

Rural Community Immigration Pilot

Employer Designation Application Form

**The Corporation of the City of Sault Ste. Marie
“The City of SSM”**

Acronym Glossary:

RCIP – Rural Community Immigration Pilot

EDO – Economic Development Organization

IRCC – Immigration, Refugees and Citizenship Canada

IRPA – Immigration and Refugee Protection Act

IRPR – Immigration and Refugee Protection Regulations

NOC – National Occupational Classification

PR – Permanent Resident

TEER – Training, Education, Experience and Responsibilities

PURPOSE

The Rural Community Immigration Pilot is a community and employer driven immigration pilot aimed at addressing labour market needs in rural and remote communities across Canada.

Designation is the first step for an employer interested in participating in the pilot. The designation process is designed to confirm that:

- The Rural Community Immigration Pilot is the immigration program best suited to address the employer's needs;
- The employer wants to hire full-time, non-seasonal international candidates, at a minimum of 30 hours/week;
- The employer and their business has been in continuous, active operation under the same management for at least two years in the community and in good standing as per the pilot guidelines;
- The employer has agreed to and demonstrated their commitment to maintain a welcoming workplace;
- The employer has committed to supporting the candidate and any accompanying family members' access to settlement services; and,
- The employer understands and agrees to the reporting requirements for the Pilot.

Please complete this form if you are interested in being designated to participate in the Rural Community Immigration Pilot. You are required to complete this designation once. Future use of the pilot will be supported by your initial designation, provided it remains valid by the community economic development organization.

Mandatory Employer Onboarding training with Immigration, Refugees and Citizenship Canada is required in order to be designated to participate in the pilot. You must complete this training prior to submitting your application for designation. **You will receive a certificate of completion which you should submit along with this application form.** To take the mandatory Employer Onboarding Training, please contact your EDO for a link to the training in English or French.

Mandatory Intercultural Competency Training: Employers hiring newcomers through the program commit to fostering welcoming workplaces. Intercultural competency training can help you to take meaningful steps to welcome and integrate your newcomer employee(s), which will help you to retain internationally-trained talent in the long term. As such, each employer – preferably a manager who is involved in supervising the newcomer employees – is required to complete intercultural competency training before you can apply to become designated to participate in the program. **You will receive a certificate of completion which you should submit along with this application form.**

To take the **Mandatory Intercultural Competency Training**, please contact your EDO for a link to the training in English or French.

Please refer to the *Guidelines for Designation and Recommendation for further information on completing this form.*

EMPLOYER DESIGNATION FORM SECTIONS

EMPLOYER INFORMATION

Company Legal Name

Operating as (if applicable)

Name of primary authorized signing officer

Name of secondary authorized signing officer (if applicable)

Position within company

Position within company (Secondary, if applicable)

() _____
Telephone

() _____
Telephone (Secondary, if applicable)

Email

Email (Secondary, if applicable)

Two-digit code(s) of business sector under the North American Industry Classification System (NAICS)

NOC Code Sector (please refer to Employer Designation Guidelines for more information)

Canada Revenue Agency (CRA) business number

Corporate registration number (e.g. Corporate Affairs Registry Reference Number)

Company website

Mailing address, including postal code

Business location, including postal code

Have there been any complaints, investigations or decision(s) against your company including, but not limited to decisions under: Provincial labour standards/Federal labour standards; occupational health and safety or human rights legislation; /Immigration and Refugee Protection Act (IRPA) or Immigration and Refugee Protection Regulations (IRPR)?

☐ Yes ☐ No

If yes, you will be contacted by our office. Employers must be in good standing with provincial, occupational health and safety and labour authorities and not be in violation of the IRPA.

COMPANY DESCRIPTION

Year the company established in the community: _____

Number of years in continuous active operation in the community: _____

Number of years in continuous active operation under current management: _____

Total number of employees: _____

Full-time employees: _____ Part-time employees: _____

Describe your company's purpose and activities:

Is your business registered or operating from a residential address: ☐ Yes ☐ No

If yes, describe the primary activities taking place at this location. (NOTE: Home-based businesses, whether the employees work on site or off site, may not be eligible for designation. EDOs have full discretion in deciding if a home-based business should be designated.)

Is your business or any of your employees located in a temporary or shared (hub) space?
☐ Yes ☐ No

If yes, describe your plans to supervise the employee and foster a welcoming workplace. Also describe your business's long-term plans for workspace.

Indicate if your business is a:

Franchisor

☐ Yes ☐ No

Franchisee

☐ Yes ☐ No

If yes to either, who holds the authority for HR functions?

☐ Franchisor ☐ Franchisee

If yes to either, provide the franchise agreement.

LABOUR NEEDS

The community must be satisfied that your business has the financial and other resource capacity to retain new hires for the duration of their employment and may request additional information to validate this capacity.

Describe the labour needs in your company and why you are considering hiring one or more candidate(s) through the Rural Community Pilot to address your labour needs.

What methods have you used to recruit for these positions?

If known, indicate in the table below the details on the position(s) you are planning to fill. We understand that this information may be approximate.

Job Title	NOC	Number of Positions
Location of Employment*	Salary**	Approximate Start Date
Job Title	NOC	Number of Positions
Location of Employment*	Salary**	Approximate Start Date
Job Title	NOC	Number of Positions
Location of Employment*	Salary**	Approximate Start Date

*where it differs from company address

** salary must comply with the range of wages for the occupation which can be found on [Job Bank Canada](#)

Based on the table above, provide the number of expected hires in each of the next three years, starting this calendar year.

Year 1 (current year)	Year 2	Year 3

Are these vacancies a result of business expansion or are they currently unfilled positions within your organization?

☐ Expansion ☐ Current unfilled positions ☐ Both

Explain:

USE OF IMMIGRATION REPRESENTATIVES

Employers must be diligent if using the services of an immigration representative or third-party recruiter to hire employees. Employers must follow fair recruitment practices, be cautious in their hiring practices and respect laws regarding the use of representatives and recruiters.

If you used the services of a recruiter, paid or unpaid, complete the following:

Recruitment agency		Representative
Mailing address, including postal code		
(____)		
Telephone	Email	Website

If you used the services of an immigration representative, paid or unpaid, complete the following:

Company name		Representative
Mailing address, including postal code		
(____)		
Telephone	Email	Website

College of Immigration and Citizenship Consultants ID number (if applicable)

[NOTE: A paid immigration representative must be an immigration consultant in good standing with the College of Immigration and Citizenship Consultants; a lawyer or paralegal in good standing with a Canadian law society, barristers' society, or barreau, or a law student under the supervision of a recognized lawyer; or a notary public in good standing of the Chambre des notaires du Québec or a law student under their supervision.]

COMMITMENT TO SETTLEMENT SUPPORTS

Refer to the Employer Designation Guidelines for information on the settlement commitments you are agreeing to make to candidates recruited by you under the Rural Community Immigration Pilot.

Connecting newcomer employees with immigrant settlement services in your community:

Indicate the name and contact information of the settlement service provider you contacted to familiarize yourself with the settlement services available in your community.

ADDITIONAL SETTLEMENT SUPPORTS

There are many other ways to further support your newcomer employee and their accompanying family members. When recommending a candidate to your local EDO, you will be asked to indicate 1-2 concrete actions to help foster a welcoming workplace and support their integration. Please refer to the Employer Designation Guidelines for more details.

EMPLOYER DECLARATION

As the employer:

Initial on the line beside each statement

- _____ I agree to identify and hire qualified candidates.
- _____ I agree to apply for a recommendation from the City of SSM for any candidate I am prepared to hire under the Rural Community Immigration Pilot, and accept the terms and conditions of the recommendation application.
- _____ I will provide a full-time, non-seasonal, genuine offer of employment to employees brought into the Rural Community Immigration Pilot.
- _____ I agree that the candidate will perform at least 75% of the work within the designated community boundary.
- _____ I agree to report on the number of candidates recruited under the Rural Community Immigration Program, their employment status, details on their position/wage/hours, and the settlement supports provided to them for up to three years after hiring them, or the duration of their employment if less than three years.
- _____ I agree to comply with the IRPA, IRPR, the province's labour standards and occupational health and safety legislation as well as applicable federal labour legislation for federally regulated companies.

- I agree to fulfil my obligations to collaborate with an immigrant settlement service provider organization, ensure that the workplace is welcoming to newcomers, and provide support to access settlement services for candidates and their accompanying family member(s).
- I agree to disclose assistance received from a third party, whether licensed or unlicensed, paid or unpaid, in relation to **immigration advice**, including but not limited to: immigration form completion or submission, immigration requirement interpretation, and provision of required documentation; **recruitment assistance**, including but not limited to: recruitment of foreign nationals, posting of job advertisements, screening of job-seeking candidates, and selection of job seeking candidates.
- I agree to provide further information as requested by the City of SSM , including, but not limited to, in response to inquiries during application assessment, inquiries during compliance reviews and inquiries during investigations.
- I have completed the mandatory onboarding training provided by Immigration, Refugees and Citizenship Canada (IRCC) (please submit a certificate of completion with this application).
- I have completed intercultural competency training (please submit a certificate of completion with this application).
- I agree to immediately notify the City of SSM, in writing, if there are any changes in the ownership structure of the company, if the company is sold or if it closes, permanently or temporarily and if any changes occur with the position offered.
- I agree to immediately notify the City of SSM, in writing, of changes to the business, including changes to work location (such as different address, different unit, downsizing), changes to work arrangements (such as temporary shutdown, introduction of telework), and any changes to the operation of the business that may affect a recommended candidate's conditions of work, whether the above occurs before or after recommendation.
- I agree to immediately notify the City of SSM, in writing if the candidate quits, is terminated or is laid off from their position.
- I understand that any violation of IRPA or IRPR will result in my employer designation being revoked.
- I agree to immediately notify the City of SSM of any complaint, investigation or decision under IRPA, applicable labour codes, employment or health and safety standards or non-compliance with the terms of the Rural Community Immigration Pilot.
- I declare that I will meet the above commitments outlined in this employer declaration, and that the information given in this form is truthful, complete and correct.

NOTE: Failure to agree to the above terms of this Declaration will make you ineligible for the Rural Community Immigration Pilot.

By signing, I authorize the City of SSM to collect, use, retain, disclose, and destroy personal and business information for the Rural Community Immigration Pilot. If I have any questions about the

collection, use, retention, disclosure, or destruction of personal and business information, I may contact the City of SSM or IRCC. In addition, I authorize the City of SSM and IRCC to research, monitor, and evaluate the Pilot under the authority of the Ontario Freedom of Information and Protection of Privacy Act, the Immigration and Refugee Protection Act, and Regulations, and other relevant Government of Canada legislation.

I authorize the City of SSM to disclose personal and business information to the Government of Canada and to collect personal and business information from the Government of Canada as necessary for the purpose of assessing, verifying information, monitoring and evaluating the Rural Community Immigration Pilot or in the event of a suspected non-compliance with any provincial or federal law.

I understand that the City of SSM may contact any person to verify information provided by me in this form.

I consent to the City of SSM collecting, using, disclosing or destroying any personal, business and other information required as part of my company's involvement in the Rural Community Immigration Pilot.

I authorize the City of SSM to locate and contact me and my company for the purposes of administering and evaluating the program and our participation in it, to verify information provided to the City of SSM and to ensure compliance with commitments made to the City of SSM in this application or otherwise.

I consent to the City of SSM collecting, using, disclosing or destroying any personal, business and other information it obtains from me or from any federal, provincial, municipal or other local authority or any other person, department, agency or organization holding such information.

I have read, reviewed, acknowledge, agree and accept responsibility to the terms, requirements, and conditions set out in the Rural Community Immigration Pilot Designation Application Form and Guidelines and to any requirements and policies set out by the City of SSM that apply to the RCIP.

Name of Authorized Signing Officer

Signature of Authorized Signing Officer

Title

Date (dd/mm/yyyy)

SUBMITTING THIS APPLICATION

Submit the completed form to your local participating economic development organization (EDO):

The Corporation of the City of Sault Ste. Marie

QUESTIONS

Contact the Corporation of the City of Sault Ste. Marie if you have any questions.