



**AFOA CANADA**

*Building a Community of Professionals*

# YOUTH PROGRAM SUMMARY FORM

*Template*

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# XX DEVELOPMENT CORPORATION – YOUTH EMPLOYMENT PROGRAM

Fiscal Year: 2024–2025

## GENERAL INFORMATION

### PROGRAM DESCRIPTION

The Youth Employment Program was launched in 2019 to support XX First Nation youth aged 16–30 in gaining work experience and skills development. Previously administered by ISC, the program was transitioned to community control in 2020. It has evolved to include mentorship, certification, and job placement services.

### MANDATE & KEY OBJECTIVES

The program aims to:

- Increase youth employment and readiness for the workforce
- Provide culturally relevant training and mentorship
- Facilitate job placements within XX-owned businesses and external partners

### CLIENTS / POPULATION SERVED

XX First Nation youth aged 16–30, including high school graduates, post-secondary students, and unemployed youth.

### FUNDING SOURCE(S)

- Indigenous Services Canada – Skills Link Program
- Own-source revenue from XX Development Corporation
- Alberta Labour and Immigration – Workforce Partnerships Grant

### TYPE(S) OF FUNDING AGREEMENT(S)

- Annual Contribution Agreement (ISC)
- Multi-year Block Funding (Alberta Workforce Grant)
- Internal allocation from corporate budget

## PROGRAM RESOURCES

### NUMBER OF STAFF

- 1 Program Coordinator (full-time)
- 2 Mentors (part-time)
- 1 Administrative Assistant (shared)



## **ANNUAL BUDGET**

\$275,000 total

- \$150,000 ISC contribution
- \$75,000 Alberta grant
- \$50,000 internal allocation

## **EQUIPMENT**

- 4 laptops for youth participants
- 1 shared vehicle for site visits
- Office furniture and training materials

## **OTHER**

- Access to shared training room
- Partnership agreements with 6 local employers

## **OPERATING FRAMEWORK**

### **LEGAL FRAMEWORK**

Operates under the Canada Labour Code and the Employment Insurance Act.  
Guided by XX Development Corporation's HR and Safety Policies.

### **MAJOR FUNDING TERMS AND CONDITIONS**

- Quarterly activity and financial reports to ISC
- Annual performance evaluation for Alberta grant
- Minimum 20 youth placements per year

### **INTERNAL POLICIES**

- XX HR Policy (updated 2023)
- Youth Protection Guidelines
- Data Privacy and Consent Policy

## **PROGRAM ACTIVITIES**

### **ACHIEVEMENTS FOR THE YEAR**

- 28 youth participated in training and mentorship
- 22 youth placed in paid internships (78% retention rate)
- Hosted 3 career workshops and 1 job fair
- 5 participants received forklift certification

### **OBJECTIVES FOR CURRENT FISCAL YEAR**

- Increase participation to 35 youth
- Launch new digital skills training module
- Expand employer partnerships to 10 organizations
- Develop alumni tracking and follow-up system