



District of Kitimat  
 270 City Centre, Kitimat, V8C 2H7  
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DOK APPLICATION  
 FEDERAL APPLICATION  
 DATE/TIME RECEIVED: \_\_\_\_\_

File 1.3.2.1.1

## DISTRICT OF KITIMAT TOP-UP PROGRAM APPLICATION FORM SUMMER STUDENT EMPLOYMENT 2024

- Return this top-up application to the District of Kitimat and attach a copy of your application to the federal government's Canada Summer Jobs 2024 program (or other government agency) for summer student funding. **Top-up applications submitted without attachments will not be considered.**
- When you receive a reply from the federal government or other government agency (usually by April/May), provide a copy to the District of Kitimat. If government funding is denied, please contact the District of Kitimat as other funding up to 50% may be available.
- **Once summer students are hired, a copy of registration receipts for WHMIS, First Aid and High Five (if applicable\*) courses MUST be submitted (see 17d). Without registration receipts or proof of certification, top-up funding will NOT be provided (no exceptions).**
- District of Kitimat top-up funds are limited; top-up applications will be prioritized by the date they are submitted.
- **This application is not a guarantee of top-up funds;** this is an application form only. Each application will be looked at individually as funds are limited. If top-up funds are awarded, you will be notified. Once the summer student completes their work term, you must contact the District of Kitimat to notify them of the final hours actually worked by the student. A contract will be prepared in late August/early September.

1. Name of organization \_\_\_\_\_ Email \_\_\_\_\_

2. Address \_\_\_\_\_ Phone \_\_\_\_\_

3. Contact person \_\_\_\_\_  
 Title \_\_\_\_\_ Home phone \_\_\_\_\_ Business phone \_\_\_\_\_

4. Location of proposed activity (if different from above) \_\_\_\_\_

5. Organization has existed since \_\_\_\_\_

6. Number of individuals now employed by organization \_\_\_\_\_

7. Number of volunteers in organization now \_\_\_\_\_

8. Brief summary of program initiative and objectives (attach separate sheet if required) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. **Wages**

Job Title	# of Employees (total ≤ 4)	Start Date	Finish Date	# of Weeks (max 10 / person)	Hrs / Week** (max 35 / person)	Total Hrs	Pay Rate (See item 15.)	Wages
<b>TOTAL WAGES</b>								

\*HIGH FIVE is required for summer students that will be working directly with children aged 12 and under in day camps or in an educational/recreational setting.  
 \*\*No overtime is allowed.

10. **Budget**

BUDGET	DESCRIPTION	
<b>Expenses</b>	Wages (total of item #9)	
	Benefits (estimate at 12% of gross wages to cover EI, CPP, WCB, Vacation Pay)	
	Work Hazardous Materials Information System (# of employees x \$)	
	WCB Occupational First Aid Level 1 or equivalent (# of employees x \$)	
	HIGH FIVE ®* (# of employees x \$)	
	Total Expenses	(A)
<b>Revenue</b>	B. Federal Government Program or Other Government Agency: Total Hrs ____ x Pay Rate + 12% Benefits (EI, CPP, WCB, Vacation) =	(B)
<b>TOTAL FINANCIAL ASSISTANCE REQUESTED OF DISTRICT OF KITIMAT</b>		(A) - (B)

11. How does your organization plan to do daily supervision? Please explain. \_\_\_\_\_

12. This budget summary is contingent on the Federal Government's Canada Summer Jobs 2024 program assisting in the same manner as in 2023, or on other government agency funding. If there are any adjustments made to the Federal Government program in 2024 as compared to 2023 that are fundamentally different from other government summer student funding programs, the District of Kitimat reserves the right to cancel the program and, if acceptable, make an alternative proposal.

13.\*\*\* **This application will be accepted only when accompanied by a copy of the Federal Government's Canada Summer Jobs 2024 application or other government agency application for summer student funding.**

14. **Volunteer / Not-For-Profit Organization Responsibilities**

- a. The organization must apply for the Federal Government's Canada Summer Jobs 2024 funding, or other government summer student funding, by the date indicated on the form which is normally the last week of February or the first week of March. Different government agencies may have different timelines; applications for top-up will be considered according to date submitted and availability of funding.
- b. The organization is responsible for program supervision and direction.
- c. The organization is responsible for ensuring that information required is submitted promptly to the District of Kitimat, 270 City Centre, Kitimat, BC, V8C 2H7.
- d. The organization is aware of the restrictions involved in hiring students under the age of 16 and siblings whose parents are on the Board of Directors of the not-for-profit organization.
- e. The organization is responsible to pay all costs:
  - beyond 35 hours per week
  - of weeks beyond 10
  - and/or costs not provided for by the District of Kitimat.

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\*\*\*District of Kitimat top-up funds are limited; top-up applications will be prioritized by the date they are submitted.

15. **Concerning Funding**

- a. Council will consider paying the difference between Federal Government or other government funding and the employee wage:
  - minimum hourly rate per student: \$16.75
  - student supervisor:
    - Responsible for up to 3 summer students and has on-site contact with not-for-profit organization - \$17.65/hr
    - Works alone with no immediate supervisor on site - \$19.75/hr
- b. District of Kitimat Top-Up Funding Availability:
  - maximum number of students/organization 4
  - maximum number of weeks/student 10
  - maximum number of hours/week/student 35
  - maximum 3 students at \$1 / hour top-up each (student)
  - maximum 1 student at \$2 / hour top-up (student supervisor – supervises up to 3 students)
  - maximum 1 student at \$3 / hour top-up (student works alone with no immediate supervisor on site – when special skill required by agency)
- c. If a special need is required, and therefore a higher wage, specific details must be given in writing regarding the increase. **The District of Kitimat reserves the right to reject increases.** The student must work independently or have training that has significant benefit to the not-for-profit organization.
- d. Council will provide 12% of the District of Kitimat portion of summer student gross wages for the mandatory employer costs of CPP, UIC, WCB, and vacation pay.
- e. The District of Kitimat will make downward adjustments to funding to reflect missed hours by employees and/or for reduced program length.

16. **District Responsibilities and Reservations**

- a. The District of Kitimat may spot check student workers to ensure program follows the original outline.
- b. Council reserves the right to accept or reject any application.
- c. Council reserves the right to alter funding requirements, procedures, or calculation methods.

17. **Requirements and Details**

- a. Eligibility into the top-up program is conditional on applying to the Federal Government's Canada Summer Jobs 2023 program or to other government summer student funding.
- b. Council will assist Kitimat organizations only and may withhold payment for work done outside of the Kitimat area.
- c. Legal guardians or parents of students employed by the organization must be residents of Kitimat.
- d. **All students must hold a WCB Occupational First Aid Level 1 Certificate, or equivalent, Workplace Hazardous Information System Certificate and High Five Certificate by June 26, 2024. The Leisure Services Department will be hosting the above programs in May and June.** Please contact Riverlodge at 250-632-8970 for details and registration.
- e. The organization must acquire a WCB number (phone 1-888-922-2768, toll free fax 1-888-992-6622, or the website [www.worksafefbc.com](http://www.worksafefbc.com)).
- f. The organization, the Federal Government or other government agency, will cover the project with liability insurance.
- g. The organization is responsible for their payroll services.

18. This is an application form only. If you are accepted into the top-up program, an approval agreement will be prepared.

\_\_\_\_\_  
Organization President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Member

\_\_\_\_\_  
Date

**DISTRICT OF KITIMAT  
ENVIRONMENTAL ASSESSMENT PRE-SCREENING DECISION**

For determination of whether an environmental assessment is required.

Please return this completed questionnaire along with your District of Kitimat Summer Student Employment Top Up application to:

District of Kitimat  
Leisure Services Department  
270 City Centre  
Kitimat, B.C.  
V8C 2H7

If you require assistance in completing this form, please call the Leisure Services Department at 250-632-8910.

The responses to this questionnaire, along with your completed application form, will help to determine if an environmental assessment of your proposal is required in accordance with the Canadian Environmental Assessment Act. If an environmental assessment is required, you will be notified.

A. Will you be applying, or have you applied, to any other Federal Government department or organization for funding, permits, or authorizations, for the use, lease, or sale of land related to this project?

YES  NO

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department	Nature of the Department's Involvement in the Project	Phone Number	Contact Name

B. Has an environmental assessment of this project been done or is one in the process of being undertaken? (Please provide a copy of any environmental assessment report already completed for this project. If a copy of the report is not available, or is in the process of being produced, indicate the name, address, and telephone number of any individual who should be contacted for a copy.)

YES  NO

C. Will the project activities involve construction, operation, modification, decommissioning, or abandonment of a structure? If yes, provide details.

YES  NO

\_\_\_\_\_  
\_\_\_\_\_

D. Will the project occur in, on, or within 30 metres of a water body? If yes, provide details.

YES  NO

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E. Is the project likely to release any polluting substance into a water body during or after the project? (Ex: silting, chemicals, waste, etc.)

YES  NO

If yes, explain: \_\_\_\_\_

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F. Does the project involve the handling, use, or disposal of hazardous materials? (ex: chemically treated wood, lead-based paints, PCBs, asbestos, oil or gas tanks, resins, toxins, pesticides, fertilizers, caustic substances, etc.)

YES  NO

If yes, explain: \_\_\_\_\_

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G. Will heavy equipment be used during the project, or once the project is operational?

YES  NO

If yes, explain: \_\_\_\_\_

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H. Does your project occur in an undeveloped area? (If yes, advise if there will be cutting or removal of trees or shrubs from an area greater than 1,000 square meters, or clearing or removal of all vegetation from an area greater than 500 square meters?)

YES  NO

If yes, explain: \_\_\_\_\_

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I. Is there likely to be any public sensitivity to the project either during construction / start-up or operation? (If yes, describe the nature of the sensitivity and any action taken so far to assess / address the concerns.)

YES  NO

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J. Are there other pertinent details concerning the project that could impact on the environment?

YES  NO

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_