

**SCHEDULE "A"**  
**ACTIVITIES**

**1. Statement of Work:**

In moving towards the objectives set out under Section 2 of this Agreement, the Recipient shall support, manage and direct any of the following types of housing-related positions, which the Youth Interns may participate in: (i) administrative or other office positions, (ii) maintenance work positions, (iii) construction/renovation work positions, or (iv) client counseling/marketing/management positions occupied by the Youth Interns.

Functional areas include:

- Housing Administration / Management
- Housing Construction / Renovation
- Housing Maintenance
- Financial Management
- Tenant Relations
- Trades Apprenticeship Program
- Lands Management
- Apprenticeship
- Other (specify) \_\_\_\_\_

The eligible Activities associated therewith, and the manner in which the Activities are carried out by the Recipient and the manner in which Activities are provided shall be in accordance with the following terms:

The Recipient is committed to **hire 1 Youth Intern**.

The Recipient will carry out the following **Activities**:

- (a) Promote the Internship opportunity(ies) (at the community or local level) to obtain applications from eligible Youth Interns;
- (b) Interview Youth Interns and select those who best meet the program criteria for employment;
- (c) Complete and return the Youth Intern Profile form for each Intern no later than 30 (thirty) calendar days after the signature of this Agreement. Providing CMHC with the Intern Profile form is necessary for the recipient to receive their first accountable advance. Recipients who plan to have internships begin after August 2024 will have to communicate with CMHC within 30 (thirty) days of the signature of this Agreement to inform CMHC of the intended start date of the internship(s);
- (d) Complete and return the Internship Outcomes form within 10 (ten) calendar days from the end of an internship, or before March 31, 2025, whichever comes first;
- (e) Ensure that staff resources are assigned to Youth Interns and are given appropriate time to mentor and provide valuable and detailed on-the-job training;

- (f) Ensure that the work environment offered by employers must be safe, respectful, inclusive, free of harassment, abuse and discrimination and in compliance with all applicable laws;
- (g) Ensure that Youth Interns are provided any available opportunities for technical or educational skills training that can contribute towards certification or other designation in a housing-related field;
- (h) Ensure that Youth Interns are paid not less than the minimum wage of the province or territory in which the Activities are carried out by the Youth Intern;
- (i) Ensure that mandatory employment-related costs, such as Employment Insurance and Workers' Compensation, are paid on behalf of the Youth Interns working on the Activities;
- (j) Be willing to contribute towards financial and/ or social supports intended to help youth trainees overcome barriers to the internship (for instance, by facilitating remote work when appropriate, providing access to all necessary digital technology, covering some transportation costs as appropriate, etc.);
- (k) Cover the costs of administration related to the youth trainee position. Some examples of costs include supervisor's time, use of office space and equipment, and provision of tools, technology and safety equipment required by the position; and
- (l) Co-operate with evaluation requirements/activities carried out by CMHC or on behalf of CMHC by CMHC representatives, including participation with surveys or questionnaires, as required.

## **2. Record Retention:**

Documented records related to Activities and time worked for each intern must be retained and shall be made available to CMHC upon request. Personal information is collected under the Program is stored under Record Retention code CO360.

## **3. Maximum Amount:**

Notwithstanding any provision of this Agreement, CMHC's financial support of the Activities described in this **Schedule A** shall not, under any circumstances, exceed the "**CMHC Contribution**" (as defined under **Schedule B** of this Agreement), unless otherwise agreed to in writing by the Parties hereto. The CMHC Contribution is subject to the necessary appropriations from Parliament and, as such, CMHC shall not have any liability in the event that there are no or insufficient appropriations from Parliament.