



Council Report

Report Number:	ED2025-012
Meeting Date:	April 22, 2025
Title:	Young Canada Works Funding Agreement
Description:	Funding agreement for Young Canada Works – Building Careers in Heritage
Author and Title:	Emily Turner, Economic Development Officer – Heritage Planning

Recommendations:

That Report ED2025-012, **Young Canada Works Funding Agreement**, be received; and,

That the Mayor and Clerk, following a review of agreements to the satisfaction of the City Solicitor, be authorised to execute the documents and agreements with the Government of Canada and National Trust for the Young Canada Works – Building Careers in Heritage Program for 2025-2026.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Each year, the Government of Canada offers support for heritage organizations such as museums and archives, heritage sites, municipal and Indigenous governments, and other organizations with a heritage or cultural mandate through its Young Canada Works (YCW) program to hire summer students or interns. This program is a cost sharing program where the organizations are typically responsible for 50% of the cost of the position while the remaining 50% is funded a YCW grant. The purpose of this program is to provide funding for positions in the heritage sector which may not exist otherwise and to support young people entering into careers in the heritage sector. There are several streams of funding to support different types of positions which are delivered through a number of Canadian delivery organizations, including the National Trust for Canada, the Canadian Council of Archives and the Canadian Museums Association.

The City has applied for and received funding through the Young Canada Works – Building Careers in Heritage stream, which funds 4- to 12-month internship positions for recent graduates. The position will be hosted by Economic Development, working with the Economic Development Officer – Heritage Planning, and is intended to support the City's Heritage Planning program. Applicants for YCW internship positions must be between 16 and 30 years of age, Canadian citizens or permanent residents, and have recently graduated from post-secondary education. The delivery organization for this funding is the National Trust for Canada, which supports positions related to built heritage, including heritage planning, heritage restoration, and historic site administration. The Government of Canada and National Trust for Canada have shared with staff that the City's funding application was successful for a position in the 2025-2026 funding cycle, and that a funding agreement will be forthcoming. The funding agreement has not yet been received as these agreements are not issued until a candidate has been selected and their hiring reported to the National Trust and the federal government.

This report requests that Council approve entering into a funding agreement with the Government of Canada and National Trust for Canada through the Young Canada Works program for the 2025-2026 federal fiscal year to facilitate the hiring of a heritage intern position within Economic Development.

Rationale:

The City's Heritage Planning program is within the DS-Economic Development Division and provides services to support the preservation of built heritage and archaeological resources in Kawartha Lakes. The core functions of the program are:

- Designation of property under Part IV and the creation of heritage conservation districts under Part V of the Ontario Heritage Act
- Review and processing of applications related to heritage properties
- Heritage policy development and implementation
- Community outreach, education and heritage property owner support
- Supporting the Kawartha Lakes Municipal Heritage Committee
- Supporting Indigenous consultation
- Archaeological policy development, consultation and review

The program is administered by the Economic Development Officer – Heritage Planning.

Since the passage of Bill 23 by the Provincial government in late 2022, the workload of the City's Heritage Planning program has increased significantly to respond to the legislative changes to the Ontario Heritage Act and its associated regulations. Alongside major revisions required to the City's heritage planning policies, the primary impact of Bill 23 has been a substantial increase in the number of designations being brought forward to Council in response to provincial direction to review and designate listed properties on municipal heritage registers. Since January 2023, the City has designated 48 properties, a large increase from previous years where, in general, 2 or 3 properties would be brought forward for designation each year. The process of designation requires the research and writing of heritage evaluation reports, presentation of reports and by-laws to the Municipal Heritage Committee and Council, the issuance of notices and other documents, and communications with property owners. This work must be completed while still maintaining the other core functions of the City's Heritage Planning program.

In order to alleviate some of this portfolio's workload, staff applied for and have received funding through the YCW program to fund an eight-month (36-week) internship position to support the City's Heritage Planning program. The position funded through the YCW stream will undertake and support several ongoing and core projects of the Heritage Planning program, including the following:

- Completion of data collection, fieldwork and data entry in support of the City's ongoing Heritage Inventory

- Participation in community engagement and public outreach activities offered through the Heritage Planning program including workshops and public information meetings
- Support for public-facing administrative activities including updating and maintaining the City's Heritage Register and mapping, updating the heritage pages on the City's website, and providing heritage-related content for the City's social media accounts

The work completed by the intern through this program will particularly support the public facing and outreach aspect of the Heritage Planning program to increase community engagement with local heritage and advance data collection and management through the Heritage Inventory. This is the second Young Canada Works intern position that the City has received funding for in Heritage Planning and the 2024-2025 intern contributed significantly a variety of heritage initiatives. The funding provided through the YCW program will provide up to 50% of the cost of the position to a maximum amount of \$15,000 and the internship must be completed within the federal 2025-2026 fiscal year. Staff are anticipating that this position will run from June 2025 to January 2026.

The contract and funding agreement for Young Canada Works grants are provided to the City after a candidate has been selected and the selection reported to the National Trust and the federal government. The initial payment of 75% of the approved funding will be provided to the City once the contract is executed and the balance will be paid at the completion of the internship, based on total actual project costs.

Other Alternatives Considered:

No alternatives are recommended. It is recommended that the funding agreement be signed to facilitate the hiring of this position.

Alignment to Strategic Priorities

The hiring of a YCW intern through the funding stream supports the following goal from the 2024-2027 Council-adopted Strategic Plan: A Vibrant and Growing Economy. The internship position, which is contingent on the execution of the funding agreement, will support the core functions of the Heritage Planning program offered as part of the City's economic development and business development programming, which has been identified as one of the priority area's action items.

The hiring of the intern for this position also aligns with the strategic direction contained in the 2025-2029 Economic Development Strategy. It advances Objective 4.4.

(Lead, partner and foster heritage conservation) where heritage outreach programming and heritage inventories are identified action items to support Strategic Priority 4: Invest in Places of Economic and Cultural Activity. It also broadly advances Strategic Priority 5: Invest in Resources to Support an Exceptional Economic Development Program by improving access to Economic Development programming (Objective 5.2) through increased support for public-facing heritage programming and ensuring the division is adequately resourced (Objective 5.6) to support the functions of the Heritage Planning program.

Financial/Operation Impacts:

The funding approved under the YCW program for this position is \$15,000, the maximum grant amount available. This amount will fund 50% of the position, including both the salary of the intern and mandatory employer costs for a 36-week contract and will also offset certain other costs the City will incur in hiring a new intern, such as the purchase of a new laptop and iPad for the position.

The Heritage Intern position job description was developed and evaluated by People Services in 2023 in anticipation of the 2024-2025 funding application. This job description will continue to be used for the 2025-2026 position. The position was evaluated at the Specialized Student rate (\$19.34/hour) and 654 additional student hours (approximately 18 weeks) in Economic Development were approved in the 2025 budget to facilitate this position, if the funding was received. The budget allocated for these student hours will fund the remaining 50% of the position.

Additional costs which may be incurred to facilitate this position, such as office supplies, technology and mileage, have been anticipated for and included in the approved 2025 Economic Development budget.

Consultations:

People Services

Manager, Economic Development

Attachments:

N/A

Department Head email: lbarrie@kawarthalakes.ca

Department Head: Leah Barrie, Director of Development Services