

# Workforce Resource Guide

*Resources to help you attract and retain a dependable and engaged workforce*





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# support organizations



## **Salmon Arm Economic Development Society (SAEDS)**

- [SAEDS](#) is a non-profit society under contract with the City of Salmon Arm to provide economic development services for our community.

The mandate of the organization is to:

- Support and provide services to existing businesses
- Attract new businesses to the community, and
- Assist in developing strategies and programs to foster economic development and prosperity in our community.

**Contact:**

Lana Fitt  
P: 250-833-0608  
edo@saeds.ca

## **Community Futures**

- For over 30 years, [Community Futures](#) has been a proven leader in supporting rural entrepreneurs and small to medium enterprises throughout B.C. and across Canada to survive and thrive.

**Contact:**

Rob Marshall  
P: 250-803-0156  
rmarshall@futureshuswap.com

## **District of Sicamous Development Corporation (DOSDC)**

- The [District of Sicamous Development Corporation \(DOSDC\)](#) is the economic development organization for the District of Sicamous. The DOSDC is mandated to help advance the District of Sicamous' financial, social, business and community goals through:
  - Development of land
  - Acquisition of properties for redevelopment
  - Increasing economic development opportunities
  - Facilitating local business development
  - Providing real estate consulting advice.

**Contact:**

Carly Procyshyn  
P: 250-517-7641  
c.procyshyn@dosdc.ca

## **Shuswap Business Support Hub**

- The [Hub](#) serves as a single, visible and central point of contact, providing a consistent, clear path forward for all Shuswap business clients seeking support services – all at no cost to the individuals accessing these services.

**Contact:**

bcs@saeds.ca



# support organizations (cont.)

## WorkBC Employment Services

- WorkBC is your direct access to the world of work in British Columbia. Its key goal is to help all British Columbians successfully navigate B.C.'s labour market. Employers can get free one-on-one support from a [WorkBC Job Developer](#).

In Salmon Arm,

**Contact:**

Candice Benner

P: 250-804-4770 (x 1709)

C: 250-833-6841

[candice.benner@wcgservices.com](mailto:candice.benner@wcgservices.com)

In Sicamous,

**Contact:**

Shauna Syme

P: 250-836-2655 (x 1707)

[shauna.syme@wcgservices.com](mailto:shauna.syme@wcgservices.com)

## Shuswap Immigrant Services Society

- The [Shuswap Immigrant Services Society](#) (SISS) is a non-profit organization that provides programs and activities to assist in the settlement and adaptation of new Canadians to Canadian life and social culture.

**Contact:**

Jen Gamble

P: 250-804-2726

[service@sissociety.ca](mailto:service@sissociety.ca)

## Immigration, Refugees, and Citizenship Canada (IRCC)

- IRCC can help employers attract and retain foreign workers who bring new skills and add to a business' competitive edge.

IRCC offers a [Virtual Learning Series](#) and [Tools for Accessing Global Talent](#).

**Contact:**

Outreach Officer

[IRCC.DNEngagement@cic.gc.ca](mailto:IRCC.DNEngagement@cic.gc.ca)

## SD 83/Industry Training Authority (ITA)

- Youth apprenticeship programs in high school consist of **Youth Train in Trades** (the classroom portion) and **Youth Work in Trades** (hands-on training in the workplace).

Students in the [Youth Work in Trades](#) program are hired by an employer – as a registered apprentice – and get paid and accrue hours towards the work-based training requirements. SD 83 is happy to provide local employers with support when taking on student apprentices.

**Contact:**

Reid Findlay

P: 250-803-6133

[rfindlay@sd83.bc.ca](mailto:rfindlay@sd83.bc.ca)



# support organizations (cont.)

## Okanagan College

- [Okanagan College](#) offers a diverse array of applied, career certificate, diploma and trades training programs - providing timely, quality education and skills for direct entry into the local workforce. The college also works directly with businesses and organizations to develop and deliver training specific to your workforce needs.
- The [Student, Graduate and Co-op Employment Centre](#) of Okanagan College serves as a hub for students, alumni and employers looking for employment and Work Integrated Learning opportunities.

OC students are available to provide their up-to-date knowledge to local employers through practicums, internships, service learning and co-op work placements. To post a job or learn more about ways OC can support your business...

**Contact:**

Jessica Landau  
P: 250-832-2126 (x 8282)  
C: 250-515-0072  
jlandau@okanagan.bc.ca

## Shuswap Work-Hub

[shuswap.workforcebc.ca](http://shuswap.workforcebc.ca)

## Chambers of Commerce

- Chambers of Commerce work with municipal government, business owners and other partners to develop the economic, commercial, industrial and social growth of their communities.

In [Sicamous](#),

**Contact:**

Sheila Devost  
P: 250-836-0002  
sheila@sicamouschamber.bc.ca

In [Salmon Arm](#),

**Contact:**

Shelley Desautels  
P: 250-832-6247  
admin@sachamber.bc.ca

## Shuswap Construction Industry Professionals (SCIP)

- [SCIP](#) is a not-for-profit, membership-driven association that represents construction-related businesses in the Shuswap. They currently represent approximately 250 members.

**Contact:**

Teri Meikle  
P: 250-832-8050  
info@scip.bc.ca



# support organizations (cont.)

## **Employment and Social Development Canada**

► [Employment and Social Development Canada \(ESDC\)](#) works to improve the standard of living and quality of life for all Canadians by promoting a labour force that is highly skilled. ESDC also promotes an efficient and inclusive labour market.

### ► **Important Update to the Temporary Foreign Worker Program (TFWP)**

On April 4, 2022, the Government of Canada announced the [Workforce Solutions Road Map](#), which lists 5 key changes to the TFWP:

1. There is no longer a limit to the number of low-wage positions that employers in seasonal industries can fill through the TFW Program.
2. Labour Market Impact Assessments (LMIAs) will be valid for 18 months, an increase from 9 months.
3. The maximum duration of employment for High-Wage and Global Talent Streams workers will be extended from two years to three years.
4. For seven sectors with demonstrated labour shortages, employers will be allowed to hire up to 30% of their workforce through the TFW Program for low-wage positions for one year.

5. The Government will end the current policy that automatically refuses LMIA applications for low-wage occupations in the Accommodation and Food Services and Retail Trade sectors in regions with an unemployment rate of 6% or higher.

► The [Future Skills Centre](#) is a pan-Canadian initiative, connecting ideas and innovations generated across Canada so that employees and employers can succeed in the labour market, and to ensure that local, regional, and national economies thrive.

They foster a network of innovative partners in skills development to prepare Canadians for the future of work.

## **Rural and Northern Immigration Pilot (RNIP)**

[RNIP](#) is a community-driven program designed to spread the benefits of economic immigration to smaller communities by creating a path to permanent residence for skilled foreign workers who want to work and live in one of the pilot's participating North Okanagan and Shuswap communities. [More info.](#)

### **Contact:**

Jenny Kucy  
P: 250-803-0156  
[jkucy@futureshuswap.com](mailto:jkucy@futureshuswap.com)

# funding



## Student Hires

- ▶ The [Government of Canada's Student Work Placement Program](#) offers work placements for post-secondary students in an eligible program.
- ▶ [Get Youth Working](#) is a program which offers employment counselling, job entry skills, certificate training, paid work experience, mentoring and post-job-placement support to eligible youth, 17-29 years of age. Employers that hire and train eligible youth and provide full-time sustainable employment are eligible for a negotiated wage subsidy incentive.
- ▶ [The Youth Employment Program](#) is offered exclusively through an IRAP-ITA relationship as part of the Government of Canada's Youth Employment Strategy and offers funding to cover a student or recent grad's (aged 15-30) salary for business, tech or tech-related projects.
- ▶ The [Canada Summer Jobs Program](#) provides wage subsidies to employers from not-for-profit organizations, the public sector, and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years.

## Hiring for Tech & Innovation

- ▶ The [Innovator Skills Initiative](#) provides grants to employers that are hiring for tech or tech-related roles. Employers can receive:
  - ▶ a maximum of one grant of up to \$10,000 per candidate per company to supplement a new employee's salary
  - ▶ Up to 10 grants for 10 different employees per year
- ▶ The [Digital Skills for Youth](#) program, funded by the Government of Canada, and delivered by Innovate BC, provides up to \$25,500 so youth (aged 15-30) can successfully transition to the workforce.
- ▶ [Mitacs Accelerate](#) Solve your research challenges with academic expertise, leveraged funding, and one-to-one support from Mitacs. Internships start at four months and can scale up as much as you need – your financial contribution starts at \$7,500.
- ▶ [Mitacs Business Strategy Internship](#) Get help from outstanding students with your innovation activities through a four-month \$10,000 or \$15,000 internship. Your contribution? Only \$5,000 or \$7,500.

# funding (cont.)



## Training Grants

- ▶ The [B.C. Employer Training Grant](#) is a cost-sharing grant program that provides employers throughout B.C. with skills training funding for their workforces, including prospective new hires. The grant funding helps employers respond to their changing labour needs and helps develop a skilled workforce with the right mix of skills. In turn, this helps British Columbians access the skills training needed to succeed in today's labour market, while increasing job security and supporting career advancement. Employers can apply as often as they need and receive 80% of the cost of training up to \$10,000 per employee, with a maximum annual amount per employer of \$300,000.
- ▶ [Succeeding at Work \(SAW\)](#) is Canada's only employer and job seeker skills training program for the food and beverage manufacturing industry – and it is fully funded. The SAW team works with employers to create a continuous learning environment without any operational disruption.

## Wage Subsidy

- ▶ The [Wage Subsidy](#) program provides financial reimbursement to employers who hire and train eligible job seekers who are: unemployed and receiving EI, who received EI in the past five years, received maternity/parental benefits in the the past 5 years or are eligible for the Single Parent Employment Initiative. This is a great program when you need to hire a candidate who fits your company culture, but who may need some specific skills.





# helpful links

## Health and Safety

- ▶ The [National Standard for Psychological Health and Safety in the Workplace](#) is a set of voluntary guidelines, tools and resources intended to guide organizations in promoting mental health and preventing psychological harm at work.
- ▶ The [Employers' Advisers Office \(EAO\)](#) is a branch of the Ministry of Labour. Independent of WorkSafeBC, the EAO is a resource for employers in British Columbia, providing complimentary advice, assistance, representation educational seminars to employers, potential employers and employer associations concerning workers' compensation issues.  
  
You can call the EAO's toll free duty line at 1-800-925-2233 and speak with an adviser from Monday to Friday 8:30am-4:30pm.
- ▶ The [Manufacturing Safety Alliance of BC](#) is the industry-driven, not-for-profit health and safety association for manufacturers and food processors in British Columbia.
- ▶ [B.C.'s Employment Standards](#) explain the **minimum** standards for minimum wage, minimum hours of work, vacation time and pay, statutory holidays and ending employment.

## Diversity, Equity & Inclusion

- ▶ Through [Innovate BC](#), employers have access to the Diversity and Inclusion Tech Project led by Tech and People Network. This project is designed to increase the attraction, retention and advancement of women, Indigenous peoples, people with disabilities, people of colour, newcomers to Canada, and individuals who identify as LGBTQ/2S in skilled occupations in B.C.'s technology sector; however, it has helpful information for employers in all sectors.
- ▶ [Inclusion BC](#) is a registered B.C. society that provides support, education and advocacy where and when it's needed. Find their employment resources [here](#).
- ▶ The [Indigenous WIL Resource Hub](#), led by the University of Victoria, is a provincial initiative to develop resources to support Indigenous student access, retention, and success in WIL programs.
- ▶ [Lime Connect](#) is a global not-for-profit organization that is rebranding disability through achievement. It focuses on breaking stereotypes and demonstrating the talents and strengths that employees with disabilities bring to the workplace.



# helpful links (cont.)

## Diversity, Equity & Inclusion (cont.)

- The [Community of Accessible Employers \(CAE\)](#) is an open and entirely free network for employers who are committed to inclusion in the workplace.

The CAE currently provides employer-focused tools, resources, and access to training and events for BC employers on how to effectively recruit, hire, and retain employees with disabilities.

Businesses of all sizes who are committed to learning and growing their knowledge of accessible employment of people with disabilities are encouraged to join the Community of Accessible Employers.

- [Ready, Willing and Able](#) ??

Crafting a job posting? [Textio](#) is an augmented writing platform that reveals the bias, business jargon, and harmful phrases that are turning off many candidates and suggests new language that appeals to inclusion-minded people.

## Free Job Boards

- [BC JobConnect](#) is a free, employer-driven platform designed to help BC businesses meet their workforce needs by connecting them to local newcomers with relevant skills, training, and international experience.
- The [Government of Canada Job Bank](#) is Canada's national employment service, and the leading source of jobs and labour market information in the country.
- Accelerate Okanagan's [#OKGNtech Job Board](#) showcases available positions from businesses within the Okanagan tech community -- from technical and non-technical skill sets; to a range of entry-level and C-suite; to co-op, short-term, long-term, and contract employment.
- Employers in the tourism and hospitality industry can take advantage of [go2HR's Job Board](#). Registration with go2HR is required, but free.
- Add your job posting to the [Student, Graduate and Co-Op Employment Centre](#) at Okanagan College by emailing: [jlandau@okanagan.bc.ca](mailto:jlandau@okanagan.bc.ca).



# helpful links (cont.)

## Reports & White Papers

- ▶ The 2022 edition of [B.C.'s Labour Market Outlook](#) covers the period from 2022 through 2032. It estimates future supply and demand by industry, occupation, education and geographic region. It highlights the kinds of jobs, skills and competencies that will be most in demand regionally and province-wide over the coming decade.
- ▶ The [Labour Market Information Council \(LMIC\) Annual Report](#) reflects the work LMIC has conducted over the past year to better understand the implications of the pandemic on Canada's job market, and the importance of addressing COVID-related labour market information needs and gaps.

## Additional Resources

- ▶ [Now Hiring Guide](#) (Tourism HR Canada) contains tools intended to help tourism businesses get started on the path to recovery, with both short-term and long-term strategies to attract, retain, and grow a skilled workforce
- ▶ [The Staff Meeting Toolkit](#) (Niagara Institute) provides a meeting agenda [template](#), tips for staying on track, and [more](#).
- ▶ [Turning Around Demotivated Employees](#) (Niagara Institute) is a how-to guide, which explores the importance of motivating staff, signs of a lack of motivation at work, and the factors that can lead to demotivation.