.

"Project" means the project described in Schedule A.

"Program Costs" means the expenditures incurred by the Recipient or Sub-Agreement Holder in the course of its regular operations that, though indirectly related to the delivery of the Project activities under section 3.0 enable the Recipient or Sub-Agreement Holder to manage the delivery of the Project activities under section 3.0 successfully.

"Project Participant" means an eligible student as specified in Schedule A and includes all students of Cohort 1 and 2 and the Supplementary Cohort

"Project Period" means the period beginning on the Project Start Date specified in Schedule A and ending on the Project End Date specified in Schedule A.

"Sub-Agreement" means a written agreement between the Recipient and an organization under which the Recipient further distributes a portion of the funding received by the Recipient under this Agreement to the organization and delegates all or part of its responsibilities relating to the delivery of eligible activities under this Agreement to the organization.

"Sub-Agreement Holder" means an organization other than the Recipient, to whom a portion of the funding received by the Recipient under this Agreement is further distributed to enable the organization to carry out a Sub-Agreement.

"Supplementary Cohort" means up to 60,000 Project Participants engaged in volunteer service opportunities as part of the Supplementary CSSG Program (as defined in Schedule A), and who are not part of Cohort 1 or Cohort 2;

"Working Day" means Monday through Friday except statutory holidays.

2.0 EFFECTIVE DATE AND DURATION

This Agreement shall come into effect on May 5th, 2020, and shall expire at the end of the Project Period unless the Agreement is terminated on a prior date in accordance with the terms of this Agreement.

All obligations of the Parties shall expressly or by their nature survive termination or expiry of this Agreement and shall continue in full force subsequent to and notwithstanding such termination or expiry until and unless they are satisfied or by their nature expire.

3.0 PURPOSE OF THE CONTRIBUTION

The purpose of Canada's funding is to enable the Recipient to carry out the Project. The funding provided by Canada shall be used by the Recipient solely for the purpose of paying the Eligible Expenditures.

The Project's objective is to provide opportunities for Project Participants to take part in meaningful volunteer service activities and gain labour market and skills development experiences while giving back to their communities during the global COVID-19 outbreak through the implementation of Project activities as specified in Schedule A.

4.0 CANADA'S CONTRIBUTION

4.1 The total maximum amount of Canada's contribution towards the Eligible Expenditures (subject to section 4.1(d)) is up to \$ 543,530,000 (five hundred and forty-three million five hundred and thirty thousand dollars) for the Project Period, which shall be allocated as follows:

- a. **Award Funding to be disbursed directly to Eligible CSSG Students:** Up to \$500,000,000 (five hundred million dollars), to be paid as per section 4.3(d), to be distributed as awards to eligible Program Participants as follows:



- (i) Up to \$ 100,000,000 (one hundred million dollars) to provide for the award of up to \$5,000 to each Project Participant who volunteers as per the conditions specified in Schedule A for Cohort 1 and is eligible to receive an award;
 - (ii) Up to \$ 100,000,000 (one hundred million dollars) to provide for the award of up to \$5,000 to each Project Participant who volunteers as per the conditions specified in Schedule A for Cohort 2 and is eligible to receive an award; and
 - (iii) Up to \$ 300,000,000 (three hundred million dollars) to provide for the award of up to \$5,000 to each Project Participant who volunteers as per the conditions specified in Schedule A for the Supplementary Cohort and is eligible to receive an award;
- b. **Cohort 1 Program Design, Implementation and Delivery:** The following amounts, to be paid as per section 4.3(a), shall be allocated for the design, implementation and delivery of the activities described in Schedule A in respect of Cohort 1:
- (i) \$18,350,000 (eighteen million three hundred and fifty thousand dollars), which funds are intended to be allocated as follows, though the Recipient may reallocate amounts between any of subsections (A) to (C) below as the Recipient sees fit:
 - (A) \$5,000,000 (five million dollars) in funding to Not-For-Profit partners (as defined in Schedule A) for Eligible Expenditures;
 - (B) \$300,000 (three hundred thousand dollars) for Eligible Expenditures to program participants to help support accessibility to the program with focus on vulnerable populations;
 - (C) \$13,050,000 (thirteen million and fifty thousand dollars) for Eligible Expenditures which are required to set up and deliver activities in respect of Cohort 1 as specified in Schedule A, and for related Program Costs;
 - (ii) \$1,150,000 (one million one hundred fifty thousand dollars) for Eligible Expenditures to pay for the management and administration of the award for eligible youth for Cohort 1, including to verify the eligibility of Project Participants and volunteer hours, and to disburse awards to eligible Project Participants (including the issuance of tax slips or other documents).
- c. **Cohort 2 Program Design, Implementation and Delivery:** The following amounts shall be allocated for the design, implementation and delivery of the activities described in Schedule A in respect of Cohort 2:
- (i) \$12,380,000 (twelve million three hundred and eighty thousand dollars), paid as per section 4.3(b) or (c) as applicable, which funds are intended to be allocated as follows, though the Recipient may reallocate amounts between any of subsections (A) to (C) below as the Recipient sees fit:
 - (A) \$3,750,000 (three million seven hundred and fifty thousand dollars) in funding to Not-For-Profits partners (as defined in Schedule A) for Eligible Expenditures;
 - (B) \$300,000 (three hundred thousand dollars) for Eligible Expenditures to program participants to help support accessibility to the program.
 - (C) \$8,330,000 (eight million three hundred and thirty thousand dollars) for Eligible Expenditures which are required to set up and deliver activities in respect of Cohort 2 as specified in Schedule A, and for related Program Costs;
 - (ii) Up to \$1,150,000 (one million one hundred fifty thousand dollars) for Eligible Expenditures, which shall be included in the payment under section 4.3(b), if applicable, to pay for the management and administration of the award for eligible Project Participants for Cohort 2, including to verify the eligibility of Project Participants and volunteer hours, and to disburse awards to eligible Project Participants (including the issuance of tax slips or other documents).
- d. **Program Costs for Project Participants in Supplementary Cohort:** \$10,500,000 (ten million five hundred thousand dollars), paid as per section 4.3(e), shall be allocated for the activities described in Schedule A in respect of the design, implementation and delivery of the Supplementary Cohort and the disbursement of cash awards to eligible Project Participants outside of Cohort 1 and Cohort 2. For greater certainty, payments by the Recipient of this amount to one or more affiliates referred to in section 18.4 to subcontract



delivery of the activities in Schedule A associated with the Supplementary Cohort shall constitute Eligible Expenditures.

4.2 The Recipient may reallocate surplus funds without prior approval by Canada from activities specified in Schedule A between 4.1(b), (c) and (d) or to activities under 4.1 (a). The Recipient will report reallocations under section 4.2 in the final report provided for in section 12.0.

4.3 Canada will pay the funding to the Recipient in the following series of payments:

- a. one payment of \$ 19,500,000 (nineteen million five hundred thousand dollars) upon the signature of this Agreement for expenditures under section 4.1(b);
- b. unless either Party has given written notice before July 1, 2020 that it will not proceed with the activities described in Schedule A in respect of Cohort 2, one payment of \$13,530,000 (thirteen million five hundred and thirty thousand dollars) on July 2, 2020, for expenditures under section 4.1(c);
- c. if either Party has given notice prior to July 1, 2020 that it will not proceed with the activities described in Schedule A in respect of Cohort 2, one payment shall be made to reimburse the Recipient for all Eligible Expenditures related to Cohort 2 incurred up to the date of such notice, and all Eligible Expenditures related to Cohort 2 in respect of which the Recipient has, up to the date of notice, entered into binding commitments to pay to third parties, which amount shall be paid within ten (10) days of a delivery by the Recipient of a report setting out all Eligible Expenditures incurred in respect of Cohort 2 up to the date of notice;
- d. one or more payments, with the last payment request to be submitted by the Recipient no later than September 23rd, 2020, to support awards to eligible Project Participants, up to an aggregate maximum of \$500,000,000 (five hundred million dollars), with each payment to be paid to the Recipient in the amount requested by the Recipient within five (5) business days of the submission by the Recipient and acceptance by Canada of a request for payment, which shall include the requested payment amount as well as the anticipated number of awards to be covered by the payment along with the values of such awards. Total payments under this section 4.3(d) shall not exceed the maximum combined total amount identified in sections 4.1(a)(i), 4.1(a)(iii), and, if neither Party has given notice that it will not proceed with Cohort 2, section 4.1(a)(ii); and
- e. For the administration of the Supplementary Cohort one payment of \$10,500,000 (ten million five hundred thousand dollars) upon the signature of this Agreement for expenditures under section 4.1(d)

5.0 CONDITIONS GOVERNING THE ELIGIBILITY OF EXPENDITURES

5.1 To qualify as Eligible Expenditures, expenditures are subject to the following conditions:

- (a) subject to section 14.2, expenditures must be incurred during the Project Period;
- (b) expenditures must be reasonable;
- (c) the portion of the cost of any travel, meals and accommodation costs that exceeds the rates for public servants set out in the National Joint Council of Canada's Travel Directive is not eligible;
- (d) the portion of hospitality costs that exceed the rates set out in Appendix B of Canada's Treasury Board Directive on Travel, Hospitality, Conferences and Event Expenditures, is not eligible;
- (e) the portion of the cost of any goods and services purchased by the Recipient for which the Recipient may claim a tax credit (other than an input tax credit as defined by the *Excise Tax Act*) or reimbursement is not eligible;
- (f) depreciation of capital assets is not eligible;
- (g) fines and penalties are not eligible; and
- (h) the cost of alcoholic beverages is not eligible.

For greater certainty, to the extent that staff of the Recipient, WE Charity, WEllbeing Foundation, or ME to WE Foundation of Canada perform duties or activities related to the Project, the Recipient may allocate a



reasonable portion of their salary as an Eligible Expenditure and shall not be required to maintain timesheets in respect of such allocation.

6.0 INTEREST EARNED FROM ADVANCES

6.1 If the total interest earned by the Recipient on the advance payment provided by Canada, as set out in Section 4.0, is in excess of one hundred dollars (\$100), the Recipient may use the earned interest for Eligible Expenditures to advance the projects set out in this Agreement. All interest earned in excess of one hundred (\$100) remaining at the end of the Project Period will be subject to Section 19, and as such, shall be a debt due and owing to the Crown.

7.0 RECIPIENT DECLARATIONS

7.1 The Recipient declares that any person who has been lobbying on its behalf to obtain the contribution that is the subject of this Agreement was in compliance with the provisions of the *Lobbying Act (R.S.C., 1985, c. 44 (4th Supp.))*, as amended from time to time, at the time the lobbying occurred and that any such person to whom the aforementioned act applies has received, or will receive, no payment, directly or indirectly, from the Recipient that is in whole or in part contingent on obtaining this Agreement.

8.0 PROJECT RECORDS

8.1 The Recipient shall keep proper books and records, in accordance with generally accepted accounting principles, of all expenditures, costs and revenues relating to this Agreement, including:

- (a) Agreement-related contracts and agreements;
- (b) All invoices, receipts, vouchers, electronic payment requisitions and records relating to Eligible Expenditures;
- (c) Bank records including bank statements and cancelled cheques; and,
- (d) Agreement-related activity, progress and evaluation reports and reports of agreement reviews or audits carried out for, by, or on behalf of the Recipient.

8.2 The Recipient shall retain the books and records referred to in section 8.1 for a period of six (6) years following the Project Period.

9.0 OBLIGATIONS OF THE RECIPIENT REGARDING COLLECTION AND PROTECTION OF INFORMATION

9.1 Personal information may be collected and used by the Recipient in carrying out the Project and to provide aggregate data to Canada as per section 10.0.

9.2 The Recipient is solely responsible for personal information collected as part of this Agreement and will take all security measures reasonably necessary for the protection of same against unauthorized release or disclosure, as required by law in the jurisdiction of operation.

9.3 The Recipient must notify ESDC as soon as possible in the event of a privacy breach. This notification is for information purposes and may be considered in relation to the overall management of this Agreement. The Recipient remains solely responsible for the management of the privacy breach.

9.4 . For greater certainty, any personal information about identifiable individuals that is contained in the Recipient's books and records may be excluded from disclosure or redacted as necessary to enable the Recipient to comply with its obligations under applicable law when providing Canada with copies of or access to the Recipient's books and records under this Agreement..

10.0 REPORTING

10.1 The Recipient will provide to Canada bi-weekly report on project data as outlined in Schedule A.

10.2 The Recipient will only share aggregated statistics with representatives of Canada. No personally identifiable information will be included in regular reports.

10.3 The Recipient shall ensure that Project Participants are still allowed to participate in the Project if they do not agree to share with the Recipient any of the information on which the Recipient is required to include in the aggregated project data reported to Canada under Schedule A.



11.0 FINANCIAL AND ACTIVITY MONITORING

11.1 The Recipient shall also, upon request, provide representatives of Canada with copies and extracts of all Project-related books and records referred to in section 8.0 at all reasonable times on reasonable notice for the purpose of conducting financial and activity monitoring reviews of the Project.

12.0 CANADA'S RIGHT TO AUDIT

12.1 During the Project Period and for a period of six (6) years thereafter, the Recipient shall, upon request, grant representatives of Canada access to the books and records referred to in section 8.0 for the purpose of conducting an audit to verify compliance with the terms and conditions of this Agreement and verify expenses claimed by the Recipient as Eligible Expenditures. The Recipient shall permit Canada's representative(s) to take copies and extracts from such accounts and records. The Recipient shall also provide Canada with such additional information as Canada may require with reference to such books and records.

13.0 INQUIRY BY THE AUDITOR GENERAL OF CANADA

13.1 If, during the Project Period or within a period of six years thereafter, the Auditor General of Canada, in relation to an inquiry conducted under subsection 7.1(1) of the *Auditor General Act (R.S.C., 1985, c. A-17)*, requests that the Recipient provide him or her with any records, documents or other information pertaining to the utilization of the funding provided under this Agreement, the Recipient shall provide the records, documents or other information within such period of time as may be reasonably requested in writing by the Auditor General of Canada.

14.0 FINAL REPORT

14.1 The Recipient shall provide Canada with a final report as specified in Schedule A that summarizes the project scope and includes Eligible Expenditures, description of the results achieved, an explanation of any discrepancies between the results and the planned or expected results and also contains such other information as Canada may specify in writing to the Recipient as well as a summary of the reports provided under section 10. The Recipient shall provide Canada with the final report no later than ninety (90) days following the Project Period in a form and fashion acceptable by Canada.

14.2 The Recipient will provide to Canada their audited annual financial statement covering the Project Period. Where the Recipient's annual audited financial statement does not provide sufficient project detail to satisfy Canada's auditing requirements, Canada may request that an additional, more detailed audit be undertaken, and, the cost of preparing such report shall remain an Eligible Expenditure notwithstanding that it is incurred outside the Project Period.

15.0 SUB-AGREEMENTS

15.1 The Recipient will establish its own service delivery structure to accomplish the Project's objective by delegating its responsibilities for the delivery of some of its activities under this Agreement to Sub-Agreement Holders. The Recipient may authorize Sub-Agreement Holders to further sub-delegate responsibilities that have been delegated under a Sub-Agreement. Any persons to which such responsibilities are sub-delegated shall be made subject to the same obligations, *mutatis mutandis*, as apply to Sub-Agreement Holders.

15.2 Any Sub-Agreement with a Sub-Agreement Holder will include the necessary obligations, as specified in section 15.4, to allow the Recipient to fully report to and to provide Canada with information under the terms of this Agreement.

15.3 When the Recipient provides a portion of the funding provided by Canada to a Sub-Agreement Holder to carry out the Project, the Recipient must enter into a Sub-Agreement. The Sub-Agreement must respect the terms and conditions under which the Recipient is receiving the funding from Canada such that the Recipient is able to fulfill its obligations as set out in this Agreement, including reporting and evaluation obligations. The Sub-Agreement can only be entered into on or after the date of signature of this Agreement, but may be effective as of May 5, 2020.

15.4 The written Sub-Agreement referred to in section 15.3 shall include at a minimum:

- (a) the effective date, the date of signing and the duration of the Sub-Agreement;
- (b) a requirement for the Sub-Agreement Holder to repay to the Recipient the amount of any financial assistance provided under the Sub-Agreement to which it is not entitled. The Sub-Agreement should specify that amounts to which it is not entitled include the amount of any payments:
 - i. made in error;
 - ii. made for costs in excess of the amount actually incurred for those costs; and
 - iii. that were used for costs that were not eligible under the Sub-Agreement;



- (c) to the extent that a Sub-Agreement Holder provides funding to a Not-for-Profit, a requirement that the Sub-Agreement Holder publicly disclose the name of the funded Not-for-profits and the amount of the funding provided to those Not-For-Profit;
- (d) a requirement for the Sub-Agreement Holder to notify the Recipient as soon as possible in the event of a privacy breach; and,
- (e) The disclaimer set out in section 16.

15.5 The Recipient must provide Canada with a copy of any Sub-Agreement that Canada requests within ten (10) business days. By submitting copies of a Sub-Agreement, the Recipient certifies and warrants that the Sub-Agreement complies with the requirements of this Agreement.

16.0 CANADA'S DISCLAIMER RESPECTING SUB-AGREEMENT HOLDERS

16.1 Nothing in this Agreement creates nor is to be interpreted, construed or held out as creating any role, responsibility, obligation or interest for or in Canada as it pertains to Sub-Agreements. Canada disclaims any and all responsibility, accountability and liability with respect to Sub-Agreements and the relationships between the Recipient and Sub-Agreement Holders.

17.0 EVALUATION

17.1 The Recipient agrees to cooperate with Canada in the conduct of any evaluation of the Project and/or the Program that Canada may carry out during the Project Period or within a period of three years thereafter. Without limiting the generality of the foregoing, if requested by Canada to do so for the purpose of conducting an evaluation, the Recipient agrees to:

- (a) participate in any survey, interview, case study or other data collection exercise initiated by Canada, and
- (b) subject to section 17.2, provide Canada with contact information of the Not-for-Profit Project partner organizations, if any, who participated in the Project.

17.2 The Recipient shall provide Canada with the contact information of a person (name, address, phone number and e-mail address) referred to in section 17.1(b) only if the person has given their written consent to the release of the information to Canada. The Recipient agrees to make all reasonable efforts to secure such consent during the Project Period. When providing a person's contact information to Canada, the Recipient shall provide Canada with an accompanying written statement certifying that the person has given their consent to the sharing of their contact information with Canada.

18.0 CONTRACTING PROCEDURES

Contracting

18.1 The Recipient shall use a fair and accountable process when procuring goods and services from contractors in relation to the Project. The Recipient shall select the bid or proposal offering a reasonable value.

Restrictions Regarding Non Arms-Length Contracts

18.2 (1) Subject to section 18.4, and unless otherwise authorized in writing by Canada, all goods or services contracts, regardless of their value, entered into in relation to the Project between the Recipient and

- (a) an officer, director or employee of the Recipient,
- (b) a member of the immediate family of an officer, director or employee of the Recipient,
- (c) a business in which an officer, director or employee of the Recipient, or a member of their immediate family, has a financial interest, or
- (d) a business which is related to, or associated or affiliated (as these terms are defined in the *Canada Business Corporations Act*) with, the Recipient

require the prior written approval of Canada. In any such contract, the Recipient shall ensure that Canada has a right of access to the relevant records of the supplying entity for the purpose of verifying, if necessary, the amount of the expenditure claimed by the Recipient in relation to a contract referred to in this subsection.

(2) In this section, "immediate family" means the father, mother, step-father, step-mother, brother, sister, spouse (including common law partner), child (including child of common law partner), step-child, ward, father in law, mother in law or relative permanently residing in the household of the officer, director or employee.

Restrictions Regarding Sub-contracting of Recipient Duties or Responsibilities



18.3 Subject to section 18.4, the Recipient shall not subcontract the performance of any of its duties or responsibilities in managing the Project to another party without the prior written consent of Canada unless the Recipient has already indicated in the approved Project Description attached as Schedule A to this Agreement that it intends to use a subcontractor or subcontractors to perform those duties or responsibilities.

Exception

18.4 Notwithstanding section 18.3 the above, the Recipient may enter into contracts to procure goods and services from, and may subcontract the performance of its duties and responsibilities in managing the Project to, WE Charity, WELLbeing Foundation or ME to WE Foundation of Canada without prior written approval by Canada. The Recipient anticipates that it will subcontract with WE Charity for the performance of some or all of its duties under this Agreement.

19.0 REPAYMENT REQUIREMENTS

19.1 In the event payments made to the Recipient exceed the amount to which the Recipient is entitled under this Agreement, the amount of the excess is a debt due and owing to Canada and shall be promptly repaid to Canada upon receipt of notice to do so and within the period specified in the notice. Without limiting the generality of the foregoing, amounts to which the Recipient is not entitled include

- (a) the amount of any expenditures paid for with the contribution which are disallowed or determined to be ineligible; and
- (b) any amount paid in error or any amount paid in excess of the amount of the expenditure actually incurred.

19.2 Interest shall be charged on overdue repayments owing under section 19.1 in accordance with the Interest and Administrative Charges Regulations (SOR/96-188) (the "Regulations") made pursuant to the Financial Administration Act (R.S.C., 1985, c. F-11). Interest is calculated and compounded monthly at the "average bank rate", within the meaning of such expression as contained in the Regulations, plus three per cent (3%) during the period beginning on the due date specified in the notice to repay and ending on the day before the day on which payment is received by Canada.

19.3 The Recipient acknowledges that where an instrument tendered in payment or settlement of an amount due to Canada under section 19.1 is, for any reason, dishonoured, an administrative charge of \$15 is payable by the Recipient to Canada in accordance with the Regulations.

20.0 TERMINATION OF THE FUNDING OR AGREEMENT

Termination for Default

20.1 (1) The following constitute Events of Default:

- (a) the Recipient becomes bankrupt, has a receiving order made against it, makes an assignment for the benefit of creditors, takes the benefit of a statute relating to bankrupt or insolvent debtors or an order is made or resolution passed for the winding up of the Recipient;
- (b) the Recipient ceases to operate;
- (c) the Recipient is in material breach of the performance of, or compliance with, any provision of this Agreement;
- (d) the Recipient, in support of its application for Canada's contribution or in connection with this Agreement, has made materially false or misleading representations, statements or declarations, or provided materially false or misleading information to Canada; or
- (e) in the opinion of Canada, acting reasonably, there is a material adverse change in risk in the Recipient's ability to complete the Project or to achieve the expected results of the Project set out in Schedule A.

(2) If

- (a) an Event of Default specified in section (1)(a) or (b) occurs, or
- (b) an Event of Default specified in sections (1)(c), (d) or (e) occurs and has not been remedied within thirty (30) days of receipt by the Recipient of written notice of default, or a plan satisfactory to Canada to remedy such Event of Default has not been put into place within such time period,

Canada may, in addition to any remedies otherwise available, immediately terminate the Agreement by written notice. Upon providing such notice of termination, Canada shall have no obligation to make any further contribution to the Recipient.



(3) In the event Canada gives the Recipient written notice of default pursuant to section (2)(b), Canada may suspend any further payment under this Agreement until the end of the period given to the Recipient to remedy the Event of Default.

(4) The fact that Canada refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon Canada shall not prevent Canada in any way from later exercising any other right or remedy under this Agreement or other applicable law.

Termination for Convenience

20.2 Canada may also terminate this Agreement at any time without cause upon not less than ninety (90) days written notice of intention to terminate.

Obligations Relating to Termination under section 20.2 and Minimizing Cancellation Costs

20.3 In the event of a termination notice being given by Canada under section 20.2.

- (a) the Recipient shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto, and
- (b) all Eligible Expenditures incurred by the Recipient up to the date of termination, and all Eligible Expenditures in respect of which the Recipient has, up to the date of termination, entered into binding commitments to pay to third parties, will be paid by Canada, including the Recipient's costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement; provided always that payment and reimbursement under this section shall only be made to the extent that the costs mentioned herein were actually incurred by the Recipient and the same are reasonable and properly attributable to the termination of the Agreement.

20.4 The Recipient shall negotiate all contracts related to the Project, including employment contracts with staff, on terms that will enable the Recipient to cancel same upon conditions and terms that will minimize to the extent possible their cancellation costs in the event of a termination of this Agreement. The Recipient shall cooperate with Canada and do everything reasonably within its power at all times to minimize and reduce the amount of Canada's obligations under section 20.3 in the event of a termination of this Agreement.

21.0 INDEMNIFICATION

21.1 The Recipient shall, both during and following the Project Period, indemnify and save Canada harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wilful or negligent act, omission or delay on the part of the Recipient or its employees or agents, Not-For-Profit partners (as defined in Schedule A) or Project Participants that are participating as part of Cohort 1 or Cohort 2, in connection with anything purported to be or required to be provided by or done by the Recipient pursuant to this Agreement or done otherwise in connection with the implementation of the Project.

21.2 The Recipient will include a provision in each Sub-Agreement requiring the Sub-Agreement Holder to indemnify and save harmless both the Recipient and Canada from each of the matters set out above, and to specifically permit Canada to directly claim indemnification from, and to assert a legal claim to enforce the indemnification against, the Sub-Agreement Holder.

22.0 INSURANCE

22.1 The Recipient shall arrange and maintain, during the Project Period, appropriate comprehensive general liability insurance coverage to cover claims for bodily injury or property damage resulting from anything done or omitted by the Recipient or its employees, agents or Project Participants, in carrying out the Project.

23.0 RELATIONSHIP BETWEEN THE PARTIES AND NON-LIABILITY OF CANADA

23.1 -The management and supervision of the Project are the sole and absolute responsibility of the Recipient. The Recipient is not in any way authorized to make a promise, agreement or contract on behalf of Canada. This Agreement is a funding agreement only, not a contract for services or a contract of service or employment. Canada's responsibility is limited to providing payments to the Recipient towards the Eligible Expenditures and otherwise in accordance with this Agreement. The parties hereto declare that nothing in this Agreement shall be construed as creating a partnership, an employer-employee, or agency relationship between them. The Recipient shall not represent itself as an agent, employee or partner of Canada.



23.2 Nothing in this Agreement creates any undertaking, commitment or obligation by Canada respecting additional or future funding of the Project beyond the Project Period, or that exceeds the maximum contribution specified in section 4.1. Canada shall not be liable for any loan, capital lease or other long-term obligation which the Recipient may enter into in relation to carrying out its responsibilities under this Agreement or for any obligation incurred by the Recipient toward another party in relation to the Project.

24.0 CONFLICT OF INTEREST

24.1 No current or former public servant or public office holder to whom the *Conflict of Interest Act* (S.C. 2006, c. 9, s. 2), the *Policy on Conflict of Interest and Post-Employment* or the *Values and Ethics Code for the Public Sector* applies shall derive a direct benefit from the Agreement unless the provision or receipt of such benefit is in compliance with the said legislation or codes.

24.2 No member of the Senate or the House of Commons shall be admitted to any share or part of the Agreement or to any benefit arising from it that is not otherwise available to the general public.

25.0 INFORMING CANADIANS OF THE GOVERNMENT OF CANADA'S CONTRIBUTION

25.1 The Recipient and Canada shall cooperate and consult in the communication and promotion of the CSSG and its components across all channels, which may include, but is not limited to social media, Internet, advertising, virtual events, and media relations.

25.2 The Recipient agrees that Canada may, for the purposes of advertising and promoting the CSSG and its components, reproduce, redistribute and otherwise make available to the public or any part of the public materials that they make available via social media or otherwise on the Internet.

25.3 To support Canada's ongoing communications efforts to demonstrate the success of CSSG, the Recipient agrees to identify and provide contact information for CSSG student recipients and/or Not-for-profits willing to share their service story in writing, including photographs and/or in video format, provided that such student recipients and Not-for-profits have provided their written consent to the release of such information. in the manner described in section 17.2

25.4 If the Recipient documents the project or any activity funded under the Project using photographs, videos, audio recordings or written accounts, Canada may request to reproduce, distribute and further use any photograph, video, audio recording or written account or part thereof to promote, advertise and communicate the CSSG.

25.5 The Recipient will endeavour to provide Canada with all permissions, consents, releases and rights considered necessary by Canada for Canada to use the photograph, video, audio recording or written account or part thereof for the purposes set out in this section by signing the document provided by Canada for this purpose.

25.6 The Recipient must contact Canada fifteen (15) business days in advance to provide an opportunity for the Minister to participate in events, virtual or in person.

25.7 In addition to the text, the Recipient must include an approved quote from Canada in all releases that refer to funding sources for Project. The Recipient must contact Canada for the quote at least fifteen (15) business days in advance of issuing the release.

25.8 The Recipient may also provide a quote for any media release that Canada issues.

25.9 The Recipient must acknowledge, orally and/or in writing, Canada's funding contribution for any work which is produced under this Agreement. For written recognition the Recipient must use:

- (a) « [Recipient to insert name of Project] is funded by the Government of Canada under the Canada Student Service Grant», or,
- (b) any other statement provided to the Recipient by Canada.

26.0 ACCESS TO INFORMATION

26.1 The Recipient acknowledges that Canada is subject to the *Access to Information Act* (R.S.C., 1985, c. A-1), and information obtained by Canada pertaining to this Agreement may be disclosed by Canada to the public upon request under the aforementioned act.

27.0 PROACTIVE DISCLOSURE

27.1 The Recipient acknowledges that the name of the Recipient, the amount of the contributions and the general nature of the Project may be made publicly available by Canada in accordance with the Government of Canada's commitment to proactively disclose the awarding of grants and contributions.



28.0 DISPOSITION OF CAPITAL ASSETS

28.1 During the Project Period, the Recipient shall preserve any capital asset purchased by the Recipient with the funding provided by Canada and shall not dispose of it unless Canada authorizes its disposition.

28.2 At the end of the Project Period, to the extent that the total value of all Capital Assets purchased by the Recipient exceeds \$200,000, Canada reserves the right to direct the Recipient to dispose of any capital asset purchased by the Recipient with the funding provided by Canada by:

- (a) selling it at fair market value or otherwise for an amount reasonably obtainable or realizable in the circumstances and applying the funds realized from such sale to offset Canada's funding of the Eligible Expenditures;
- (b) turning it over to another organization or to an individual designated or approved by Canada; or
- (c) disposing of it in such other manner as may be determined by Canada.

28.3 Where Canada elects to exercise its right under section 28.2, the Recipient agrees to comply with the related direction provided by Canada.

28.4 For the purposes of section 28.0, "capital asset" means any single item, or a collection of items which form one identifiable functional unit, that is not physically incorporated into another product or not fully consumed by the end of the Project, and has a purchase or lease value of more than \$1,000 (before taxes).

29.0 INTELLECTUAL PROPERTY

29.1 Where in the course of carrying out the Project, the Recipient produces any work using funds provided by Canada, the copyright in the work shall vest in the Recipient. However, the Recipient hereby grants to Canada a non-exclusive, irrevocable and royalty free license to use, translate, adapt, record by any means or reproduce, except for commercial sale in competition with the Recipient, any such work which is produced by the Recipient.

29.2 The license granted under section 29.1 shall be for the duration of the copyright and shall include:

- (a) the right to sub-license the use of the work to any contractor engaged by Canada solely for the purpose of performing contracts with Canada, and
- (b) the right to distribute the work outside the Department of Employment and Social Development as long as the distribution does not undermine any commercial use of the work intended by the Recipient.

29.3 The Recipient agrees to execute any acknowledgements, agreements, assurances or other documents reasonably deemed necessary by Canada to establish or confirm the license granted under section 29.1.

29.4 Additionally, with respect to any work licensed under section 29.1, the Recipient

- (a) warrants that the work shall not infringe on the copyrights of others,
- (b) agrees to indemnify and save harmless Canada from all costs, expenses and damages arising from any breach of any such warranty, and
- (c) shall include an acknowledgment, in a manner satisfactory to Canada, on any work which is produced by it with funds contributed by Canada under this Agreement, acknowledging that the work was produced with funds contributed by Canada and identifying the Recipient as being solely responsible for the content of such work.

29.5 The Recipient shall include in the final report for the Project, that the Recipient is required to submit to Canada under the terms of this Agreement, a copy of any work licensed under section 29.1.

30.0 NOTICES

30.1 Any notices to be given and all reports, information, correspondence and other documents to be provided by either party under this Agreement shall be given or provided by personal delivery, courier service, or email at the postal address, fax number or email address, as the case may be, of the receiving party as shown in Schedule A. If there is any change to the email address or contact person of a party, the party concerned shall notify the other in writing of the change as soon as possible.

30.2 Notices, reports, information, correspondence and other documents that are delivered personally or by courier service shall be deemed to have been received upon delivery, or in the case of notices and documents sent by email, one (1) working day after they are sent.



31.0 ASSIGNMENT OF THE AGREEMENT

31.1 The Recipient shall not assign this Agreement or any part thereof without the prior written consent of Canada.

32.0 SUCCESSORS AND ASSIGNS

32.1 This Agreement is binding upon and enure to the benefit of the parties and their respective successors and assigns.

33.0 COMPLIANCE WITH LAWS

33.1 The Recipient shall carry out the Project in compliance with all applicable federal, provincial and municipal laws, by-laws and regulations, including any environmental legislation and legislation related to protection of information and privacy. The Recipient 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.

34.0 APPLICABLE LAW

34.1 This Agreement shall be governed by and construed in accordance with the applicable laws of the province of Ontario and the federal laws of Canada applicable therein.

35.0 AMENDMENT

35.1 This Agreement may be amended by mutual consent of the parties, as required. To be valid, any amendment to this Agreement shall be in writing and signed by the parties.

36.0 FORCE MAJEURE

36.1 During the occurrence of an event of Force Majeure, the obligations of the Party affected by such event of Force Majeure, to the extent that such obligations cannot be performed as a result of such event of Force Majeure, shall be suspended, and such Party shall not be considered to be in breach or default hereunder, for the period of such occurrence. The suspension of performance of the activities or deliverables contemplated by this Agreement or a part thereof shall be of no greater scope and of no longer duration than is reasonably required by the Force Majeure condition.

36.2 The non-performing Party shall give the other Party prompt written Notice of the particulars of the event of Force Majeure and its expected duration, shall continue to furnish reasonable reports with respect thereto on a timely basis during the continuance of the event of Force Majeure and shall use its reasonable commercial efforts to remedy its inability to perform.

36.3 Notwithstanding sections 36.1 and 36.2 and the definition of the term "Force Majeure" at section 1.0, the Parties agree that COVID-19's impacts within Canada as of the date of signing of this Agreement do not constitute an event of Force Majeure for the purposes of this Agreement. However, the Parties also agree that COVID-19's impacts may possibly become an event of Force Majeure for the purposes of this Agreement if circumstances were to change significantly. In the event that either Canada or the Recipient decide that COVID-19's impacts may constitute an event of Force Majeure because of a significant change in circumstances, they shall so notify the other Party immediately and the Parties will negotiate in good faith to determine whether the change in circumstances resulted in an event of Force Majeure and what options are available to ensure the performance of the obligations of the Parties.

37.0 OFFICIAL LANGUAGES

37.1 Where the Project is to be delivered to members of either language community, the Recipient shall:

- (a) make Project-related documentation and announcements (for the public and prospective Project Participants, if any) in both official languages where applicable;
- (b) actively offer and provide in both official languages any Project-related services to be provided or made available to members of the public, where applicable; and,
- (c) organize activities and provide its services, where appropriate, in such a manner as to address the needs of both official language communities.

38.0 COUNTERPARTS

38.1 This Agreement may be executed in counterparts, each of which shall be deemed an original but both of which taken together shall constitute one and the same agreement. The exchange of copies of this Agreement and of signature pages by facsimile or electronic transmission shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all



purposes. Signatures of the parties transmitted by facsimile or electronic transmission shall be deemed to be their original signatures for all purposes

39.0 PROJECT PARTICIPANT ELIGIBILITY

39.1 In determining Project Participant eligibility, the Recipient shall be entitled to rely upon information submitted by Project Participants or ESDC. The Recipient shall include a requirement that applicants declare their eligibility and may require the submission of supporting documentation that they determine necessary but will not be required to verify or validate such information and is not liable for any statements or information provided by a Project Participant that are untrue.

SIGNATURES

Signed this _____ day of _____,

For the Recipient, by the following authorized officer(s):

(Name, please print)

(Name, please print)

(Signature)

(Signature)

(Position)

(Position)

And signed this 23rd day of June, 2020

For Canada, by the following authorized officer:

Hon. Bardish Chagger

(Name, please print)

(Signature)

Minister of Diversity and Inclusion and Youth

(Position)



SCHEDULE A

PROJECT DESCRIPTION

| |
|---|
| NAME OF RECIPIENT WE Charity |
| PROJECT TITLE Project title |

| Recipient | Canada |
|---|--|
| Complete Mailing Address: 339 Queen Street East Toronto, ON M5A 1S9 | Complete Mailing Address: 140 Promenade du Portage, Phase IV Gatineau, Québec J8X 4B6 |
| Primary Contact: Dalal Al-Waheidi | Primary Contact: [REDACTED] |
| Telephone Number: 1-647-534-2907 | Telephone Number: [REDACTED] |
| Fax Number: | Fax Number: |
| Email address: dalal@we.org | Email address: [REDACTED]@hrsdc-rhdcc.gc.ca |
| Secondary Contact: Scott Baker | Secondary Contact: |
| Telephone Number: 1-647-965-6871 | Telephone Number: |
| Fax Number: | Fax Number: |
| Email address: scott.baker@we.org | Email address: |

| PROJECT START DATE | PROJECT END DATE | Total Number of Participants: (if applicable) | Up to 100,000 participants (consisting of Cohort 1, Cohort 2, and the Supplementary Cohort) |
|---------------------------|-------------------------|--|--|
| 2020-05-05 | 2021-03-31 | | |

OBJECTIVES

WE Charity Foundation of Canada (WE) will administer cash awards and develop volunteer opportunities, in collaboration with other not-for-profit (NFP) organizations, for the Canada Student Service Grant (CSSG), a new national initiative that recognizes the voluntary contributions of students to the community response to COVID-19. Through this project, students will gain valuable skills and experience and be recognized for their volunteer efforts with financial awards to help pay for their post-secondary education.

Definitions:

In this Schedule A, in addition to the defined terms in the Agreement, the following definitions will apply:

- (a) "Core Program" has the meaning set out below and applies to Cohort 1 and Cohort 2;
- (b) "IWTH Platform" means the "I Want To Help" online platform managed by the Government of Canada;



- (c) “non-WE volunteer service opportunity” means a volunteer service opportunity generated by a Not-for-Profit and posted to the IWTH Platform as part of the Supplementary CSSG Program;
- (d) “Not-for-Profit partner” means a Not-for-Profit that has entered into an agreement with WE to offer volunteer service opportunities as part of the Core Program;
- (e) “student” means an individual that meets the “Eligibility of Students” or the “Eligibility of Students Receiving Other Income Benefits” criteria under the “CSSG Eligible Criteria” set out below;
- (f) “Supplementary CSSG Program” has the meaning set out below and applies to the Supplementary Cohort;
- (g) “volunteer service opportunity” means an individual volunteer position under the Core Program or the Supplementary CSSG Program that meets the “Eligibility Criteria for Volunteer Service Opportunities” set out below;
- (h) “WE Platform” means a white label online platform to be managed by WE to administer volunteer service opportunities as part of the Core Program;
- (i) “WE service opportunities” means volunteer service opportunities offered as part of the Core Program.

The project will consist of:

- 1) Core Program (0-40,000 volunteer service opportunities):
 - Up to 40,000 volunteer service opportunities (including Cohort 1 and, if not aborted, Cohort 2) made available for students by WE directly and by Not-for-Profit partners, of which a minimum of 10,000 volunteer service opportunities will be provided by WE to the extent that sufficient volunteer service opportunities cannot be offered through Not-for-Profit partners;
 - On-boarding, training, coaching of up to 40,000 student volunteers across Canada;
 - Posting eligible volunteer opportunities in bilingual format to the IWTH platform.
 - The disbursement of the CSSG cash award to up to 40,000 eligible students who have submitted validated volunteer service hours.
- 2) Supplementary CSSG Program (up to 60,000 student participants):
 - Facilitating the posting of additional non-WE volunteer service opportunities for students generated by Not-for-Profits who proactively reach out and would like to be part of the program on the ‘I Want to Help’ platform or through Canada. WE will not be responsible for recruiting such volunteer service opportunities, but will be responsible for ensuring such proposed volunteer service opportunities meet the eligibility criteria and are in bilingual format before they are posted;
 - Providing registration and enrollment support for non-core student participants to access the CSSG



- Collecting information from students to confirm eligibility for the CSSG cash award (via student card and additional verification if required), and collecting and storing payment information for eligible students.
- The disbursement of the CSSG cash award to students who have submitted validated volunteer service hours.

The specific objectives of the project are to:

- Place up to 40,000 students in WE volunteer service opportunities across Canada, including those from vulnerable or underrepresented groups and official language minority communities (OLMC), through the 'I Want to Help' platform;
- Facilitate the posting of additional non-WE volunteer service opportunities for students on the Iwth Platform, including registration and enrollment support for the non-core students to access the cash award generated by Not-for-Profits who proactively reach out and would like to be part of the program beyond Cohort 1 and, if applicable, Cohort 2;
- Disburse the CSSG cash award to up to 100,000 Project Participants (including from Cohort 1, Cohort 2 and the Supplementary Cohort) who have submitted validated volunteer service hours;
- Increase skills development for students; and
- Increase the civic engagement and contributions of students in their communities in response to COVID-19.

ACTIVITIES

Ongoing from May to September 2020

- Validate and post volunteer service opportunities in bilingual format from Not-for-Profits partners and other Not-for-Profits through web-based input module and electronic feed to ESDC's 'I Want to Help' platform;
- Promote the program and the CSSG, including through digital and social channels;
- Register and match students from Cohort 1 and, if applicable, Cohort 2 to WE volunteer service opportunities;
- Register all students interested in applying for the CSSG cash award;
- Provide bilingual supports to Not-for-Profit partners to ensure they have the capacity to train and safely onboard volunteers to WE service opportunities;
- Provide bilingual supports, youth skills training, and COVID-19 training to volunteers in WE service opportunities;
- Monitor program roll-out between WE and Not-for-Profit partners;
- Monitor WE service opportunities to ensure they continue to meet criteria;
- Provide bi-weekly reports to ESDC on all students registered in service opportunities and all students who register for the CSSG, with the following indicators as available:
 - estimated volunteer service hours completed;
 - first three digits of the student's postal code;
 - number of students per birth year;
 - number of students who identify as first language English or French;
 - number of students who identify as male, female, or other;
 - number of students who identify as LGBTQ2+;



- number of students who identify as a visible minority or racialized;
 - number of students who identify as having a disability;
 - number of students who identify as Indigenous, and whether they identify as: registered, on-reserve, off-reserve, non-status, Métis, and/or Inuit;
 - number of students who are newcomers to Canada (person who has left another country to settle in Canada within the last 5 years); and
 - number of students by their highest level of education completed, i.e. elementary, secondary, or post-secondary (college or CEGEP or university).
- NB: WE is only accountable to seek broad and diverse participation (as measured on the above indicators of success) in respect of Cohort 1 and Cohort 2 and is not accountable for the outcomes of the Supplementary Cohort for which WE will not engage in active recruitment.
- Collect information on all students to confirm eligibility (via student card and additional verification if required); and
 - Collect and store payment information for students and disburse one-time CSSG cash awards, as per the directives below, to all Project Participants based on their validated service hours.

May 2020

- Map out administrative needs, capturing of financial data and payment processes for the management and disbursement of the CSSG;
- Develop overall expenses tracking process; and
- Develop website, online registration and backend learning system for Project Participants.

June 2020

- Engage and sign agreements with a minimum of 50 Not-for-Profits, ensuring a diversity of partners across Canada that include those serving youth from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas;
- Collaborate with Not-for-Profit partners to develop the basis for WE volunteer service opportunities for students, ensuring up to 10,000 service opportunities through WE charitable entities and up to another 10,000 service opportunities through Not-for-Profit partners;
- Develop a bilingual training program and resources for youth skills development;
- Develop processes and tools to implement and distribute the CSSG cash award to all Project Participants, including processes to validate service hours
- Establish a bilingual support centre to provide information on program and CSSG eligibility to all Project Participants;
- Develop and provide bilingual supports to volunteers in WE opportunities to ensure inclusivity for a diversity of students, including alternative participation methods for those without technology;
- Launch a bilingual online WE Platform to register and intake volunteers for WE opportunities;
- Promote the launch of the program and the CSSG through an integrated bilingual marketing campaign across WE's owned channels and paid media;
- Engage up to 15,000 total volunteers by July 7 (up to 10,000 with WE directly and a minimum of 5,000 with Not-for-Profit partners);
- Post sufficient volunteer service opportunities on the IWTH Platform to facilitate minimum participation within two weeks of the signature of this Agreement; and
- Organize official public announcement and launch of the Project.

July to August 2020

- Host a virtual national launch event for all Project Participants and Not-for-profit partners to



- promote and amplify the program and its anticipated social impact through the profiling of select volunteer service opportunities and special guests and speakers;
- Launch and test a bilingual CSSG registration portal for Project Participants to apply for the cash award;
 - Enhance promotional efforts and storytelling of impacts achieved by Cohort 1;
 - Continue outreach and engagement of students, particularly those from vulnerable populations;
 - Launch Cohort 2, if not aborted, and develop up to an additional 20,000 WE volunteer service opportunities; and
 - Engage up to 25,000 total volunteers by August 8 (up to 10,000 with WE directly and a minimum of 15,000 with Not-for-profit partners);

September to November 2020

- Support the wind down of WE volunteer service opportunities;
- Support the wind down of volunteer service placements and final activities by Project Participants;
- Host optional regional virtual summer-end celebrations (Western Canada, the Prairies, Ontario, and Quebec and Atlantic Canada) for Not-for-Profit partners and volunteers in WE service opportunities to celebrate their collective social impact, which will profile selected volunteers and include special guests and speakers;
- Follow up with Not-for-Profit partners for feedback, results, outcomes and lessons learned;
- Ensure any relevant accreditation is provided to all Project Participants for their validated volunteer service hours;
- Obtain, prepare and provide letters of reference for Project Participants as requested;
- Complete the disbursement of CSSG cash awards to Project Participants based on their validated completed volunteer service hours within the service standard of 60 days after payment is received from Canada for awards, subject to delays necessary to process or validate incomplete and problematic applications; and
- Process remaining payments for Not-for-Profit partners.
- Budget management, tracking and reconciliation.

December 2020 to April 2021

- Complete project wrap-up activities, including but not limited to follow-ups with Not-for-profit partners, any dissemination of project results, final data collection, and final financial information, etc.;
- Provide additional reporting and support to Not-for-profit partners to ensure their most up-to-date information is on the IWTH Opportunities Uploader;
- Final engagement with Not-for-profit partners and debrief of project activities and deliverables;
- Follow up with volunteers in WE service opportunities, with optional ongoing basic mentorship focused on areas of skill development and training;
- Optional low-touch ongoing support to volunteers in WE service opportunities on volunteer engagement and training;
- Storytelling and amplification of the impact of completed volunteer service opportunities;
- Issue tax receipts to all Project Participants who received the CSSG cash award;
- Direct in-bound Not-for-profit partner leads to the IWTH Platform;
- Conduct simple end of year survey with Not-for-Profit partners and a select sample of Project Participants;
- Reconcile expenses, close books and prepare for end of Project financial reporting;
- Ongoing website maintenance and handling of in-bound questions from Project Participants



- and Not-for-Profit partners.
- Prepare report on lessons learned and suggestions and deliver to ESDC;
- Compile social media and PR assets compendium and deliver to ESDC; and
- Deliver final report to ESDC.

Disbursement of the CSSG Cash Award

- Applicants from the Core Program and the Supplementary CSSG Program must register on the WE created platform by the deadline of August 8, 2020 in order to be eligible to receive the cash award.
- Cash awards will be paid in a lump sum amount based on the number of validated volunteer service hours that an applicant has completed between the launch of the program and September 15, 2020.
- Applicants may only apply for and receive the cash award once.
- The amounts for five levels of awards are as follows:
 - o 100 hours for \$1,000.
 - o 200 hours for \$2,000.
 - o 300 hours for \$3,000.
 - o 400 hours for \$4,000.
 - o 500 hours for \$5,000.
- Applicants must reach the minimum number of hours for each threshold, e.g. an applicant who submits 270 hours is only eligible to receive the \$2,000 level award.
- Cash awards will be disbursed within 60 days of receipt of payment from Canada, unless demand is reported to exceed 100,000 applicants, and subject to delays necessary to process or validate incomplete and problematic applications.

EXPECTED RESULTS

Outputs

- Up to 40,000 students engaged across Canada, including those from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas;
- Up to 40,000 eligible WE volunteer service opportunities across Canada are posted on the 'I Want to Help' platform for students, including those from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas ;
- A broad range of Not-for-Profit across Canada have provided eligible volunteer service opportunities on the 'I Want to Help' platform, including those serving youth from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas;
- CSSG cash awards are disbursed to up to 100,000 Project Participants within 60 days of receipt of payment from Canada, subject to delays necessary to process or validate incomplete and problematic applications, to recognize their validated volunteer hours towards the COVID-19 response and provide financial support towards post-secondary studies;
- A bilingual online platform to register and intake Project Participants;
- A bilingual online platform to register and intake CSSG applicants;
- Bilingual resources, including onboarding and training materials, for Not-for-Profit partners and volunteers in WE service opportunities;
- A bilingual support centre to provide information on program and CSSG eligibility to all Project Participants;
- Bi-weekly reports with the agreed-upon indicators; and
- A final report, including audited financial statement as required by section 14.2 of the Agreement.

Outcomes



Students from diverse backgrounds and regions across Canada:

- successfully contribute to the community response to COVID-19;
- are recognized for their voluntary service to the COVID-19 response;
- receive financial support towards their post-secondary studies;
- gain valuable experience and skills development that will benefit their transition into the labour market; and
- increase their civic engagement and contributions in their communities.

CSSG ELIGIBILITY CRITERIA

Eligibility of Students

1. To be considered an eligible student, a person must:

- be enrolled and attending post-secondary education (PSE) during the spring/summer 2020 and/or September 2020; or
- have graduated from PSE no earlier than December 2019; and
- be a Canadian citizen, permanent resident, registered Indian, or have refugee status.

2. Domicile:

- International students are not eligible.
- Canadian students who study abroad but are currently residing in Canada, and do their volunteer hours in Canada, are eligible.

3. Age:

- All students, up to the age of 30, who meet the eligibility criteria will receive the cash award.

4. Post-secondary education includes:

- part-time or full-time study over a period of at least twelve weeks which must be in pursuit of a degree, diploma or certificate at an accredited institution. Accredited institutions are universities, colleges and Indigenous learning institutions accredited by the province or territory in which they are located.

Eligibility of Students Receiving Other Income Benefits

1. The following students are eligible:

- those receiving the Canada Emergency Student Benefit;
- those who are employed; and
- those receiving a stipend under the Canada Service Corps (CSC) micro-grant stream.

2. The following students are ineligible:

- Students who are receiving, or who have received at any time, the Canada Emergency Response Benefit (CERB), are not eligible to receive the CSSG. Students will be required to attest that they have at no time been in receipt of the CERB.

Eligibility Criteria for Volunteer Service Opportunities

1. Eligible Organizations:

- An eligible volunteer service opportunity must be with a Not-For-Profit, which includes non-profits and registered charities.

2. Eligible opportunities must:

- take place in Canada;



- be in support of Canada's response to COVID-19;
- be a minimum of two hours a week for four weeks and run within the period from the official date of program launch until September 15th, 2020;
- adhere to public health regulations; and
- provide a meaningful experience for student volunteers.

3. Canada Service Corps Participants :

- Those in a CSC placement or using a CSC micro-grant to lead a service project can count their volunteer hours towards the CSSG cash award.

4. Ineligible Opportunities:

- Those used for lobbying, advocacy or that provide financial benefits to an organization or its members; and
- Those used as a way to replace a position where a person was previously paid, or, where a person would reasonably expect to be paid.

5. Ineligible Organizations:

- For-profit organizations are not eligible to post opportunities on the 'I Want to Help' platform.

| SIGNATURES | | |
|--------------------|--------------------|-----------------|
| _____ RECIPIENT | _____ RECIPIENT | _____ CANADA |
| _____ DATE | _____ DATE | _____ DATE |

[Redacted]

From: [Redacted]
Sent: May 3, 2020 2:44 PM
To: [Redacted]
Cc: [Redacted]
Subject: FW: next steps and timelines
Attachments: FW_ Chagger Delegation .msg; Delegation Letter.docx

Hi [Redacted]

You may have already forwarded this to [Redacted], but I am also (this email), just in case you haven't seen the email yet.

As I am not (even a little) an expert in delegations, I am not clear in the specific purpose of the attached draft letter given that the OIC provides Min Chagger with the referred to responsibilities for CSC. Is it just for Min Q to confirm her acknowledgement of the OIC's existence and intent? Anyhow, I am sure that [Redacted] and her team is doing what needs to be done.

In terms of next steps, we were expecting a new draft of the CSSG proposal yesterday but have not seen it. Hopefully it will come soon. As I mentioned last week, there are a number of issues that need to be addressed in the potential proposal including, what Ts and Cs changes are needed (if any 😊) to allow the 3rd party to (re)distribute the funds it receives under the contribution agreement, how will the I Want to Help portal work via Job Bank (including is it a project?), will the hours to achieve the "grant" amounts need to be tracked (and how, if yes) or just attested to, who will screen the applicants to determine eligibility, etc. Most of these issues were raised at the call with SEB last week, but there were not many answers at that point.

My view is that once there is a revised proposal, TBS will need to be engaged as soon as possible to ensure there are no show stoppers in the proposal from an authorities perspective.

Happy to discuss.

[Redacted]

[Redacted]

From: [Redacted]@hrsdc-rhdcc.gc.ca>
Sent: May 3, 2020 1:57 PM
To: [Redacted]

[REDACTED]
Subject: FW: next steps and timelines

Hi [REDACTED],

Apologies for disturbing your Sunday. We found out Friday, we need to take our proposal to implement the Canada Student Service Grant to Committee on Tuesday. As I think you are aware the OIC to make Minister Chagger Minister of State with the responsibility for the CSC was approved mid-March. Attached is the email I received from [REDACTED] [REDACTED] to indicate this. As you will see the email includes the PCH CFO attaching a draft letter for Minister Guilbault to sign. I am not sure what has happened to finalize the delegation on our side, but it has now become urgent as Minister Chagger has been leading the work on the new Canada Student Service Grant, which we would create under the Canada Service Corps. The team took a stab at a draft letter, based on the PCH example. Could I seek your help in finalizing this quickly and moving it through Mino Q. I will send you the document for Committee for feedback as soon as it is available later today, as we will need to get it through the formal approvals tomorrow.

Thanks
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Sent: May 3, 2020 1:43 PM
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Cc: Kippen, Jamie (PCH) <jamie.kippen@canada.ca>; Fernandes, Dilys (PCH) <dilys.fernandes@canada.ca>; [REDACTED]
[REDACTED] Abdillahi, Hibo [PCH-PCH] <hibo.abdillahi@canada.ca>
Subject: RE: next steps and timelines

Hi Marilla,

The OIC was approved. Minister Qualtrough needs to sign a delegation letter as the final step. We will work with her office to get that done on an urgent basis and in time for Minister Chagger to approve the agreement with the third party.
As soon as I have more precise timelines I will share them.
[REDACTED]

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Subject: Re: next steps and timelines

Hi All,

We are hearing from the centre that Minister Chagger does not have authorities over the CSSG program.

Can you please clarify which Minister would have the authority to enter into a contribution agreement with a third party, and have financial and policy authority over the CSSG post cabinet?

This is an urgent request please.

Thank you,
Marilla

On May 3, 2020, at 8:39 AM, McCargar, Marilla (PCH) <marilla.mccargar@canada.ca> wrote:

Morning All,

DPMO's office emailed me about getting the CSSG on the agenda this week, which is great. However late last night they came back indicating that PCO said authorities are under Minister Qualtrough.

Any verdict on this? I've also asked for confirmation from PMO.

If that's the case it's fine- but obviously [REDACTED] will have to shift briefings quickly to Minister Qualtrough's office.

Best,
Marilla

On May 1, 2020, at 5:07 PM, [REDACTED] wrote:

Great to get the clarifications, we are moving as quickly as possible but there is a lot to do to be ready for a mid-May launch. We will need a fast-tracked decision process. Here is the fastest possible timeline as far as we know right now:

- Covid Cttee Tuesday, May 5 – need signed document submitted to PCO no later than 10h on Tuesday – PCO not confirming for Tuesday, may need your help to get on the agenda
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- On a parallel track following ratification, we would begin negotiation of contribution agreement, that would take several days and need to go through approvals and be approved by Minister, - best case scenario it is in place for May 14 , it might be advisable to do a named grant which would be much faster and allow third party to begin work right away
- Also on a parallel track we would finalize all of the web-based work on the IWant to Help platform, including branding
- Also on a parallel track we would finalize the communications; social media and public launch strategy
- Following signed agreement, third party would need minimum a week, likely more, to work with 50 national partners to ensure a broad variety of service opportunities are loaded on to the platform
- Given all these elements, the earliest possible launch is likely May 22nd



The Honourable Bardish Chagger
Minister of Diversity and Inclusion and Youth
15 Eddy Street, 14th floor
Gatineau, Quebec
K1A 0M5

Dear colleague,

With the formation of the new Cabinet on November 20th, 2019, Prime Minister Trudeau made his intention clear that the Minister of Diversity and Inclusion and Youth was to have the authority over the Canada Service Corps programs within the Department of Employment and Social Development.

Pursuant to section 11 of the *Ministries and Ministers of State Act* (P.C. 2019-1344), you have been assigned to assist me in the carrying out of my responsibilities as Minister of Employment, Workforce Development and Disability Inclusion and assume responsibilities for the development of a signature national youth service program within the Canada Service Corps.

Pursuant to subsection 5(5) of the *Salaries Act*, I, in my capacity of Minister of Employment, Workforce Development and Disability Inclusion, hereby acknowledge that you have expenditure initiation authority, as well as the authority to exercise the powers, duties or functions referred to in sections 33 and 34, subsections 155(1) and (4) and sections 155.1 and 155.2 of the *Financial Administration Act* and the power to write off debts in accordance with regulations made under subsection 25(1) of that Act in order for you to carry out your responsibilities related to the Canada Service Corps.

Pursuant to subsection 5(6) of the *Salaries Act*, I, in my capacity of Minister of Workforce Development and Disability Inclusion, hereby acknowledge that you have authority to exercise the powers, duties or functions provided for subsection 8(1) of the *Department of Public Works and Government Services Act* in order for you to carry out your responsibilities related to the Canada Service Corps.

Authorities must be exercised in accordance with the Government's financial management control framework, which includes Parliamentary statutes, Treasury Board of Canada Secretariat, other Central Agencies and departmental policies, directives, regulations and bulletins.

I look forward to working closely with you on the broad range of issues that will enable us to fulfill our commitments towards Canadians.

Please accept my best wishes.

Sincerely,

The Honourable Carla Qualtrough
Minister of Employment, Workforce Development and Disability Inclusion

[Redacted]

From: [Redacted]
Sent: May 3, 2020 6:45 PM
To: [Redacted]
Cc: [Redacted]
Subject: RE: next steps and timelines
Attachments: SNCRP0907920031212210.pdf; Delegation Letter.docx

Hi [Redacted],

Following our discussion, I confirm that we need to add Minister Chagger to the Financial Delegation Instrument (Instrument) in order for to be able to approve financial transactions under Canada Service Corps (Section 1 O&M-Vote 1, Section 3 Gs&Cs-Vote 5 and Section 5 Write-offs, Waivers, Remissions and Small Amounts) and also under the Financial Authorities – COVID-19 Emergency Response Act (potentially Part 3) if Canada Student Service Grants (CSSG) are paid under this Act.

At this point in the Financial Delegation Instrument (Section 3 - Gs&Cs), I can confirm that :

1. CSC-Regional and Local Stream :
 - a. full authority to ADM of POB (Stéphanie Hébert) to approve Proposal/Major amendment (column A), Sign Agreement/Minor amendment (column B) and Section 34 of the FAA (column C).
2. CSC-National Stream
 - a. delegated up to \$25K to the ADM of POB to approve Proposal/Major amendment (column A) and full authority to Sign Agreement/Minor amendment (column B) and Section 34 of the FAA (column C).

Here are the next steps to delegate Minister Chagger financial authorities:

1. Amending the Instrument – prepare by my team in collaboration with involved Branches.
2. Delegation Letter from Minister Qualtrough to Minister Chagger (attached) – normally this letter is prepared by Legal Services
3. My team will prepare the briefing note to Minister Qualtrough that will accompany the these two documents.

As a matter of time frame, working in fast track, we should be able to prepare the package within 5 to 10 working days if all involved parties are available and we don't encounter any pitfalls.

Happy to discuss,

[Redacted signature]

De : [Redacted]@hrsdcc-rhdcc.gc.ca>
Envoyé : 3 mai 2020 16:20
À : [Redacted]
[Redacted]
Objet : FW: next steps and timelines

[Redacted], can one of you please call me at home when you get this?

Number is 613-916-6222

Or on my cell at [REDACTED]

Thanks,

[REDACTED]

From: [REDACTED] <[REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: May 3, 2020 4:10 PM

To: [REDACTED] <[REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]

Subject: Re: next steps and timelines

No. At this point it is all within ESDC. Will let you know where we are.

[REDACTED]

On May 3, 2020, at 3:45 PM, [REDACTED] <[REDACTED]@hrsdc-rhdcc.gc.ca> wrote:

Thanks [REDACTED], I will get you a draft as soon as we finish drafting.

Is there is anything I can do to help expedite this delegation finalization? Eg. Reach out to PCH or PCO? We will need to let [REDACTED] know how quickly we think this can be done

From: [REDACTED] <[REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: May 3, 2020 3:07 PM

To: [REDACTED] <[REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]

Subject: RE: next steps and timelines

Hi [REDACTED]

Actually, I wasn't aware, but am hopeful that my delegation folks under [REDACTED] were. I know that all delegations had been done for CSC other than Min Chaggar's as it was waiting for the OIC.

I've passed your message on to them for their review. They can review the letter, but also the delegation charts should they need to be updated. My team will let me know the impact and possible timing.

I also understand that Jason has been engaged by your team, but has not as of yet seen the updated proposal. When you have it, I would appreciate us getting something soon. We would like to review to determine things like the Ts&Cs (and if any changes are needed), how the portal will work, etc. I know your team is working through getting the answers.

We would like to ensure that there are no issues from an authorities perspective going forward and want to engage our TBS colleagues as early as possible so we are all on the same page.

Thanks,

[Redacted]

[Redacted]

[Redacted]

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Pursuant to subsection 5(5) of the *Salaries Act*, I, in my capacity of Minister of Employment, Workforce Development and Disability Inclusion, hereby acknowledge that you have expenditure initiation authority, as well as the authority to exercise the powers, duties or functions referred to in sections 33 and 34, subsections 155(1) and (4) and sections 155.1 and 155.2 of the *Financial Administration Act* and the power to write off debts in accordance with regulations made under subsection 25(1) of that Act in order for you to carry out your responsibilities related to the Canada Service Corps.

Pursuant to subsection 5(6) of the *Salaries Act*, I, in my capacity of Minister of Workforce Development and Disability Inclusion, hereby acknowledge that you have authority to exercise the powers, duties or functions provided for subsection 8(1) of the *Department of Public Works and Government Services Act* in order for you to carry out your responsibilities related to the Canada Service Corps.

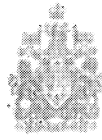
Authorities must be exercised in accordance with the Government's financial management control framework, which includes Parliamentary statutes, Treasury Board of Canada Secretariat, other Central Agencies and departmental policies, directives, regulations and bulletins.

I look forward to working closely with you on the broad range of issues that will enable us to fulfill our commitments towards Canadians.

Please accept my best wishes.

Sincerely,

The Honourable Carla Qualtrough
Minister of Employment, Workforce Development and Disability Inclusion



CANADA
PRIVY COUNCIL - CONSEIL PRIVE

P.C. 2020-116
March 6, 2020

Her Excellency the Governor General in Council,
on the recommendation of the Prime Minister, pursuant to
section 11 of the *Ministries and Ministers of State Act*,
assigns the Honourable Bardish Chagger, Minister of State
(Diversity and Inclusion and Youth) to be styled Minister of
Diversity and Inclusion and Youth, to assist the Minister of
Employment and Social Development in the carrying out of
that Minister's responsibilities.

CERTIFIED TO BE A TRUE COPY / COPIE CERTIFIÉE CONFORMÉ

CLERK OF THE PRIVY COUNCIL - GREFFIER DU CONSEIL PRIVE



CANADA
PRIVY COUNCIL • CONSEIL PRIVÉ

C.P. 2020-116
6 mars 2020

Sur recommandation du premier ministre et en vertu de l'article 11 de la *Loi sur les départements et ministres d'État*, Son Excellence la Gouverneure générale en conseil délègue l'honorable Bardish Chagger, ministre d'État (Diversité et Inclusion et Jeunesse) devant porter le titre de ministre de la Diversité et de l'Inclusion et de la Jeunesse, auprès de la ministre de l'Emploi et du Développement social afin de lui prêter son concours dans l'exercice de ses responsabilités.

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CLERK OF THE PRIVY COUNCIL—GREFFIER DU CONSEIL PRIVÉ



CANADA
PRIVY COUNCIL - CONSEIL PRIVÉ

P.C. 2020-117
March 6, 2020

Her Excellency the Governor General in Council,
on the recommendation of the Prime Minister, pursuant to
the definition *Minister* in section 2 of the Canadian
Multiculturalism Act,

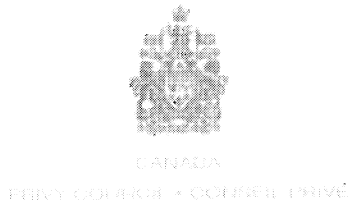
GTC multi no other GTC.
G+M other

(a) repeals Order in Council P.C. 2015-1248 of
November 4, 2015; and

(b) designates the Minister of State (Diversity and
Inclusion and Youth), a member of the Queen's Privy
Council for Canada, as the Minister for the purposes
of that Act.

CERTIFIED TO BE A TRUE COPY / COPIE CERTIFIÉE CONFORMÉMENT

CLERK OF THE PRIVY COUNCIL / GREFFIER DU CONSEIL PRIVÉ



C.P. 2020-117
6 mars 2020

Sur recommandation du premier ministre
et en vertu de la définition de *ministre* à l'article 2 de
la *Loi sur le multiculturalisme canadien*, Son Excellence
la Gouverneure générale en conseil :

a) abroge le décret C.P. 2015-1248
du 4 novembre 2015;

b) charge la ministre d'État (Diversité et Inclusion
et Jeunesse), membre du Conseil privé de la Reine
pour le Canada, de l'application de cette loi.

CERTIFIED TO BE A TRUE COPY - COPIE CERTIFIÉE CONFORMÉ

CLERK OF THE PRIVY COUNCIL - GREFFIER DU CONSEIL PRIVÉ

[REDACTED]

From: [REDACTED]

Sent: May 3, 2020 8:25 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: next steps and timelines

Attachments: Delegation Letter.docx; SNCRP0907920031212210.pdf

Thanks [REDACTED] Let me know how we can fast track this, we will definitely need it in place at the short end of 5 days vs the 10 days. Our aim is to get the Contribution agreement in place by Monday May 11. The OiC intention is to transfer all authority related to the CSC to Minister Chagger as Minister of State.

[REDACTED], you will see at the bottom of this email trail the context. Attached is the OIC that DM [REDACTED] shared with me mid March, but unfortunately it is for Minister Guilbault I don't have the equivalent OIC document for Minister Q. We used the letter that PCH prepared for the delegation by Minister Guilbault to prepare the draft as a starting point. We need your urgent help to finalize this. [REDACTED] is asking that this be completed as soon as possible and we need it done to meet the direction to have this initiative launched by mid May. 3, 20

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: May 3, 2020 7:15 PM

To: [REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]

[REDACTED]

Subject: RE: next steps and timelines

Hi [REDACTED] please see below from [REDACTED] (thanks [REDACTED] who leads my delegations team – it provides some necessary details and next steps. As you can see, the answer is linked to answers that we will need on how this is being delivered.

The question is also around what Minister Chagger herself has to approve. If she does, then we will need to amend the current delegation instruments. You will recall that CSC itself is already delegated within the department using our standard Vote 5, but if we are using the new statutory authorities, we will have to look at the COVID-19 Emergency Response Act.

Can you also please let me know if Legal has been engaged as typically they would be writing the letter from Minister Qualtrough to Minister Chagger. Copying [REDACTED] for info as they may want to build on the letter prepared.

Please let me know if you need anything further.

[Redacted]

[Redacted]

Following our discussion, I confirm that we need to add Minister Chagger to the Financial Delegation Instrument (Instrument) in order for to be able to approve financial transactions under Canada Service Corps (Section 1 O&M-Vote 1, Section 3 Gs&Cs-Vote 5 and Section 5 Write-offs, Waivers, Remissions and Small Amounts) and also under the Financial Authorities – COVID-19 Emergency Response Act (potentially Part 3) if Canada Student Service Grants (CSSG) are paid under this Act.

At this point in the Financial Delegation Instrument (Section 3 - Gs&Cs), I can confirm that :

- 1. CSC-Regional and Local Stream :
 - a. full authority to ADM of POB (Stéphanie Hébert) to approve Proposal/Major amendment (column A), Sign Agreement/Minor amendment (column B) and Section 34 of the FAA (column C).
- 2. CSC-National Stream
 - a. delegated up to \$25K to the ADM of POB to approve Proposal/Major amendment (column A) and full authority to Sign Agreement/Minor amendment (column B) and Section 34 of the FAA (column C).

Here are the next steps to delegate Minister Chagger financial authorities:

- 1. Amending the Instrument – prepare by my team in collaboration with involved Branches.
- 2. Delegation Letter from Minister Qualtrough to Minister Chagger (attached) – normally this letter is prepared by Legal Services
- 3. My team will prepare the briefing note to Minister Qualtrough that will accompany the these two documents.

As a matter of time frame, working in fast track, we should be able to prepare the package within 5 to 10 working days if all involved parties are available and we don't encounter any pitfalls.

Happy to discuss,

[Redacted signature]

From: [Redacted]@hrsdcc-rhdcc.gc.ca>

Sent: May 3, 2020 3:45 PM

To: [Redacted]@hrsdcc-rhdcc.gc.ca>

Cc: [Redacted]

[Redacted]

next steps and timelines

Thanks [Redacted] I will get you a draft as soon as we finish drafting.

Is there is anything I can do to help expedite this delegation finalization? Eg. Reach out to PCH or PCO? We will need to let [Redacted] know how quickly we think this can be done

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: May 3, 2020 3:07 PM

To: [REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]

Subject: RE: next steps and timelines

H [REDACTED]

Actually, I wasn't aware, but am hopeful that my delegation folks under [REDACTED] were. I know that all delegations had been done for CSC other than Min Chaggar's as it was waiting for the OIC.

I've passed your message on to them for their review. They can review the letter, but also the delegation charts should they need to be updated. My team will let me know the impact and possible timing.

I also understand that Jason has been engaged by your team, but has not as of yet seen the updated proposal. When you have it, I would appreciate us getting something soon. We would like to review to determine things like the Ts&Cs (and if any changes are needed), how the portal will work, etc. I know your team is working through getting the answers.

We would like to ensure that there are no issues from an authorities perspective going forward and want to engage our TBS colleagues as early as possible so we are all on the same page.

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]@hrsdc-rhdcc.gc.ca>

Sent: May 3, 2020 1:57 PM

To: [REDACTED]@hrsdc-rhdcc.gc.ca>

Cc: [REDACTED]

Subject: FW: next steps and timelines

H [REDACTED]

Apologies for disturbing your Sunday. We found out Friday, we need to take our proposal to implement the Canada Student Service Grant to Committee on Tuesday. As I think you are aware the OiC to make Minister Chagger Minister of State with the responsibility for the CSC was approved mid-March. Attached is the email I received from [REDACTED] [REDACTED] to indicate this. As you will see the email includes the PCH CFO attaching a draft letter for Minister Guilbault to sign. I am not sure what has happened to finalize the delegation on our side, but it has now become urgent as Minister Chagger has been leading the work on the new Canada Student Service Grant, which we would create under the Canada Service Corps. The team took a stab at a draft letter, based on the PCH example. Could I seek your help in finalizing this quickly and moving it through Mino Q. I will send you the document for Committee for feedback as soon as it is available later today, as we will need to get it through the formal approvals tomorrow.

Thanks

From: [REDACTED]
Sent: May 3, 2020 1:43 PM
To: 'McCargar, Marilla (PCH)' <marilla.mccargar@canada.ca>
Cc: Kippen, Jamie (PCH) <jamie.kippen@canada.ca>; Fernandes, Dilys (PCH) <dilys.fernandes@canada.ca>; [REDACTED]
[REDACTED]; Abdillahi, Hibo [PCH-PCH] <hibo.abdillahi@canada.ca>
Subject: RE: next steps and timelines

Hi Marilla,
The OiC was approved. Minister Qualtrough needs to sign a delegation letter as the final step. We will work with her office to get that done on an urgent basis and in time for Minister Chagger to approve the agreement with the third party.
As soon as I have more precise timelines I will share them.

From: McCargar, Marilla (PCH) <marilla.mccargar@canada.ca>
Sent: May 3, 2020 1:26 PM
To: [REDACTED]
[REDACTED]; Kippen, Jamie (PCH) <jamie.kippen@canada.ca>; Fernandes, Dilys (PCH) <dilys.fernandes@canada.ca>; [REDACTED]
[REDACTED]; Abdillahi, Hibo [PCH-PCH] <hibo.abdillahi@canada.ca>
Subject: Re: next steps and timelines

Hi All,

We are hearing from the centre that Minister Chagger does not have authorities over the CSSG program.

Can you please clarify which Minister would have the authority to enter into a contribution agreement with a third party, and have financial and policy authority over the CSSG post cabinet?

This is an urgent request please.

Thank you,
Marilla

On May 3, 2020, at 8:39 AM, McCargar, Marilla (PCH) <marilla.mccargar@canada.ca> wrote:

Morning All,

DPMO's office emailed me about getting the CSSG on the agenda this week, which is great. However late last night they came back indicating that PCO said authorities are under Minister Qualtrough.

Any verdict on this? I've also asked for confirmation from PMO.

If that's the case it's fine- but obviously [REDACTED] will have to shift briefings quickly to Minister Qualtrough's office.

Best,
Marilla

On May 1, 2020, at 5:07 PM, [REDACTED] wrote:

Great to get the clarifications, we are moving as quickly as possible but there is a lot to do to be ready for a mid-May launch. We will need a fast-tracked decision process. Here is the fastest possible timeline as far as we know right now:

- Covid Cttee Tuesday, May 5 – need signed document submitted to PCO no later than 10h on Tuesday – PCO not confirming for Tuesday, may need your help to get on the agenda
- Ratified Thursday, May 7
- Funding decision – may need a letter to Minister of Finance and PM – submit to finance and PCO officials May 8
- On a parallel track following ratification, we would begin negotiation of contribution agreement, that would take several days and need to go through approvals and be approved by Minister, - best case scenario it is in place for May 14 , it might be advisable to do a named grant which would be much faster and allow third party to begin work right away
- Also on a parallel track we would finalize all of the web-based work on the IWant to Help platform, including branding
- Also on a parallel track we would finalize the communications; social media and public launch strategy
- Following signed agreement, third party would need minimum a week, likely more, to work with 50 national partners to ensure a broad variety of service opportunities are loaded on to the platform
- Given all these elements, the earliest possible launch is likely May 22nd

[REDACTED]



The Honourable Bardish Chagger
Minister of Diversity and Inclusion and Youth
15 Eddy Street, 14th floor
Gatineau, Quebec
K1A 0M5

Dear colleague,

With the formation of the new Cabinet on November 20th, 2019, Prime Minister Trudeau made his intention clear that the Minister of Diversity and Inclusion and Youth was to have the authority over the Canada Service Corps programs within the Department of Employment and Social Development.

Pursuant to section 11 of the *Ministries and Ministers of State Act* (P.C. 2019-1344), you have been assigned to assist me in the carrying out of my responsibilities as Minister of Employment, Workforce Development and Disability Inclusion and assume responsibilities for the development of a signature national youth service program within the Canada Service Corps.

Pursuant to subsection 5(5) of the *Salaries Act*, I, in my capacity of Minister of Employment, Workforce Development and Disability Inclusion, hereby acknowledge that you have expenditure initiation authority, as well as the authority to exercise the powers, duties or functions referred to in sections 33 and 34, subsections 155(1) and (4) and sections 155.1 and 155.2 of the *Financial Administration Act* and the power to write off debts in accordance with regulations made under subsection 25(1) of that Act in order for you to carry out your responsibilities related to the Canada Service Corps.

Pursuant to subsection 5(6) of the *Salaries Act*, I, in my capacity of Minister of Workforce Development and Disability Inclusion, hereby acknowledge that you have authority to exercise the powers, duties or functions provided for subsection 8(1) of the *Department of Public Works and Government Services Act* in order for you to carry out your responsibilities related to the Canada Service Corps.

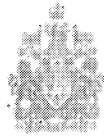
Authorities must be exercised in accordance with the Government's financial management control framework, which includes Parliamentary statutes, Treasury Board of Canada Secretariat, other Central Agencies and departmental policies, directives, regulations and bulletins.

I look forward to working closely with you on the broad range of issues that will enable us to fulfill our commitments towards Canadians.

Please accept my best wishes.

Sincerely,

The Honourable Carla Qualtrough
Minister of Employment, Workforce Development and Disability Inclusion



CANADA
PRIVY COUNCIL - CONSEIL PRIVE

P.C. 2020-116
March 6, 2020

Her Excellency the Governor General in Council,
on the recommendation of the Prime Minister, pursuant to
section 11 of the *Ministries and Ministers of State Act*,
assigns the Honourable Bardish Chagger, Minister of State
(Diversity and Inclusion and Youth) to be styled Minister of
Diversity and Inclusion and Youth, to assist the Minister of
Employment and Social Development in the carrying out of
that Minister's responsibilities.

CERTIFIED TO BE A TRUE COPY / COPIE CERTIFIÉE CONFORMÉMENT

CLERK OF THE PRIVY COUNCIL - GREFFIER DU CONSEIL PRIVE



CANADA
PRIVY COUNCIL • CONSEIL PRIVÉ

C.P. 2020-116
6 mars 2020

Sur recommandation du premier ministre et en vertu de l'article 11 de la *Loi sur les départements et ministres d'État*, Son Excellence la Gouverneure générale en conseil délègue l'honorable Bardish Chagger, ministre d'État (Diversité et Inclusion et Jeunesse) devant porter le titre de ministre de la Diversité et de l'Inclusion et de la Jeunesse, auprès de la ministre de l'Emploi et du Développement social afin de lui prêter son concours dans l'exercice de ses responsabilités.

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CLERK OF THE PRIVY COUNCIL—GREFFIER DU CONSEIL PRIVÉ



CANADA
PRIVY COUNCIL - CONSEIL PRIVÉ

P.C. 2020-117
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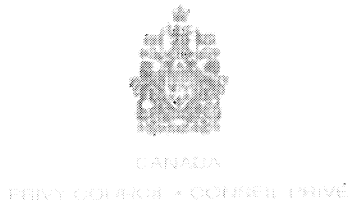
GTC multi no other GTC.
G+M other

(a) repeals Order in Council P.C. 2015-1248 of
November 4, 2015; and

(b) designates the Minister of State (Diversity and
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CLERK OF THE PRIVY COUNCIL / GREFFIER DU CONSEIL PRIVÉ



C.P. 2020-117
6 mars 2020

Sur recommandation du premier ministre
et en vertu de la définition de *ministre* à l'article 2 de
la *Loi sur le multiculturalisme canadien*, Son Excellence
la Gouverneure générale en conseil :

a) abroge le décret C.P. 2015-1248
du 4 novembre 2015;

b) charge la ministre d'État (Diversité et Inclusion
et Jeunesse), membre du Conseil privé de la Reine
pour le Canada, de l'application de cette loi.

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CLERK OF THE PRIVY COUNCIL - GREFFIER DU CONSEIL PRIVÉ



Subject: Canada Student Service Grant - DRAFT Agreement
Location: Teleconference

Start: Thu 2020-05-07 1:30 PM
End: Thu 2020-05-07 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: [Redacted]
Required Attendees: [Redacted]

Optional Attendees: [Redacted]

Teleconference details:
1-877-413-4785 // 613-960-7512

Conference ID: [Redacted]

Proposed Agenda:

- 1) Program Overview and Objectives
- 2) Overview of Draft Agreement - intent of the clauses and placeholders
- 3) Next Steps and Contacts



Subject: FW: CONFIRMED CALL: Craig Kielburger & Dalal Al-Waheidi (WE) & [REDACTED]
9:30am

Location: 1-888-289-4573; [REDACTED]

Start: Mon 2020-05-04 9:30 AM
End: Mon 2020-05-04 10:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Craig Kielburger

-----Original Appointment-----

From: Craig Kielburger <craig@we.org>
Sent: May 3, 2020 9:52 PM
To: Craig Kielburger; [REDACTED]; Dalal Al-Waheidi
Subject: CONFIRMED CALL: Craig Kielburger & Dalal Al-Waheidi (WE) & [REDACTED] - 9:30am
When: May 4, 2020 9:30 AM-10:30 AM (UTC-05:00) Eastern Time (US & Canada).
Where: 1-888-289-4573;4022264#

CALL INFORMATION:
Phone Number: 1-888-289-4573
Conference ID: [REDACTED]

[Redacted]

From: [Redacted]
Sent: June 26, 2020 12:58 PM
To: [Redacted]
Cc: [Redacted]
Subject: RE: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant
Signed By: [Redacted]@hrsdc-rhdcc.gc.ca

Approved.

Thanks,
[Redacted]

[Redacted]

From: [Redacted]@hrsdc-rhdcc.gc.ca>
Sent: June 26, 2020 12:39 PM
To: [Redacted]
Subject: RE: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant

Hello [Redacted]

We have just been informed that to maintain the validity of the Entrust Digital Signature in Outlook, CFOB needs to receive the email directly and that by forwarding the e-signature is no longer valid. Sincere apologies for the inconvenience but could you please provide your approval by e-mail directly to Gladys Miranda and Amy Reynolds in cc from CFOB?

Best,
[Redacted]

From: [Redacted]@hrsdc-rhdcc.gc.ca>
Sent: June 26, 2020 12:00 PM
To: [Redacted]@hrsdc-rhdcc.gc.ca>
Cc: [Redacted]

[Redacted]

Subject: RE: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant

Approved.

Thanks,

[Redacted]

[Redacted]

From: [Redacted] <[Redacted]@hrsdc-rhdcc.gc.ca>

Sent: June 25, 2020 11:52 AM

To: [Redacted]

Cc: [Redacted]

Subject: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant

Good morning,

Please find attached the Payment Requisition Form for your approval of the \$30M initial payment to WE Charity Foundation for the Canada Student Service Grant (CSSG). The form includes payment information and financial codes. The attached agreement is included for your reference.

CFOB will accept email approval in which Entrust Digital Signature is included. Alternatively, they will also accept Entrust Digital Signature with Adobe Reader on the Requisition for Payment form. Instructions on how to provide e-signatures can be found on iService: <http://iservice.prv/eng/finance/card/yearend/temp-measures-FAA-sctn-34.shtml>.

Thank you,

[Redacted]

From: [Redacted] <[Redacted]@hrsdc-rhdcc.gc.ca>

Sent: June 23, 2020 8:47 PM

To: [Redacted]

Subject: Fwd: Contribution Agreement - Canada Student Service Grant

14.1 The Recipient shall provide Canada with a final report as specified in Schedule A that summarizes the project scope and includes Eligible Expenditures, description of the results achieved, an explanation of any discrepancies between the results and the planned or expected results and also contains such other information as Canada may specify in writing to the Recipient as well as a summary of the reports provided under section 10. The Recipient shall provide Canada with the final report no later than ninety (90) days following the Project Period in a form and fashion acceptable by Canada.

- Under schedule A, the eligibility of youth has been updated to reflect “up to the age of 30”. We can nuance this further when we meet to amend the agreement to extend the duration.

Following your signature and return of the agreement, the initial payments outlined in Section 4.3 will be processed.

Please let me know if you have any questions, and following the signature of the agreement and launch of the program, I will organize a meeting to work through the amendment required to account for the extended duration of the initiative.

Kind regards,

[Redacted signature and contact information]

[Redacted]

From: [Redacted]
Sent: June 25, 2020 11:52 AM
To: [Redacted]
Cc: [Redacted]
Subject: For your approval: Payment Requisition Form - Contribution Agreement - Canada Student Service Grant
Attachments: ESDC-FIN2865 - template.pdf; CSSG Agreement_FinalDraft_2020.06.22 - FINAL - Clean.docx

Good morning,

Please find attached the Payment Requisition Form for your approval of the \$30M initial payment to WE Charity Foundation for the Canada Student Service Grant (CSSG). The form includes payment information and financial codes. The attached agreement is included for your reference.

CFOB will accept email approval in which Entrust Digital Signature is included. Alternatively, they will also accept Entrust Digital Signature with Adobe Reader on the Requisition for Payment form. Instructions on how to provide e-signatures can be found on iService: <http://iservice.prv/eng/finance/card/yearend/temp-measures-FAA-sctn-34.shtml>.

Thank you,
[Redacted]

From: [Redacted] <[Redacted]@hrsdc-rhdcc.gc.ca>
Sent: June 23, 2020 8:47 PM
To: [Redacted]
Subject: Fwd: Contribution Agreement - Canada Student Service Grant

Signatures confirmed; [Redacted] please move the requisition for payment through approvals

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----
From: Dalal Al-Waheidi <dalal@we.org>
Date: 2020-06-23 8:02 PM (GMT-05:00)
To: [Redacted] <[Redacted]@hrsdc-rhdcc.gc.ca>
Cc: [Redacted], Marc Kielburger <marc@we.org>, [Redacted] <avalentine@millerthomson.com>
Subject: RE: Contribution Agreement - Canada Student Service Grant

Hello [REDACTED]

I hope this note finds you well.

Thank you kindly for sending the final version of the contribution agreement, and please see attached signed agreement from our side.

We sincerely appreciate everyone's support, time and guidance in the process. We are very excited about the CSSG, and we look forward to engaging many thousands of students in volunteer opportunities this summer.

All my best,
Dalal

Dalal Al-Waheidi | Executive Director | WE Charity
t: [1.416.925.5894](tel:14169255894) | m: [1.647.534.2907](tel:16475342907) | WE.org

From: [REDACTED] <[REDACTED]@hrsdc-rhdcc.gc.ca>
Sent: June 23, 2020 5:48 PM
To: Dalal Al-Waheidi <dalal@we.org>; Marc Kielburger <marc@we.org>; avalentine@millerthomson.com
Cc: [REDACTED]
Subject: Contribution Agreement - Canada Student Service Grant

Dalal, Marc, and Andrew,

Please find attached the contribution agreement for your signature. Two small changes have been made to the agreement since you last saw it:

- In section 14, we caught an error in the text where it referred to the wrong section of the agreement. The language has been updated to reflect reference back to Section 10 (Reporting) rather than Section 9 (Data Collection)

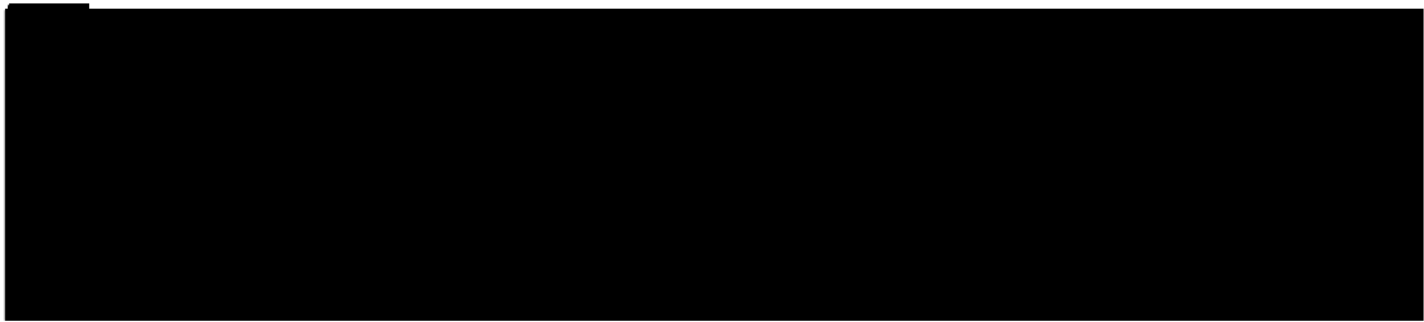
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- Under schedule A, the eligibility of youth has been updated to reflect "up to the age of 30". We can nuance this further when we meet to amend the agreement to extend the duration.

Following your signature and return of the agreement, the initial payments outlined in Section 4.3 will be processed.

Please let me know if you have any questions, and following the signature of the agreement and launch of the program, I will organize a meeting to work through the amendment required to account for the extended duration of the initiative.

Kind regards,





CANADA'S COVID-19 ECONOMIC RESPONSE PLAN

Support for students and recent graduates

FUNDING AGREEMENT

BETWEEN

Her Majesty the Queen in Right of Canada as represented by the Minister of State (Diversity and Inclusion and Youth) styled as the Minister of Diversity and Inclusion and Youth (hereinafter referred to as "Canada")

AND

WE Charity Foundation of Canada

(hereinafter referred to as "the Recipient")

Hereinafter collectively referred to as "the Parties"

ARTICLES OF AGREEMENT

Whereas Canada has established the Youth Service Initiative also known as "Canada Service Corps" (hereinafter referred to as "the Program") to support projects that create, promote and facilitate access to volunteer service opportunities that are meaningful to youth, that support lasting civic engagement, and that provide youth with life and work skills;

Whereas Canada has taken strong and quick action to protect its economy, the health, safety, and jobs of all Canadian during the global COVID-19 outbreak;

Whereas Canada's COVID-19 Economic Response Plan provides targeted support for students and recent graduates;

Whereas Canada has determined that the Recipient is eligible to receive funding under Canada's COVID-19 Economic Response Plan to Support Students and Recent Graduates; and

Whereas Canada has agreed to provide funding to the Recipient towards the costs of the Project;

Now, therefore, Canada and the Recipient agree as follows:

1.0 INTERPRETATION

1.1 Unless the context requires otherwise, the expressions listed below have the following meanings for the purposes of this Agreement:

"Agreement" means this agreement, including all schedules, and all amendments or restatements as permitted.

"Cohort 1" means up to 20,000 Project Participants, and a minimum of 50 Not-for-Profits, engaged in or offering volunteer service opportunities, respectively, as outlined in Schedule A.

"Cohort 2" means up to 20,000 Project Participants, and a minimum of 50 Not-for-Profits, engaged in or offering volunteer service opportunities, respectively, above those participating as part of Cohort 1.

"Eligible Expenditures" means expenditures (including applicable taxes):

- (a) that are directly related to the carrying out of the Project under this Agreement or are Program Costs;
- (b) that meet the conditions governing eligibility under section 5.0;
- (c) that ensure value for money because the costs they relate to have been negotiated to ensure best value, prudence and probity; and,
- (d) that are incurred during the Project Period except the cost of preparing audited financial statement requested by Canada notwithstanding if it incurred outside the Project Period.

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“**Force Majeure**” means an event, condition or circumstance (and the effects thereof) which is not within the reasonable control of the Party claiming Force Majeure and which the Party claiming Force Majeure is unable to prevent or overcome, including events in the nature of acts of God, pandemic, epidemic, quarantine, illness outbreak, fire, explosion, civil disturbance, war, riot, insurrection, military or guerrilla action, terrorist activity, economic sanction, blockade or embargo, sabotage, flooding, earthquake, drought and action or restraint by the order of any governmental authority.

“**Not-for-profit**” means organizations under that are established for purposes other than financial gain for their members. This category includes:

- (a) community, charitable or voluntary organizations, including faith-based organizations (for example, churches, synagogues, temples, mosques);
- (b) organizations that are tax exempt under paragraph 149(1)(l) of the *Income Tax Act*; and
- (c) non-governmental organizations.

“**Project**” means the project described in Schedule A.

“**Program Costs**” means the expenditures incurred by the Recipient or Sub-Agreement Holder in the course of its regular operations that, though indirectly related to the delivery of the Project activities under section 3.0 enable the Recipient or Sub-Agreement Holder to manage the delivery of the Project activities under section 3.0 successfully.

“**Project Participant**” means an eligible student as specified in Schedule A and includes all students of Cohort 1 and 2 and the Supplementary Cohort

“**Project Period**” means the period beginning on the Project Start Date specified in Schedule A and ending on the Project End Date specified in Schedule A.

“**Sub-Agreement**” means a written agreement between the Recipient and an organization under which the Recipient further distributes a portion of the funding received by the Recipient under this Agreement to the organization and delegates all or part of its responsibilities relating to the delivery of eligible activities under this Agreement to the organization.

“**Sub-Agreement Holder**” means an organization other than the Recipient, to whom a portion of the funding received by the Recipient under this Agreement is further distributed to enable the organization to carry out a Sub-Agreement.

“**Supplementary Cohort**” means up to 60,000 Project Participants engaged in volunteer service opportunities as part of the Supplementary CSSG Program (as defined in Schedule A), and who are not part of Cohort 1 or Cohort 2;

“**Working Day**” means Monday through Friday except statutory holidays.

2.0 EFFECTIVE DATE AND DURATION

This Agreement shall come into effect on May 5th, 2020, and shall expire at the end of the Project Period unless the Agreement is terminated on a prior date in accordance with the terms of this Agreement.

All obligations of the Parties shall expressly or by their nature survive termination or expiry of this Agreement and shall continue in full force subsequent to and notwithstanding such termination or expiry until and unless they are satisfied or by their nature expire.

3.0 PURPOSE OF THE CONTRIBUTION

The purpose of Canada’s funding is to enable the Recipient to carry out the Project. The funding provided by Canada shall be used by the Recipient solely for the purpose of paying the Eligible Expenditures.

The Project’s objective is to provide opportunities for Project Participants to take part in meaningful volunteer service activities and gain labour market and skills development experiences while giving back to their communities during the global COVID-19 outbreak through the implementation of Project activities as specified in Schedule A.

4.0 CANADA’S CONTRIBUTION

4.1 The total maximum amount of Canada’s contribution towards the Eligible Expenditures (subject to section 4.1(d)) is up to \$ 543,530,000 (five hundred and forty-three million five hundred and thirty thousand dollars) for the Project Period, which shall be allocated as follows:

- a. **Award Funding to be disbursed directly to Eligible CSSG Students:** Up to \$500,000,000 (five hundred million dollars), to be paid as per section 4.3(d), to be distributed as awards to eligible Program Participants as follows:



- (i) Up to \$ 100,000,000 (one hundred million dollars) to provide for the award of up to \$5,000 to each Project Participant who volunteers as per the conditions specified in Schedule A for Cohort 1 and is eligible to receive an award;
 - (ii) Up to \$ 100,000,000 (one hundred million dollars) to provide for the award of up to \$5,000 to each Project Participant who volunteers as per the conditions specified in Schedule A for Cohort 2 and is eligible to receive an award; and
 - (iii) Up to \$ 300,000,000 (three hundred million dollars) to provide for the award of up to \$5,000 to each Project Participant who volunteers as per the conditions specified in Schedule A for the Supplementary Cohort and is eligible to receive an award;
- b. **Cohort 1 Program Design, Implementation and Delivery:** The following amounts, to be paid as per section 4.3(a), shall be allocated for the design, implementation and delivery of the activities described in Schedule A in respect of Cohort 1:
- (i) \$18,350,000 (eighteen million three hundred and fifty thousand dollars), which funds are intended to be allocated as follows, though the Recipient may reallocate amounts between any of subsections (A) to (C) below as the Recipient sees fit:
 - (A) \$5,000,000 (five million dollars) in funding to Not-For-Profit partners (as defined in Schedule A) for Eligible Expenditures;
 - (B) \$300,000 (three hundred thousand dollars) for Eligible Expenditures to program participants to help support accessibility to the program with focus on vulnerable populations;
 - (C) \$13,050,000 (thirteen million and fifty thousand dollars) for Eligible Expenditures which are required to set up and deliver activities in respect of Cohort 1 as specified in Schedule A, and for related Program Costs;
 - (ii) \$1,150,000 (one million one hundred fifty thousand dollars) for Eligible Expenditures to pay for the management and administration of the award for eligible youth for Cohort 1, including to verify the eligibility of Project Participants and volunteer hours, and to disburse awards to eligible Project Participants (including the issuance of tax slips or other documents).
- c. **Cohort 2 Program Design, Implementation and Delivery:** The following amounts shall be allocated for the design, implementation and delivery of the activities described in Schedule A in respect of Cohort 2:
- (i) \$12,380,000 (twelve million three hundred and eighty thousand dollars), paid as per section 4.3(b) or (c) as applicable, which funds are intended to be allocated as follows, though the Recipient may reallocate amounts between any of subsections (A) to (C) below as the Recipient sees fit:
 - (A) \$3,750,000 (three million seven hundred and fifty thousand dollars) in funding to Not-For-Profits partners (as defined in Schedule A) for Eligible Expenditures;
 - (B) \$300,000 (three hundred thousand dollars) for Eligible Expenditures to program participants to help support accessibility to the program.
 - (C) \$8,330,000 (eight million three hundred and thirty thousand dollars) for Eligible Expenditures which are required to set up and deliver activities in respect of Cohort 2 as specified in Schedule A, and for related Program Costs;
 - (ii) Up to \$1,150,000 (one million one hundred fifty thousand dollars) for Eligible Expenditures, which shall be included in the payment under section 4.3(b), if applicable, to pay for the management and administration of the award for eligible Project Participants for Cohort 2, including to verify the eligibility of Project Participants and volunteer hours, and to disburse awards to eligible Project Participants (including the issuance of tax slips or other documents).
- d. **Program Costs for Project Participants in Supplementary Cohort:** \$10,500,000 (ten million five hundred thousand dollars), paid as per section 4.3(e), shall be allocated for the activities described in Schedule A in respect of the design, implementation and delivery of the Supplementary Cohort and the disbursement of cash awards to eligible Project Participants outside of Cohort 1 and Cohort 2. For greater certainty, payments by the Recipient of this amount to one or more affiliates referred to in section 18.4 to subcontract