

# Foreign Worker Program

Offered by

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## CHISHOLM

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INTERNATIONAL FOOD MERCHANTS SINCE 1938

### Ronald A. Chisholm Limited

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## **BACKGROUND**

Ronald A. Chisholm Limited “Chisholm”, established in 1938, has developed into one of the world’s leading independent agrifood dealers, known in every one of its markets as a superior supplier or customer. Headquartered in Toronto, Chisholm has offices in Montreal, St. Louis, Michigan, Havana, Itajai, Sao Paulo, Dublin, Paris, Prague, St. Petersburg, Moscow, Dubai, Melbourne and Shanghai.

In early 2003, recognizing that sufficient and stable labour is a chronic problem and constant challenge for Canadian meat plants, Chisholm decided to dedicate resources towards facilitating the hiring of foreign workers by Canadian employers. Under this program, employers apply for approval to hire foreign workers, under conditions reflected in a pre-approved employment agreement, for 24 months at a time. Chisholm is uniquely suited to undertake this initiative as virtually all major Canadian food processors are Chisholm clients; we have contacts and relationships worldwide that facilitate sourcing the workers; and we bring an independence to bear that allows all in the agrifood industry to take advantage of the program without having to each dedicate resources to do so.

Chisholm is acting as agent and facilitator to employers who wish to pursue this program. We can assist in the HRSDC application process; source suitable workers; assist those workers in the visa application process; arrange transportation for them; and ensure that integration matters are addressed.

To Date, Chisholm has welcomed over 2000 workers for 25 employers in 6 provinces. These workers have come from the El Salvador, Dominican Republic, Philippines, Mauritius, Ukraine, Denmark, Germany, Serbia and Vietnam. Our most reliable and recommended source countries for meat plants are the Philippines, Mauritius and Ukraine but Honduras, El Salvador and a couple of other countries are under active consideration.

Feedback from employers has been very positive, confirming that this approach is a way of the future in terms of addressing the labour shortages faced by Canadian employers, and the Canadian agrifood industry, in particular.

## **CHISHOLM FOREIGN WORKER PROGRAM PROCESS**

### **Pre-Requisites for Employer Participation**

- Evidence of labour turnover rates and/or labour shortages.
- Evidence of local recruitment efforts.
- Labour Union (if any) Support
- Commitment to terms of Employment Contract

### **Employment Contract – Key Provisions**

- Same pay, benefits, union obligations etc., as domestic workers
- Work Permit fee, medical exam and security clearance costs paid by or recovered from employee
- Reasonable accommodations within reasonable distance of work must be available
- Provincial health insurance coverage or equivalent must be provided
- 24 month initial work term

### **The Process – Phase One – Seek Approval**

- Review of Pre-requisites
- Customize Employment Contract
- Complete Service Canada Application, Agency Agreement
- Service Canada confirms labour shortage
- Approval issued (Labour Market Opinion-LMO)

### **The Process – Phase Two – Job Offers and Hiring**

- Decision to Proceed/Recruit
- Select source country(s)
- Workers sourced and selected through extensive screening and interview process
- Immigration applications and approvals completed
- Accommodation arrangements confirmed
- Travel arrangements made
- Employer or designate picks up employees at the nearest Airport

### **Advantages to Employer**

- Chisholm handles all of the Process at least up to Worker arrival.
- Motivated employees. Pay levels are very attractive to them.
- Purpose for workers being in Canada is to work
- Overtime is attractive; attendance is excellent.
- Allows for training and upgrading of domestic workers
- Range of experienced and entry-level workers available
- Potential for retention of long term employees
- Stable employees, less turnover

### **The Costs**

- None incurred by Employer until workers arrive
- Auditable cost per worker from about \$3000 to \$4000, depending on source country.
- Employer can have no expense and nominal role until worker arrives
- Chisholm provides a suitability guarantee

## **EMPLOYMENT CONTRACT SUMMARY**

Chisholm has worked closely with Service Canada to finalize terms of a standard form employment contract which is pre approved by Service Canada headquarters in Ottawa and therefore requires no adjustment as part of the process of applying for a labour market opinion.

The key provisions of are:

- 24 month term
- The employee can work for the designated employer only
- Wages, benefits, union membership etc are the same as any starting employee
- Employer is entitled to recover from the employee any funds advanced for visa application, medical exam and other CIC requirements.
- Generally, the employer would offer to provide upfront loans to cover initial funds required for food, housing, clothing, etc. that would be repaid through deductions from the employees' pay.
- The employee cannot be charged for recruitment costs.
- The employer is obligated to ensure that reasonable and proper accommodation is available that costs less than 33% of the employees gross income. The employee may arrange their own accommodation.
- The employer is obliged to provide the equivalent of provincial health insurance until the employee becomes eligible for provincial health insurance. (Generally, provincial coverage is retroactive to date of arrival after a waiting period.)
- Termination of the employment contract is on one week's notice.
- Employer is otherwise obliged to abide by all federal and provincial legislation and applicable collective agreements.

The full contract is available for review on request.

## **THE PROCESS- TIMELINES.**

**Total Start to Finish: 16 - 36 weeks**

**STAGE 1 –** Service Canada Application (4-12 weeks for approval depending on local Service Canada office)

**STAGE 2 –** Selection of Candidates (1-5 weeks)

- Profiles, Documentation
- Interviews
- Confirmations

**STAGE 3 –** Visa Application (6-16 weeks)

- Citizenship and Immigration Canada Process, including Medicals (timeline depends on Embassy and time of year)

**STAGE 4 –** Travel and Housing Arrangements (1-2 weeks)

- Work Permit issued
- Travel Arrangements
- Accommodation Arrangements confirmed

**STAGE 5 –** Welcome, Orientation, Training and Integration (1-3 weeks)



## **CHISHOLM SERVICES**

### **Chisholm Core Services**

We offer comprehensive fair and transparent one-stop project management service that includes::

- Identifying source countries best suited to meet employer's recruitment needs
- Pre-screening of potential candidates (employment credentials and English language assessment)
- Pre-selecting suitable workers that meet employer's requirements for interview
- Interviewing (together with the employer) all of the pre-selected candidates on-site (recommended) or by skype.
- When interviewing abroad, Chisholm will make travel arrangements and will accompany the employer to meet the potential workers
- Where appropriate, Chisholm will organize a meeting with local Canadian embassy representatives to introduce the employer and facilitate visa application processing
- Assist employer to select suitable workers and arrange for psychological, physical, background and police checks
- Assisting workers with visa application preparation
- Ensure all workers receive appropriate advice, to make sure they have a clear understanding of the program and their contract responsibilities
- Organizing pre-departure training and orientation seminars with workers and their families
- Coordinating Travel Arrangements
- Arrange for arrival transit assistance when employer needs it
- Assistance with Immigration processing
- Work Permit Extensions where required

### **Chisholm Additional Services**

Chisholm recognizes that some employers require additional manpower and assistance when workers arrive, to get them settled and integrated. We have therefore made arrangements to have these services available at additional cost. These services are offered on an hourly/per diem basis, but can be negotiated as a flat fee per worker. We would be pleased to go through the tasks and time involved, assistance with the Provincial Nominee (Immigration) process and Work Permit extension processing is offered on the same basis.



**Information Required for  
Foreign Worker Application  
Ronald A. Chisholm Limited, Agent**

**A. Company Information**

1. EMPLOYER ID # (if applicable) \_\_\_\_\_ CCRA #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Business No.: \_\_\_\_\_

Date Business Started: \_\_\_\_\_ Website: \_\_\_\_\_

Business Description: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Job Title: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

2. Current No. of Canadian Employees: \_\_\_\_\_ Current No. of Foreign Employees: \_\_\_\_\_

Number of Layoffs in the last 12 months: \_\_\_\_\_

Reasons:

Occupations Affected:

3. No. of foreign workers you are requesting: \_\_\_\_\_

4. Location of job (full address): \_\_\_\_\_

**B. Employee Requirements:**

1. Occupation/Title: \_\_\_\_\_

Main Duties: \_\_\_\_\_



Education/Certifications required (if any): \_\_\_\_\_

Experience/Skills required: \_\_\_\_\_

Wages/Rate: per hour - \_\_\_\_\_ per day - \_\_\_\_\_ per month - \_\_\_\_\_ per year - \_\_\_\_\_

No. of hours per day - \_\_\_\_\_ No. hours per week - \_\_\_\_\_ Total No. of hours per month- \_\_\_\_\_

Benefits: disability insurance  medical insurance  dental insurance  pension  other

Paid vacation days \_\_\_\_\_ Other Benefits \_\_\_\_\_

Are any certifications, licensing or registration required for this job? \_\_\_\_\_

Union Name: \_\_\_\_\_

Has Union been consulted? (Circle): YES or NO Their Position? \_\_\_\_\_

### C. Back-up/History – To be discussed with Chisholm

- What methods are used to find local workers? (e.g. will need copies of ads and invoices, and copies of adds from Job Bank website <http://www.jobbank.gc.ca>)- If not on this website yet, please advise.
- History of recruiting efforts? (hirings, turnover rates, etc.)
- What economic and labour benefits will be realized if foreign workers are hired?
- Do you plan to train Canadians/ permanent residents for the position to be filled by the foreign worker?
- Description of training plans? (existing and planned):
- Are suitable accommodations/foods available? Estimate monthly costs for accommodations and living expenses?
- Description of plant and its environment (local amenities etc.)

### D. Job Description

- What are the starting and ending hours of operation? Begin at: \_\_\_\_\_ End at: \_\_\_\_\_
- The employee shall be entitled to \_\_\_\_\_ minutes per day of break time (lunch, coffee breaks etc.)