

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:

start_here@shuswapbusinesshub.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

In Sicamous,

Contact:

Shauna Syme

P: 250-836-2655 (x 1707)

shauna.syme@wcgservices.com

Labour Market Information Council (LMIC)

The [LMIC](#) is a non-profit organization dedicated to improving the timeliness, reliability, and accessibility of labour market information to facilitate decision making by students, workers, job seekers, employers, and policy makers.

Contact:

P: 613-695-0699

info@lmic-cimt.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

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).

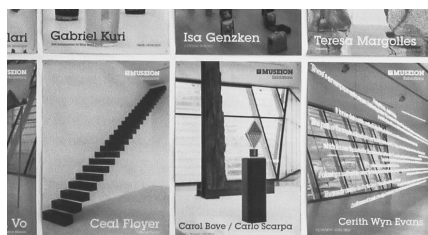
Students in the [Youth Work in Trades](#) program are hired by an employer – as a registered apprentice – and get paid and accrue hours towards the work-based training requirements. SD 83 is happy to provide local employers with support when taking on student apprentices.

Contact:

Reid Findlay

P: 250-803-6133

rfindlay@sd83.bc.ca



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

Coming Soon!

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:

Ashley Ward
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



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.

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 program \(ETG\)](#) supports skills training to address provincial labour market needs. The goal of the ETG is to help British Columbians access the skills training needed to adapt to the changing requirements of jobs and the labour market, while encouraging employer involvement in the training of their employees. Reimbursement amounts vary between 60% and 100% depending on the training stream.

[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.)

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.

Free Job Boards (cont.)


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.

Reports & White Papers

The 2021 edition of [B.C.'s Labour Market Outlook](#) provides a 10-year forecast of the flow of supply and demand for labour in the province, covering the period 2021 to 2031. The report forecasts job openings across 61 industries, 500 occupations and seven regions providing British Columbians with the knowledge required to make informed decisions on careers, hiring, training and education.

The [Labour Market Information \(LMIC\) Council 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.



helpful links (cont.)

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.

[The Staff Meeting Toolkit](#) (Niagara Institute)

provides a meeting agenda [template](#), tips for staying on track, and [more](#).