

Government  
of CanadaGouvernement  
du Canada

# Canada Summer Jobs - Application Summary

**IMPORTANT: You have not successfully submitted your application if you do not receive a confirmation number. This is only a copy of your application form.**

Confirmation of Receipt:

Once a fillable application has been successfully submitted, a confirmation number will be immediately generated by the system. This confirmation is considered the acknowledgement of receipt of your application. **You will also receive a confirmation of receipt sent by email to the Organization Email Address provided in the application.**

If you do not receive a confirmation number acknowledging the receipt of your application by Service Canada, you have not completed the submission properly and you must return to your application and click on the "**Submit to Service Canada**" button.

Summary of the application

Tracking Number: \_\_\_\_\_

This is a copy of the application form only. It is imperative that you click on the "Submit to Service Canada" button, located on the previous screen to have your application sent to Service Canada and receive a confirmation number by e-mail. Please ensure to keep it for future reference.

**Before you complete** your Canada Summer Jobs application, **you must read the [Applicant Guide](#) and the Articles of Agreement**. Only after reading the Articles of Agreement, you will be able to click "**Apply**" to continue with your application.

## Privacy Notice Statement

The information you provide is collected under the authority of the [Department of Employment and Social Development Act](#) (DESDA). This information may be used to determine your eligibility for Canada Summer Jobs, its administration and for accountability purposes. Participation in the Canada Summer Jobs Program is voluntary, but refusal to provide information may result in your Canada Summer Jobs application not being considered for funding.

As well, this information may be used to support the administration or enforcement of other programs of Employment and Social Development Canada ("the Department" or ESDC), including Service Canada.

The information you provide may also be used for policy analysis, evaluation, and/or research purposes. In order to conduct these activities, various sources of information under the custody and control of the Department may be linked. However, these additional uses and/or disclosures of your personal information will not result in an administrative decision being made about you.

The Department may review results from previous Canada Summer Jobs funding agreements when determining the eligibility of your application. The Department may also review information in the public domain, including but not limited to materials on your website and media articles, when determining the eligibility of your application.

Should your application be deemed eligible, the information you provide will be shared in accordance with the law with your respective Member of Parliament to ensure local priorities are considered. It may also be used by the Member of Parliament to notify employers whose Canada Summer Jobs funding applications have been approved. The Department and your Member of Parliament may also use the information to help promote the program.

Funded employers will be listed on the Canada Summer Jobs website and funded positions will be posted on Job Bank.

In the event of an Access to Information request regarding the approved funding application or any relevant information about the organization in the Department's possession, the information provided to the Department will be disclosed, subject to applicable exemptions under the [Access to Information Act](#), such as the exemption for personal information.

Your personal information is administered in accordance with DESDA and the Privacy Act and other applicable laws. You have the right to the protection of, and access to, and correction of your personal information, which is described in the [Personal Information Bank ESDC PPU 706](#) (Youth Employment and Skills Strategy). Instructions for obtaining this information is outlined in the government publication available online, entitled [Information about programs and information holdings](#). This information may also be accessed in person or online at any Service Canada Centre. You have the right to [file a complaint](#) with the [Privacy Commissioner of Canada](#) regarding ESDC's handling of your personal information.

Canada Revenue Agency Business Number

First Nine Digits:

**119062438**

Type of Account: **RR**

Specific Account:

**0001**

Legal Name of your Organization

**North York (Chinese) Baptist Church**

Is the Operating (Common) Name different from the legal name?

**No**

Telephone Number

Area Code: **416**Exchange: **223**Number: **3121**Extension: **32**

Organization Type:

**Not-for-Profit**

Not-For-Profit Sector

**Community, charitable or voluntary organization**

Organization Email Address

**puiwing@nycbc.ca**

Year the Organization was Established

**1970**

Number of full-time employees working in Canadian Locations of your organization

**16**

Mailing Address of Organization

**685 SHEPPARD AVE EAST**

**NORTH YORK**

**Ontario**

**M2K1B6**

Describe your organization's activities

**North York (Chinese) Baptist engages in God-centred worship, Bible-based teaching, body life relationships, servanthood ministry, community service, lifestyle evangelism, strategic church planting, and global missions. Through the power of the Holy Spirit, we seek to obey the Great Commandment and fulfill the Great Commission of Christ so as to bless our kinsmen and all people in our neighborhood, greater Toronto, and the world.**

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

**No**

Have you applied or will you apply for other sources of funding for the job requested?

**No**

Does your organization owe any amounts to the Government of Canada? (taxes, penalties, overpayments, etc.)

**No**

Primary Contact First Name and Last Name

**Puiwing Wong**

Primary Contact Job Title

**Chief Administrator**

Telephone number of Primary Contact

Area Code: **416**Exchange: **223**Number: **3121**Extension: **32**

Email Address of Primary Contact

**puiwing@nycbc.ca**

Preferred Language of Communication - Spoken

**English**

Preferred Language of Communication - Written

**English**

Secondary Contact First Name and Last Name

**Joel Tang**

Secondary Contact Job Title

**Family Ministry Pastor**

Telephone number of Secondary Contact

Area Code: **416** Exchange: **223** Number: **3121** Extension: **34**

Email Address of Secondary Contact

**joel.tang@nycbc.ca**

Preferred Language of Communication - Spoken

**English**

Preferred Language of Communication - Written

**English**

Will the address of the proposed activities be different from the mailing address?

**No**

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

**Yes**

Identify the health and safety practices you have implemented

- **Emergency Preparedness and Response Plan**
- **Other**

Identify the other health and safety practices you have implemented

**Child and Youth Safety Policy**

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

**Yes**

Identify the work environment policies and practices you have implemented.

- **Harassment Policies / Practices**
- **Privacy policies / practices**

Number of Job Titles Requested

**3**

Job title:

**vacation camp leader**

Number of participants requested for this job title

**2**

Hourly wage rate to be paid to each participant

**20.00**

Number of weeks requested for each participant

**10**

Number of hours per week requested for each participant

**40.00**

Anticipated start date

**2024 - 06 - 17**

Hourly wage funding requested

**16.55**

Tasks and Responsibilities

**- Oversee the overall operation of a safe Vacation Bible School (VBS) program for up to 120 children aged 4-14 years. There will be 2 sessions of 2 weeks each. Each session will have 4 groups of up to 15 children each. - Participate as part of the hiring committee for 8 senior counselors, junior counselors, CIT (counsellors in training) coach positions. - Provide leadership and guidance to CIT coach, senior counsellors and junior counsellors. - Assist in the planning and coordination of staff training. - Supervise staff and perform staff evaluation. - Ensure the VBS operates within the allotted budget, ensuring all identified accounting and administrative procedures are followed. - Handle conflicts, disagreements, and requests / complaints professionally on behalf of the camp. - Attends all required meetings associated with VBS staff meetings and meetings with parents. - Deal with all campers, parents, outside parties with contact with the camp. - Ensure effective communication to parents regarding the VBS activities by preparing and distributing a newsletter / calendar / schedule of events for each session. - Complete related administrative tasks and provide a detailed final summary report, including the parent and participant evaluation of the program.**

What skills will the participant develop during this placement?

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

- **Collaboration** - Collaboration refers to the ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project.
- **Communication** - Communication refers to the ability to receive understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers and discuss ideas.
- **Creativity and Innovation** - Creativity and innovation refers to the ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms. For example, we use this skill to discover better ways of doing things, develop new products, and deliver services in a new way.
- **Digital Skills** - Digital Skills refers to the the ability to use digital technology and tools to find, manage, apply, create, and share information and content. For example, we use this skill to create spreadsheets, safely use social media, and securely make online purchases.
- **Problem-solving** - Problem-solving refers to the ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the experience. For example, we use this skill to make hiring decisions, select courses of action and troubleshoot

technical failures;  
Language required for job:

**English**

Supervisor job title

**Other**

Specify the other supervisor job title

**Family Ministry Pastor**

Identify the type of your supervision plan

**On-site supervision**

Frequency

**Daily**

How much experience does the supervisor have in a supervisory role?

**More than two years**

Type of feedback to be provided to youth :

**Formal (Scheduled, written)**

Supervisor will provide :

- **Job specific Training**
- **Work instructions and demonstrations**
- **Evaluation of Work**

Mentor job title

**Other**

Specify the other mentor job title

**Family Ministry Pastor**

Type of mentoring plan:

**One-on-one**

Frequency

**Weekly**

Does the mentor have previous experience in mentorship role?

**More than two years**

Mentor-mentee relationship :

**Formal (Regular meetings, goals established)**

Mentor will provide:

- **Support for skills development**
- **Access to learning material**

Will this job provide a career-related work experience for the youth?

**Yes**

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement?

**No**

Preferred Level of Education of the participant

**Post-Secondary**

Does this job support a national priority?

**Yes**

Indicate which national priority(ies)

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

Does this job support one or more of your Member of Parliament's local priorities?

**No**

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs?

**Yes**

Amount of Mandatory Employment Related Costs Requested

**1,963.20**

The calculations for this job are based on the values you provided.

Funding of \$15203.2 has been requested for this job.

Job title:

**vacation camp counsellor**

Number of participants requested for this job title

**8**

Hourly wage rate to be paid to each participant

**17.00**

Number of weeks requested for each participant

**8**

Number of hours per week requested for each participant

**40.00**

Anticipated start date

**2024 - 06 - 24**

Hourly wage funding requested

**16.55**

Tasks and Responsibilities

**- Conduct two 2-week sessions of Vacation Bible School (VBS) with up to 15 children per session. - Plan assigned camp programs. Lead activities and assist others when they are leading (worship, skits, theme days, parents' night, etc.) - Lead worship and participate in short performances during camp. - Communicate with parents if needed. - Teach Bible lessons to assigned grades on a daily basis. - Mandatory attendance for set-up and clean-up as needed. - Lead staff devotions and prayer meetings during training / preparation and camp sessions. - Assist in training of Junior Counsellors through good role modeling. - Assist the Vacation Camp Leader in smooth coordination of all programs. - Abide by and enforce Church Safety and Premises Protocols (provided during training).**

What skills will the participant develop during this placement?

- **Adaptability - Adaptability refers to the ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks. For example, one uses this skill to change work plans to meet new deadlines, learn how to work with new tools and improve skills through feedback.**
- **Collaboration - Collaboration refers to the ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project.**
- **Communication - Communication refers to the ability to receive understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers and discuss ideas.**
- **Creativity and Innovation - Creativity and innovation refers to the ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms. For example, we use this skill to discover better ways of doing things, develop new products, and deliver services in a new way.**
- **Problem-solving - Problem-solving refers to the ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the experience. For example, we use this skill to make hiring decisions, select courses of action and troubleshoot technical failures.**

Language required for job:

**English**

Supervisor job title

**Other**

Specify the other supervisor job title

**vacation camp leader**

Identify the type of your supervision plan

**On-site supervision**

Frequency

**Daily**

How much experience does the supervisor have in a supervisory role?

**Less than a year**

Type of feedback to be provided to youth :

**Formal (Scheduled, written)**

Supervisor will provide :

- **Job specific Training**
- **Evaluation of Work**

Mentor job title

**Other**

Specify the other mentor job title

**Family Ministry Pastor**

Type of mentoring plan:

**Team**

Frequency

**Monthly**

Does the mentor have previous experience in mentorship role?

**More than two years**

Mentor-mentee relationship :

**Informal (Irregular meetings, no goals established)**

Mentor will provide:

- **Support for skills development**
- **Access to learning material**

Will this job provide a career-related work experience for the youth?

**Yes**

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement?

**No**

Preferred Level of Education of the participant

**Secondary**

Does this job support a national priority?

**Yes**

Indicate which national priority(ies)

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

Does this job support one or more of your Member of Parliament's local priorities?

**No**

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs?

**Yes**

Amount of Mandatory Employment Related Costs Requested

**5,339.90**

The calculations for this job are based on the values you provided.

Funding of \$47707.9 has been requested for this job.

Job title:

**software engineer**

Number of participants requested for this job title

**2**

Hourly wage rate to be paid to each participant

**21.00**

Number of weeks requested for each participant

**10**

Number of hours per week requested for each participant

**40.00**

Anticipated start date

**2024 - 06 - 10**

Hourly wage funding requested

**16.55**

Tasks and Responsibilities

- **Work under the supervision of the IT Director to design and develop API applications for streamlining the church's data management process.** - **Interview the church ministry groups and volunteers to document their process requirements.** - **Identify improvement areas for the existing process.** - **Develop applications to execute the improvement.** - **Create operation manuals for users.** - **Provide training to users.**

What skills will the participant develop during this placement?

- **Adaptability - Adaptability refers to the ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks. For example, one uses this skill to change work plans to meet new deadlines, learn how to work with new tools and improve skills through feedback.**
- **Collaboration - Collaboration refers to the ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project.**
- **Communication - Communication refers to the ability to receive understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers and discuss ideas.**
- **Creativity and Innovation - Creativity and innovation refers to the ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms. For example, we use this skill to discover better ways of doing things, develop new products, and deliver services in a new way.**
- **Digital Skills - Digital Skills refers to the the ability to use digital technology and tools to find, manage, apply, create, and share information and content. For example, we use this skill to create spreadsheets, safely use social media, and securely make online purchases.**
- **Numeracy - Numeracy refers to the ability to find, understand, use, and report mathematical information presented through words, numbers, symbols, and graphics. For example, we use this skill to perform calculations, manage budgets, analyze, and model data and make estimations.**
- **Problem-solving - Problem-solving refers to the ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the experience. For example, we use this skill to make hiring decisions, select courses of action and troubleshoot technical failures.**
- **Technical skills - Technical skills refer to the ability to develop capabilities that relate to the practical or mechanical side of an activity, the application of a set of technical processes and its required know-how.**

Language required for job:

**English**

Supervisor job title

**Director**

Identify the type of your supervision plan

**On-site supervision**

Frequency

**Weekly**

How much experience does the supervisor have in a supervisory role?

**More than two years**

Type of feedback to be provided to youth :

**Formal (Scheduled, written)**

Supervisor will provide :

- **Job specific Training**

- **Work instructions and demonstrations**

- **Evaluation of Work**

Mentor job title

**Other**

Specify the other mentor job title

**Chief Administrator**

Type of mentoring plan:

**One-on-one**

Frequency

**Monthly**

Does the mentor have previous experience in mentorship role?

**More than two years**

Mentor-mentee relationship :

**Formal (Regular meetings, goals established)**

Mentor will provide:

- **Support for skills development**
- **Career-related training**
- **Access to learning material**

Will this job provide a career-related work experience for the youth?

**Yes**

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement?

**No**

Preferred Level of Education of the participant

**Post-Secondary**

Does this job support a national priority?

**Yes**

Indicate which national priority(ies)

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

Does this job support one or more of your Member of Parliament's local priorities?

**No**

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs?

**Yes**

Amount of Mandatory Employment Related Costs Requested

**2,061.36**

The calculations for this job are based on the values you provided.

Funding of \$15301.36 has been requested for this job.

The calculations for this application are based on the values you provided for each job.

Funding of \$78212.46 has been requested for this application.

Will you require an advance payment to pay the youth should your application be approved?

**No****The information below will be posted publicly on Job Bank:**

- Operating (Common) Name
- Organization Email Address
- Organization telephone number
- Postal code of the location of the activities Job title
- Hourly Wage Rate to be paid to the participant
- Number of Hours per Week
- Anticipated Start Date
- Language required for job

Once completed and submitted, this Canada Summer Jobs application, if approved by Service Canada, will form a part of the agreement between Canada and the organization. The organization will then be subject to the attached [Canada Summer Jobs Articles of Agreement](#)



If your application is approved for funding, you will be required:


- to provide the job at the hourly wage rate, for the number of hours per week and the number of weeks described in the Calculation of Approved Canada Summer Jobs Contribution Amount document;
- to pay all required Mandatory Employment Related Costs;
- to submit the Employer and Employee Declaration form within 7 days of the youth beginning the Canada Summer Jobs-funded employment;
- to return the Payment Claim form no longer than 30 days after the last Canada Summer Jobs-funded job is complete.

Canada Summer Jobs provides wage subsidies to employers to create employment for youth between the ages of 15 and 30 years. Canada Summer Jobs welcomes applications from small businesses, not-for-profit employers, public sector and faith-based organizations that provide quality summer jobs for youth.

### Attestation

On behalf of my organization I attest that:

- I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement
- I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
- I certify and warrant on behalf of the organization and in my personal capacity that the information provided in this Application for Funding is true, accurate, and complete;
- I confirm that neither the job activities nor any of the activities of my organization which are directly or indirectly supported by the job activities in any way infringe, undermine, weaken, or restrict the exercise of rights legally protected in Canada.

 I attest:

Yes

Name of the Organization's Representative.  
**Puiwing Wong**

Position Title of the Organization's Representative  
**Chief Administrator**

Date: 2024-1-7

[Back](#)

[I Refuse](#)

[Submit to Service Canada](#)

**Date modified:** 2023-11-21