



RURAL  
DEVELOPMENT  
INSTITUTE



**BRANDON**  
**UNIVERSITY**  
Founded 1899

# Rural Employers' Information Pathway for Hiring Temporary Foreign Workers in Manitoba

September 2010



**Developers**  
Anisa Zehtab-Martin  
Jill Bucklaschuk  
Wm. (Bill) Ashton

## Table of Contents

Introduction	3
Agencies, Terminology and Acronyms	5
<b>Step 1:</b> Confirm Labour Market Shortage: Recruit Canadian Citizens and/or Permanent Residents	7
<b>Step 2:</b> Register your Business with the Manitoba Employment Standards Division	9
<b>Step 3:</b> Recruit Temporary Foreign Workers	11
<b>Step 4:</b> Apply for a Labour Market Opinion (LMO) from Service Canada	13
<b>Step 5:</b> Temporary Foreign Worker Applies for a Temporary Work Permit and Visa (if applicable)	16
<b>Step 6:</b> Temporary Foreign Worker Enters Canada	18
<b>Step 7:</b> Welcome and Settle Employees	20
From Temporary Foreign Workers to Permanent Residents in Manitoba	22
Appendix A: Hiring Temporary Foreign Workers Process Flowchart	23
Appendix B: Summary of Employer Responsibilities	24



©iStockphoto.com by aznbc

**This is not a legal document. For legal information, consult the *Immigration and Refugee Protection Act, Worker Recruitment and Protection Act, and Regulations.***

**Hyperlinks to Websites are provided for information purposes and were active as of July 1, 2010.**

This pathway was designed for employers hiring temporary foreign workers. In consultation with selected small rural employers in western Manitoba, the feedback was that the information pathway seemed more applicable to low-skilled temporary foreign workers.

### **Who is this employer pathway intended for?**

This pathway is intended for rural employers interested in attracting labour. The information compiled within this document was designed for small and medium-sized enterprises (1-199 full-time employees<sup>1</sup>) within rural and northern Manitoba. This document is designed to be used electronically. To utilize the employer pathway efficiently, employers should have access to a computer with an Internet connection.

The process of hiring foreign workers is not linear in nature as each rural employer's situation and needs are unique. Therefore, it must be noted that not all information will be applicable to all rural employers (see Appendix A).

### **What is the purpose of this employer pathway?**

This pathway is intended for rural employers looking for labour outside of Canada. It is designed to assist rural employers with this process by providing an overview and navigating the complexity of the process. The rural employer pathway is one resource designed to direct rural employers to the required resources and materials. It must be noted that this employer pathway is not a legal document or substitute for guidance from various government agencies and immigration professionals. Furthermore, the information in this document is subject to change as the immigration process is governed by different policies and regulations which evolve over time. Therefore, the purpose of this rural employer pathway is to provide an overview of the processes that can be undertaken by rural employers and to help navigate the information on hiring immigrants and foreign workers.

### **What is included in this rural employer pathway?**

The various sections within the rural employer pathway illustrate the different and complex steps taken to hire foreign workers. The document provides information on 7 steps involved in hiring temporary foreign workers. Within each step you will be provided with information on why each step is required, how to go about completing each step, the required result to carry on with the process, agencies and individuals involved within the step, and tips. The pathway is summarized in Appendix B.



©istockphoto.com by Rich Vintage

---

<sup>i</sup> (Statistics Canada, 2010. Rural and Small Town Canada Analysis Bulletin. Volume 8, No. 3).

## **How did the rural employer pathway come about?**

From 2007-2009, the Rural Development Institute explored the impact of temporary foreign workers on the demographics of Brandon and the community's ability to absorb and support newcomers. These foundational projects provided the impetus for the development of dialogue groups and networks that resulted in gathering information on what contributed to and constituted a welcoming community.

The current objective of the Welcoming Communities project is to delve into rural areas of southwestern Manitoba as they have also recently experienced an influx of immigrants. New regional collaborative groups are forming as a means of collective problem solving within this recent era of immigration. Communities across southwestern Manitoba are beginning to establish welcoming strategies and processes that include inviting, settling and retaining immigrants.

## **Provincial Nominee Program**

The last section of the rural employers' pathway provides some information for employers interested in permanently hiring a temporary foreign worker. The process of hiring potential employees and providing permanent resident status in Manitoba is a possible route employers can help participate in by applying to the Manitoba Provincial Nominee Program. For more information consult the Manitoba Labour and Immigration website.

## **Acknowledgements**

We wish to acknowledge the Government of Canada's Rural Secretariat for contributing funding to RDI's rural immigration project, "Building Welcoming Communities: A multi-sector regional collaborative approach to rural immigration, 2009 – 2010". This employer pathway is an initiative of that project.

We would like to thank representatives of the province of Manitoba's Manitoba Agriculture, Food and Rural Initiatives and Manitoba Labour and Immigration and the government of Canada's Service Canada and Citizenship and Immigration Canada for providing critical reviews and edits of the content of this document.

We sincerely thank employers in western Manitoba who were interviewed by RDI and who provided feedback on the content of the employer pathway.

## Agencies, Terminology and Acronyms

This rural employer pathway contains acronyms throughout the document. The following is a list of acronyms and the federal and provincial government agencies involved to help you become more familiar with the world of immigration.

### Federal Government Agencies

- **[Canada Border Services Agency](#)** (CBSA) officers are involved in examining foreign nationals at ports of entry (border crossings and airports) to Canada in order to determine the admissibility of workers and others into Canada.
- **[Canada Revenue Agency](#)** (CRA) administers various social and economic benefit and incentive programs delivered through the tax system.
- **[Citizenship and Immigration Canada](#)** (CIC) processes applications for work permits outside of Canada to determine who is eligible to work in the country and whether foreign workers can enter or stay in Canada. CIC also processes applications for extension of work permits.
- **[Foreign Affairs and International Trade Canada](#)** (DFAIT) works with a range of partners to achieve increased economic opportunity and enhance security for Canada and Canadians at home and abroad. Canadian government offices abroad provide a variety of services, including consular services. The different office types include: embassies, high commission, and consulates.
- **[Human Resources and Skills Development Canada](#)** (HRSDC) assesses the impacts of foreign workers on the labour market and provide a labour market opinion (LMO) at the request of an employer who is looking to hire a foreign worker.
- **[Service Canada](#)** (SC) is responsible for delivering various government services and programs such as the Canada Job Bank and a social insurance number. Service Canada is the service delivery arm of Human Resources and Skills Development Canada.
- **[Temporary Foreign Workers Units](#)** (TFWU) of Citizenship and Immigration Canada help to assist employers seeking foreign workers with the immigration process that are exempt from the LMO process.

### Provincial Government Agencies

- **[Manitoba Labour and Immigration](#)** (LIM) is the provincial department responsible for labour relations, employment standards, workplace safety and health, immigration, public safety, Manitobans with disabilities, employment pensions and women's issues.
  - **[Manitoba Employment Standards Division](#)** (ESD) is responsible for informing employees and employers about their rights and responsibilities in the workplace.
- **[Manitoba Health](#)** (MH) is the provincial department that oversees health care services available to Manitobans.

## Acronyms

- **CBSA** [Canada Border Services Agency](#)
- **CRA** [Canada Revenue Agency](#)
- **CJB** [Canada Job Bank](#)
- **CIC** [Citizenship and Immigration Canada](#)
- **DFAIT** [Foreign Affairs and International Trade Canada](#)
- **MESD** [Manitoba Employment Standards Division](#)
- **HRSDC** [Human Resource and Skills Development Canada](#)
- **LMO** [Labour Market Opinion](#)
- **LIM** [Manitoba Labour and Immigration](#)
- **MH** [Manitoba Health](#)
- **MPNP** [Manitoba Provincial Nominee Program](#)
- **NOC** [National Occupational Category](#)
- **SC** [Service Canada](#)
- **TFWP** [Temporary Foreign Worker Programme](#)
- **TFWU** [Temporary Foreign Worker Unit](#)
- **WRAPA** [Worker Recruitment and Protection Act](#)



## Step 1

# Confirm Labour Market Shortage: Recruit Canadian Citizens and/or Permanent Residents

### Why:

- To verify no Canadian citizens or permanent residents are eligible and available for employment.
- Step 1 is an essential step to complete other steps

### Who is involved in this step?

- [Service Canada](#)
- [Canada Revenue Agency](#)

### Duration:

- A minimum of 14 days. Human Resources and Skills Development Canada (HRSDC) requires employers post job on Canada Job Bank. See HRSDC website for updates:  
[http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/communications/advertrecruitment.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/communications/advertrecruitment.shtml)

### Actions:

- Obtain (if you do not already have one) a business number from [Canada Revenue Agency](#) (CRA).
- You will need a 15-digit CRA payroll deduction account to post a job on the Canada Job Bank.
- Prepare a position description. HRSDC has created a [handbook](#) for smaller businesses that explains how to write a job description. The [National Occupational Classification](#) (NOC) can help you when advertising a job. The NOC is the reliable resource on occupational information in Canada. This classification is used to understand the jobs found through Canada's labour market.
- Post the position on [Service Canada's Canada Job Bank](#). Posting a position is free and can be accessed at: <http://jobbank.hrdc-drhc.gc.ca/>
- Keep a copy and a log of your postings and advertisements as well as the applicants that have not been accepted for 2 years as Service Canada may contact you to verify your efforts (See HRSDC website for updates).<sup>2</sup>
- Employers must demonstrate the following actions in order to successfully complete all 7 steps of the Employer Pathway:
  - Efforts to recruit Canadians/permanent residents by providing the [TFWP minimum advertising requirements](#) required from Service Canada;

---

<sup>2</sup> [http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/communications/advertrecruitment.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/communications/advertrecruitment.shtml)

- [Wages being offered](#) are consistent with the prevailing wage rate paid to Canadians in the same occupation in the region. This is a barrier many employers experience when they try and apply for an LMO;
- Working conditions meet the current provincial labour market standards

### Result:

- No qualified Canadian and/or permanent resident applicants found for the position.

### Tips:

- Step 1 (Recruit Canadians and/or permanent residents) and Step 2 (Register your business) can be done concurrently.
- [Manitoba Labour and Immigration](#) has a network of immigrant services to help rural employers to find the right employees with the skills you need within Canada.
- A list of regional settlement and employment services for newcomers can be found at: <http://www2.immigratemanitoba.com/browse/serviceproviders/agencies/agencies-job.html>
- NOC handbook for smaller businesses: <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/pdf/JobDescriptions.pdf>
- Make sure to follow the [TFWP minimum advertising requirements](#) as outlined by Service Canada, or you may have to re-advertise. This is a common barrier experienced by many employers when applying for a Labour Market Opinion (LMO) (Step 4).

### Want to know more?

- Minimum advertisement requirements for employers posting jobs on Canada Job Bank - Human Resources and Skills Development Canada: [http://www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/communications/advertrecruitment.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/foreign_workers/communications/advertrecruitment.shtml)
- This website provides businesses with the tools and resources needed to better recruit, retain, and promote skilled immigrants: [www.hireimmigrants.ca](http://www.hireimmigrants.ca)
- Manitoba Labour and Immigration has developed a guidebook for employers recruiting TFWs: [http://www2.immigratemanitoba.com/asset\\_library/en/employers/emp\\_tfw.pdf](http://www2.immigratemanitoba.com/asset_library/en/employers/emp_tfw.pdf).



## Step 2

# Register Your Business with the Manitoba Employment Standards Division

### Reminder:

This step can be completed concurrently with Step 1.

### Why:

- You are legally required to register your business with Manitoba Employment Standards Division under the Work Recruitment and Protection Act.
- To ensure that the rights of foreign workers are protected from unscrupulous employers and recruitment agencies, as legislated in the [Worker Recruitment and Protection Act](#).

### Who is involved in this step?

- [Manitoba Employment Standards Division](#)
  - Worker Recruitment and Protection Act.
- [Manitoba Labour and Immigration](#)
  - A list of registered recruitment agencies can be found on Manitoba Labour and Immigration website.

### Duration:

- It takes approximately 1-2 weeks for ESD to provide confirmation regarding your certificate of registration.

### Actions:

- Complete the registration for WRAPA online or through the mail. There are no fees associated with this application.
- Click on the link to access the PDF:  
[http://www.gov.mb.ca/labour/standards/asset\\_library/forms/wrapa\\_er\\_registratiion\\_app.pdf](http://www.gov.mb.ca/labour/standards/asset_library/forms/wrapa_er_registratiion_app.pdf)

### Results:

- If the WRAPA certificate of registration is successful you will receive a certificate of registration by mail. The WRAPA certificate of registration allows you to recruit potential applicants (See Step 3).
- The certificate of registration is mailed to employers through Canada Post which may extend the delivery time.
- If your application is not successful there are opportunities to re-apply. MESB will work with you to improve elements of your application.

### Tips:

- The WRAPA certificate expires after 6 months.
- Once you have received your certificate of registration and the foreign worker has arrived, you are to report back to ESD the following information: name of foreign worker; address and phone number of the foreign worker; the foreign workers job title and the work location.
- If you are planning to hire a recruitment agent they must have a licence from the Employment Standards Division.
- Recruitment agencies licensed by the province can be hired to find workers for you. You can find a list of licensed recruitment agencies at:  
[http://www.gov.mb.ca/labour/standards/asset\\_library/pdf/wrapa\\_valid\\_licensees.pdf](http://www.gov.mb.ca/labour/standards/asset_library/pdf/wrapa_valid_licensees.pdf)

### Want to know more?

- Employer Registration Information Fact Sheet -Manitoba Labour and Immigration:  
[http://www.gov.mb.ca/labour/standards/doc/wrapa-registration\\_info,factsheet.html](http://www.gov.mb.ca/labour/standards/doc/wrapa-registration_info,factsheet.html)
- Information on Manitoba's WRAPA - Human Resources and Skills Development Canada:  
[http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/questions-answers/manitoba.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/questions-answers/manitoba.shtml)



## Step 3

# Recruit Temporary Foreign Workers

### Reminder

- This is not a hiring step. Take this step to screen and interview potential employees.
- The WRAPA certificate expires after 6 months, so you need to act quickly.

### Why:

- Begin screening applications and interviewing TFWs that meet your workplace needs.
- This is an essential step to complete applications in the following steps.

### Who is involved in this step?

- Employers
- [Manitoba Labour and Immigration](#)
- Recruiting Agency ( optional – there is a fee for service)

### Duration:

- The duration will vary based on whether you have hired a recruiting agency or will be recruiting workers yourself.

### Actions:

- Choose how to proceed with recruitment:
  1. *Recruit on your own*
    - Follow your usual recruiting policies and processes.
    - Recruit a TFW on your own to avoid paying a recruitment agency.
    - Choose this method if you are familiar with a foreign country you would like to recruit from or if you have connections with a foreign worker.
    - Advertise jobs in foreign media if you are familiar with another country. You can travel and conduct interviews with potential candidates.
    - Check with current TFW employees. They may suggest some family or friends.
    - Develop and/or enhance your business web presence for applications.
    - Participate in international job fairs

## 2. Participate in international labour mobility agreements

- A government agency in each country identifies potential candidates to you for free. This is based on the position descriptions and required skills sets you submit. These agreements are in consensus with WRAPA as the TFW are not charged recruitment fees.
- The Government of Manitoba has established relationships with [Belgium](#), [France](#), [Germany](#), [Iceland](#), [Mexico](#), Philippines, and Ukraine to offer employers efficient, ethical and cost-effective ways to identify and select TFW: [http://www2.immigratemanitoba.com/browse/employers/recruit\\_tfw\\_through\\_agreements.html](http://www2.immigratemanitoba.com/browse/employers/recruit_tfw_through_agreements.html)
- The current web page does not include all of the possible countries involved. If you express interest in pursuing recruitment through an International Mobility agreement you will receive assistance with the process.

## 3. Use a recruitment agency - optional

- Hire a foreign worker recruiter or agency to find the potential employees for you. Do the due diligence: **ensure that the agency or recruiter is licensed, because the employer is liable for any illegal actions made to the employee.** ESD must license all Canadian-based foreign worker recruitment agencies operating in Manitoba: [www.gov.mb.ca/labour/standards/asset\\_library/pdf/wrapa\\_valid\\_licensees.pdf](http://www.gov.mb.ca/labour/standards/asset_library/pdf/wrapa_valid_licensees.pdf)
- Sign a contract with the recruiter so that you are both aware of your roles, responsibilities, services to be provided and associated fees;
- Follow-up with the recruitment agency to determine what stage of the process you are at and when the workers are expected to arrive.

### Results:

- Potential employees are identified for the LMO application (Step 4).

### Tips:

- Deciding on the countries is an important decision, you should consider the following:
  - language
  - training and certification (if applicable);
  - Visa requirements. Employees from some countries will require a visa. A list of these countries can be found on the [CIC website: http://www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp)

### Want to know more?

- A list of occupations with special processes for hiring - HRSDC: [http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/occspec.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/occspec.shtml)
- Assessing Foreign Credentials - Canadian Information Centre for International Credentials: <http://www.cicic.ca/>
- Guide to hiring foreign workers - HRSDC: [http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/temp\\_workers.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/temp_workers.shtml)

## Step 4

# Apply for a Labour Market Opinion (LMO) from Service Canada

### Reminder:

- Demonstrate:
  - efforts to recruit Canadians/permanent residents by meeting the [TFWP minimum advertising requirements](#) required from Service Canada (Step 1)
  - [wages being offered](#) are consistent with the prevailing wage rate paid to Canadians in the same occupation in the region. This is a barrier many employers experience when they try and apply for an LMO
  - working conditions meet the current provincial labour market standards
  - whether employment of the TFW is likely to fill a labour shortage
  - employment of the TFW provides benefits to the labour market, and
  - no adverse affect on any labour dispute in progress

### Why:

- You must obtain an LMO before you can hire a TFW. There are no fees associated with the LMO application.
- A [Labour Market Opinion](#) (LMO) assesses the impact that employment of foreign workers will have on the Canadian labour market, that Canadians and permanent residents have had an opportunity to apply for this position, and that foreign workers will be treated fairly, with the same rights and protections as all Canadian workers.
- Most jobs require an LMO, but not all. To determine whether you are required to apply for an LMO you should consult a Citizenship and Immigration Canada (CIC) [Temporary Foreign Worker Unit](#) (TFWU). CIC has provided a list of jobs that may not require an LMO, you can find them at: <http://www.cic.gc.ca/english/work/apply-who-permit.asp>

### Who is involved in this step?

- [Service Canada, Human Resources and Skills Development Canada](#)
- [Citizenship and Immigration Canada](#) – Temporary Foreign Worker Unit

### Duration:

- It takes approximately 2-6 weeks to process an LMO application and provide a positive or negative LMO.

**Actions:**

- Assemble the following information for the LMO application:
  - employer information
  - A valid original certificate of registration (CoR) issued by ESD (Note: An LMO application which is not accompanied by CoR will not be processed)
  - third party information (if applicable – Note: A third party foreign worker recruiter attached to the LMO must be licensed under the WRAPA and identified on CoR)
  - details of job offer
  - foreign worker information (Step 3)
- Fill out basic LMO application to hire TFW:
  - fill out the LMO application online, or print, complete, and mail hard copy. To fill application online scroll down to the bottom of the page and look for TFWP Online Application – Regular LMO online application at: [http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/fwp\\_application.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/fwp_application.shtml)
  - provide all the information required in the online application. Review the Application Summary, if the information is correct, click “I accept”
  - press “Yes” if you have reviewed all the information and would like to submit the application to Service Canada
  - print and sign the Thank You (this includes your tracking number) and Declaration of Employer pages. Or print the application, complete and sign the application and send it by mail or fax [http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/forms/emp5239e.pdf](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/forms/emp5239e.pdf)
  - mail or fax all the required supporting documents. Please send your tracking number and signature on each of the following documents (for online applicants):
    - a. the Declaration of Employer page (from the online application)
    - b. the Thank You page (from the online application)
    - c. copies of advertisements on Canada Job Bank and/or other proof of recruitment efforts
    - d. a signed copy of the employment contract (if applicable)
    - e. a signed copy of the [Appointment of Representative](#) form if a third party is acting on your behalf
    - f. the original certificate of registration from the ESD (Step 2)
    - g. mail or fax the application to the Manitoba Service Canada Centre:  
Foreign Worker Unit, Manitoba Region  
P.O. Box 2250  
Station Main  
Winnipeg, MB R3C 4B4  
Phone Toll Free: 1(866) 293-9981  
Fax Toll Free: 1(866) 292-9979
  - all supporting documents listed above must be received by Service Canada before an LMO will be issued

- Mail or fax the application to a different Service Canada Centre if hiring [Live-in Caregivers, Academics, Medical Doctors, Specialists, or Registered Nurses](#)  
[http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/listhrcc.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/listhrcc.shtml)

### Results:

- You will receive a letter from HRSDC - Service Canada outlining whether the LMO was positive or negative.
- If the LMO is positive then you can contact the potential employees and send them the confirmation of the LMO. With a positive LMO the foreign worker can apply to CIC for a work permit. A work permit must be issued before the worker is allowed to work and live in Canada.
- If the LMO is negative you can write to HRSDC - Service Canada for reassessment if you have any new information that relates to your application.



©istockphoto.com by nyshooter

## Step 5

# Temporary Foreign Worker Applies for a Temporary Work Permit and Visa (if applicable)

### Reminder:

- The LMO will expire after 6 months.

### Why:

- A work permit is required by workers to enter Canada.
- The country of origin of the employee will determine if they require a [visa](#) to enter Canada.

### Who is involved in this step?

- Employee
- [Citizenship and Immigration Canada](#)
- [Human Resources and Skills Development Canada](#)
- Canadian Embassy, High Commission or Consulate in temporary foreign worker's home country

### Duration:

- Processing times vary based on where the application is submitted. A list of approximate times can be found at: <http://www.cic.gc.ca/english/information/times/index.asp>

### Actions:

- Send potential employees a copy of the job offer and a copy of the positive LMO to complete their work permit application:
  - employees must complete the work permit application from CIC to receive a work permit. The employee can find that information at: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM1295B.PDF>
  - applicants should refer to the Guide found at: <http://www.cic.gc.ca/english/information/applications/guides/5487ETOC.asp> to assist them in completing their application
  - employees have to send the work permit application to the Canadian visa office in their home country. You can find that information at: <http://www.cic.gc.ca/english/information/offices/missions.asp>
  - inform the potential employees that the following information is required for the work permit application:
    - passport photos
    - a copy of the LMO or exemption letter
    - a signed contract from employer,



## Step 5: Temporary Foreign Worker Applies for a Temporary Work Permit and Visa (if applicable)

- proof of education or work experience (if applicable)
- the work permit application fee of \$150. It is the employee's responsibility to pay for the work permit (Please check CIC website to verify any changes in fees)

### Results:

- The potential employees will receive an approval letter outlining their eligibility for a temporary work permit by CIC, naming the employer (company), occupation, location, and duration of employment.
- The approval letter is not a work permit. This letter is to be submitted to Border Services at a port of entry to Canada.

### Tips:

- Make sure your potential employees have gathered their important documents necessary for entering Canada before they leave their country of residence.
- Positive LMOs expire six months after they are issued. If the employee has not applied for a work permit within this time, the employer must apply for a new LMO.<sup>3</sup>
- If your TFW requires an application for a temporary resident visa they can find the application on CIC website: <http://www.cic.gc.ca/english/information/applications/visa.asp>
  - The fees required for the temporary resident visa is \$75 for a single entry, \$150 for multiple entry visa or \$400 for a family. Check the CIC website for more information: <http://www.cic.gc.ca/english/visit/apply-how.asp#step3>
- The employer is responsible for return transportation costs to and from the employee's country of residence to the workplace. The cost of meals and accommodations are the responsibility of the potential employees (For more information see [HRSDC](#) link on transportation costs).

### Want to know more?

- Guide for the Foreign Worker permit application – Citizenship and Immigration Canada: <http://www.cic.gc.ca/english/work/apply-how.asp>

---

<sup>3</sup> [http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/limitedvalidity.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/limitedvalidity.shtml)

## Step 6

## Temporary Foreign Worker Enters Canada

### Reminder:

- Some personal and professional documents for entering Canada may include: passport, birth certificate, medical records, dental and optical records, driver's license, proof of credentials, diplomas and degrees, and other additional documents.
- You are responsible to pay for the transportation costs to and from the employee's country of residence to the workplace.
- Once you have received your certificate of registration and the foreign worker has arrived, you are to report back to ESD the following information: name of foreign worker; address and phone number of the foreign worker; the foreign workers job title and the work location (Step 2).

### Why:

- The employee's first contact in Canada will be with a Canada Border Services Agency officer at a port of entry. The Canada Border Services officer will make the decision as to whether your potential employees will receive a work permit. Canada Border Services Agency has the right to permit or deny entrance of a foreign worker.

### Who is involved in this step?

- [Canada Border Services Agency](#)
- Employees

### Duration:

- Not applicable.

### Actions:

- Inform potential employees that they require the following documents:
  - passport
  - signed job offer
  - authorization letter approving a work permit (obtained in Step 5 by potential employees)
- They may be required to present:
  - a copy of the positive LMO or a letter stating that the job offer is exempt from an LMO or work permit (obtained in Step 4 by employer)
  - evidence of credentials (if applicable),
  - a temporary visa (obtained in Step 5 by potential employees)

**Results:**

- The worker issued work permit and enters Canada.

**Want to know more?**

- Tool for your foreign worker: Going to Canada Portal – Citizenship and Immigration Canada:  
[www.goingtocanada.gc.ca](http://www.goingtocanada.gc.ca)



## Step 7

## Welcome and Settle Employees

### Why:

- It is your responsibility to help your employees with their settlement process by providing them information about the community in which they will live, workplace information, and helping them transition to their new workplace.

### Who is involved in this step?

- [Service Canada](#)
- [Manitoba Health](#)
- Economic Development Officers (if applicable)
- Local immigration services & organizations (if applicable)

### Duration:

- Work permits vary in length from 6 months to 2 years.

### Actions:

- Ensure employees have a social insurance number. Visit a Service Canada office to obtain a Social Insurance Number. Foreign workers are given Social Insurance Numbers that begin with a nine (9).
- Ensure employees have applicable worker's benefits and medical coverage. TFWs are eligible for health coverage from [Manitoba Health](#) if they have valid work permits for at least 12 months. Call Manitoba Health for their Manitoba Health Cards. Outside of Winnipeg phone 1-800-392-1207.
- Arrange housing for your TFW that is available in the community.

### Results:

- TFW will have a successful settlement and work experience during their time in Canada.

### Tips:

- Show them around your community, point out places of interest, shopping, religious buildings, recreational facilities, etc.
- You may want to hold diversity and inter-cultural training at your workplace to encourage cultural understanding at the workplace for both recent and established employees.

- [Manitoba Diversity and Intercultural Training Program](#) has information if you are interested in setting up a training session for your workplace:

PO Box 34001  
7 Killarney Avenue  
Winnipeg, Manitoba R3T 3B1  
Phone: 204-688-1524  
Email: [info@ditmanitoba.ca](mailto:info@ditmanitoba.ca)

## Want to know more?

- Cultural diversity resources:
  - Diversity and Intercultural Training – Preparing for your TFW’s arrival: [www.immigratemantioba.com/asset\\_library/en/employers/ditp1108.pdf](http://www.immigratemantioba.com/asset_library/en/employers/ditp1108.pdf)
  - Multicultural Reference Guide: Etiquette and Religion: [http://www.ornh.mb.ca/docs/multicultural\\_guide\\_web.pdf](http://www.ornh.mb.ca/docs/multicultural_guide_web.pdf)
- Cultural Profiles Project: <http://www.cp-pc.ca/english/>
- Assisting in your TFW’s settlement in Manitoba: English at Work Program: [www.immigratemantioba.com/browse/employers/English/eal-employers-programs.html](http://www.immigratemantioba.com/browse/employers/English/eal-employers-programs.html)
- Manitoba Health: [www.gov.mb.ca/health](http://www.gov.mb.ca/health)
- Service Canada: Social Insurance Number: [www.servicecanada.gc.ca/eng/sc/sin/index.shtml](http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml)
- Housing: [www.immigratemanitoba.com/browse/settle/settlement/settle-housing.html](http://www.immigratemanitoba.com/browse/settle/settlement/settle-housing.html)

## From Temporary Foreign Workers → Permanent Residents in Manitoba

### Why:

- After 6 months of work you may decide to keep your employee permanently and help them apply for permanent residency.

### Who is involved in this process?

- [Manitoba Labour and Immigration](#)
  - Apply through the Provincial Nominee Programme

### Duration:

- If you and your worker are interested in making the position permanent you can help your employee apply for the [Provincial Nominee Program](#) (PNP) through the [Employer Direct Stream](#).
- Employees can begin the application process after being offered a full-time permanent job and have worked 6 months.

### Action:

- Employees applying for PNP: send your employee the [Manitoba Provincial Nominee Program application kit](#). This includes a checklist for the Employer Direct priority assessment stream.

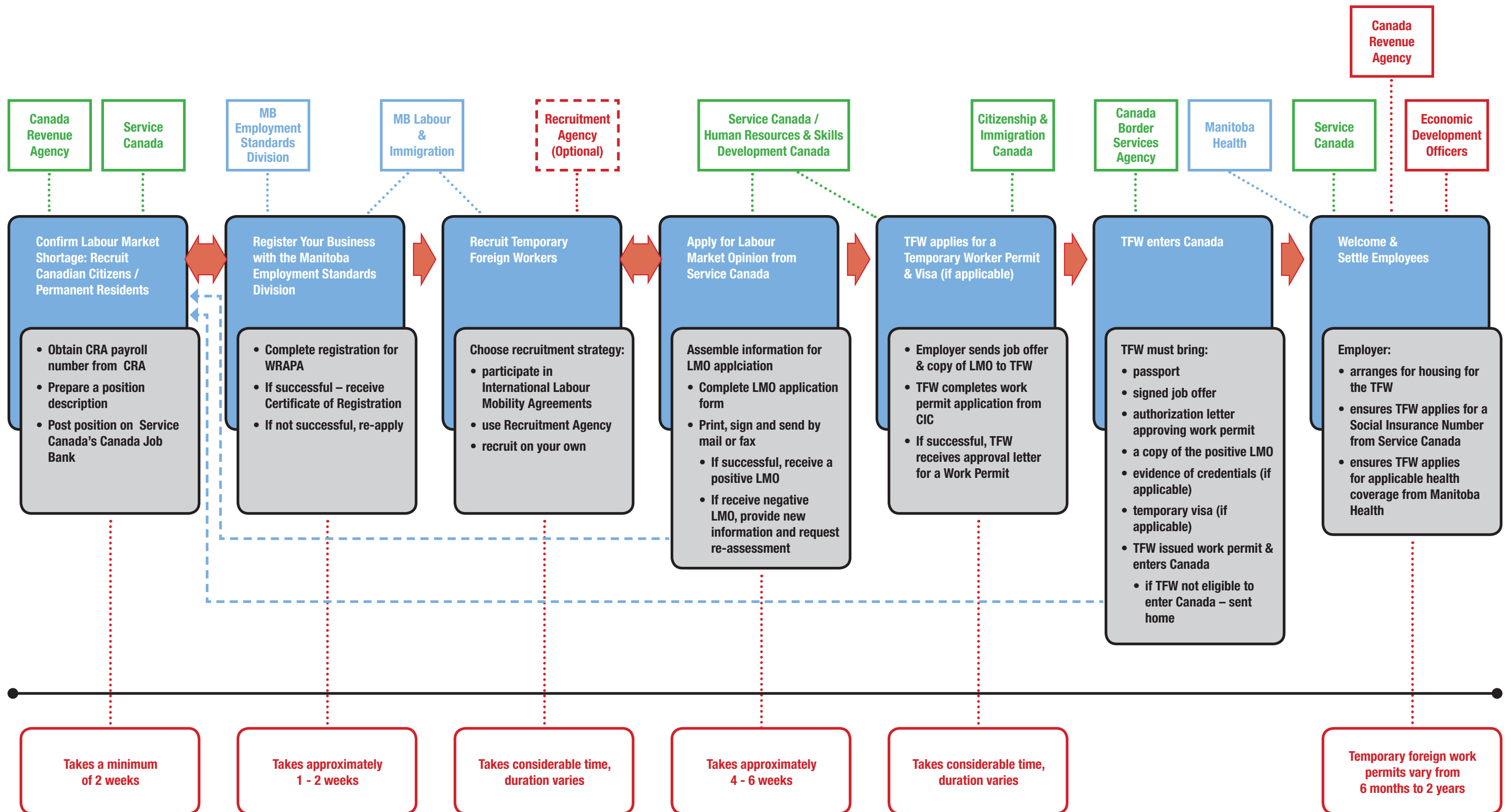
### Result:

- Employees who have applied for permanent residence will receive their permanent residency status after 6 months or 2 years, if successful.

### Want to know more?

- Are you eligible for the Manitoba Provincial Nominee Program – LIM?  
<http://www2.immigratemanitoba.com/browse/howtoimmigrate/pnp/pnp-eligibility.html>
- Employer Direct Stream for the MPNP – LIM:  
<http://www2.immigratemanitoba.com/browse/howtoimmigrate/pnp/pnp-employerdirect.html>

# Appendix A: Hiring Temporary Foreign Worker Process Flowchart



### Step 1: Confirm labour market shortage

- Prepare and post job advertisement on Canada Job Bank for a minimum of 14 days.
- Prepare a detailed description of the job you are posting.
- Demonstrate efforts to recruit Canadians/permanent residents by providing the TFWP minimum advertisement requirements from Service Canada.
- Wages being offered are consistent with the prevailing wage rate paid to Canadians in the same occupation in the region.

### Step 2: Register business with the Manitoba Employment Standards Division

- Complete the registration form for the Worker Recruitment and Protection Act.
- Click on link to access the PDF:  
[http://www.gov.mb.ca/labour/standards/asset\\_library/forms/wrapa\\_er\\_registratiion\\_app.pdf](http://www.gov.mb.ca/labour/standards/asset_library/forms/wrapa_er_registratiion_app.pdf)
- The WRAPA certificate expires after 6 months.

### Step 3: Recruit TFWs

- Begin screening applications and interviewing TFWs that meet your workplace needs
- Choose how to proceed with recruitment:
  1. Recruit on your own.
  2. Participate in international labour mobility agreements. Government of Manitoba has established relationships with Belgium, France, Germany, Iceland, Mexico, Philippines, and Ukraine.
  3. Hire a recruitment agency.

### Step 4: Apply for LMO

- You must obtain an LMO before you can hire a TFW.
- Assemble the following information for the LMO application: Employer information; third party information (if applicable); details of job offer; foreign worker information; and entertainment request (if in entertainment industry)
- Fill out the LMO application online, or print, complete, and mail hard copy. To fill application online scroll down to the bottom of the page and look for TFWP Online Application – Regular LMO online application at:  
[http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/fwp\\_application.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/fwp_application.shtml)



**Step 5: Ensure TFW applies for temporary work permit and visa (if applicable)**

- Send potential employees a copy of the job offer and a copy of the positive LMO to complete their work permit application.
- Inform the potential employees that the following information is required for the work permit application: Passport photos, a copy of the LMO or exemption letter, a signed contract from employer, proof of education or work experience (if applicable), the work permit application fee of \$150, and temporary resident visa (if applicable, depending on country of origin).

**Step 6: Help TFW enter Canada**

- The employer is responsible for return transportation costs to and from the employee's country of residence to the workplace. The cost of meals and accommodations are the responsibility of the potential employees
- Inform potential employees to bring the following: Passport, signed job offer, and authorization letter approving a work permit (obtained in Step 5 by potential employees).