

**Proposal to
Provide Additional On-farm Housing
for
Migrant Farm Workers

Agrologist Report**

Prepared for:
**Mr. John Duyvestyn
Hollandia Greenhouses Ltd.
19731 Richardson Road
Pitt Meadows, BC, V3Y 1Z1**

Prepared by:
**Darrell M. Zbeetnoff, P.Ag., CAC
Zbeetnoff Agro-Environmental Inc.
15787 Buena Vista Avenue
White Rock, BC, V4B 1Z9
Office: 604-535-7721
Cell : 604-612-8786
zbeetnoffdarrell16@gmail.com
www.zbeetnoffagro-environmental.com/**

May 16, 2024

Table of Contents

List of Tables	i
List of Figures	i
1.0 Applicant Information.....	1
2.0 Agrologist Information.....	1
3.0 Purpose of this Report	1
4.0 Description of Farm and Operations.....	1
5.0 Labour Requirements on the Farm.....	1
6.0 Agricultural Rationale for Additional On-Farm Husing	2
7.0 Impacts of Additional Dwelling Units on the Farm Operation.....	2
8.0 Compliance with Agricultural Land Commission Regulation and Policy.....	2
9.0 Compliance with Municipal Regulation	3
9.1 Migrant Farm Worker Housing Criteria.....	3
9.2 Riparian Development Permit Area.....	7
9.3 Wildfire Hazard Development Permit Area.....	7
10.0 Summary	7

List of Tables

Table 1: Labour Requirements at Hollandia Greenhouses, Pitt Meadows, BC.....	2
Table 2: Agricultural Land Commission Criteria for Temporary Farm Worker Housing	4
Table 2: Section 5 Zoning Bylaw Requirement - Migrant Farm Worker Housing Criteria	5
Table 3: Section 8 Zoning Bylaw Requirement – Agricultural (A-1) Zone Criteria	7

List of Figures

Figure 1: Location Map of Hollandia Greenhouse Farm Properties	9
Figure 2: Location of Existing and Proposed Migrant Worker Housing at 19731 Richardson Road.....	10
Figure 3: Existing Migrant Worker Housing at Hollandia Greenhouses: View Northeast off Richardson Road	11
Figure 4: Existing Migrant Worker Housing at Hollandia Greenhouses: View Northwest at Access from Richardson Road	12

1.0 Applicant Information

John Duyvestyn
Hollandia Greenhouses
19731 Richardson Road
Pitt Meadows, BC, V3Y 1Z1

2.0 Agrologist Information

Darrell M. Zbeetnoff, P.Ag., CAC
Zbeetnoff Agro-Environmental Inc.
15787 Buena Vista Avenue
White Rock, BC, V4B 1Z9

3.0 Purpose of this Report

The purpose of this report is to support an application by Hollandia Greenhouses (HG) Ltd. to install additional migrant farm worker trailer housing on the property located at 19731 Richardson Road, Pitt Meadows, BC. The existing greenhouse is being expanded for production in 2025 by 3.0 acres and 10 additional workers are required to meet the extra labour requirement.

4.0 Description of Farm and Operations

HG is a farming enterprise in Pitt Meadows, BC comprised of 3 parcels (see Figure 1):

- 19611 Richardson Road – 15.91 ha (39.3 ac), which has recently been purchased and is currently being developed for greenhouse production (15-319-1261.100).
- 19731 Richardson Road – 18.29 ha (45.17 ac), with one house (15-319-1262.000).
- 19746 Richardson Road – 2.02 ha (5 ac) with one house (15-319-1259.000).
- Total farm area – 36.22 ha (89.47 ac).

HG is western Canada's largest year-round hydroponic flower producer of over 80 varieties of gerbera¹ sold domestically and into the US, generating farm gate revenues of about \$11 million, annually. HG has about 7.9 ha (19.5 ac) in greenhouse production. In addition, flower arrangements are prepared in a 1.2 ha (3.0 ac) assembly and wholesaling area.

5.0 Labour Requirements on the Farm

HG currently employs 40 migrant farm labourers under 2-year worker contracts. In 2024, these foreign workers are housed in 6 trailers on the farm property at 19731 Richardson Road.

A shortage of local agricultural workers has been an issue for BC agriculture over the last two decades and continues to be an ongoing challenge. As such, the number of migrant farm workers employed in BC agriculture is increasing and the migrant/ local worker mix is shifting to a greater proportion of migrant farm workers (see Table 1).

¹ See the Hollandia website <https://www.hollandia.ca/about-us/>

Table 1: Labour Requirements at Hollandia Greenhouses, Pitt Meadows, BC

Farm Operation	Flower GH (ha)	Annual Labour Requirement (person years)	Annual Labour Employment (person years)	
			Local	Migrant
GH Area 2019	5.3	87	52	35
GH Area 2020	6.5	92	52	40
GH Area 2024	7.7	80	39	41
GH Area 2025 (planned)	8.9	92	36	56
Change (2024 to 2025)	15%	15%	-9%	+36%

6.0 Agricultural Rationale for Additional On-Farm Husing

In 2024, HG requires additional workers due to increased employment generated by expansion of value-adding in wholesaling and retailing activities, i.e., floral arrangements. The need for additional migrant farm workers has been created by a shortage of agricultural farm labour at competitive rates.

Procurement of workers through various job search services, including the BC agricultural labour pool, has been inadequate (see Appendix A).

HG will be increasing its flower greenhouse area by 1.2 ha in 2025. Their experience is that each ha of production requires about 10 workers, so the expansion will require 12 additional workers. In addition, attrition of the local workforce utilized by HG is expected to occur, caused by the imminent retirement of 3 local workers. Under this proposal, an additional 15 migrant farm workers will be housed on the HG farm at 19731 Richardson Road, raising the total count to 56 migrant farm worker housing units on the farm in total to 56 persons.

The necessity for on-farm housing of migrant farm workers is a function of the restricted availability of affordable off-farm accommodation in the immediate area. Where off-farm housing may be available, the costs are extraordinarily high due to the general shortage of housing in the region. Public services to permit travel to and from the work site are unavailable. In addition, on-farm housing creates efficiencies for the employees and employer in attending to the needs of the farming operation in a timely manner.

7.0 Impacts of Additional Dwelling Units on the Farm Operation

The proposed additional worker housing will be located on 19731 Richardson Road. When the new migrant worker trailer is added, there will be 8 attached trailers on temporary foundations on the property (see Figures 2, 3, and 4).

There are no negative impacts anticipated from adding additional migrant worker housing on the farm, as the unit will simply add two incremental units to the existing temporary residential footprint on the property.

8.0 Compliance with Agricultural Land Commission Regulation and Policy

Section 2.0 of Policy L-26² makes provision for allowing housing for temporary farm workers recruited under a federal agricultural worker program. The farm operator needs to demonstrate the need for

² Agricultural Land Commission. Non-adhering Residential Use Applications for Housing in the ALR. Policy L-26. Accessed April 25, 2024. https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/policies/alc_policy_l-26_-_non-adhering_residential_use_applications.pdf

temporary workers by the agricultural operation. The Commission has delegated decision-making authority to the Chief Executive Officer (CEO) to approve such housing in the ALR subject to a number of criteria (Table 2).

HG brings temporary foreign workers into Canada under the Temporary Foreign Worker Program (TFWP): Agricultural Stream.³

9.0 Compliance with Municipal Regulation

9.1 Migrant Farm Worker Housing Criteria

The City of Pitt Meadows Zoning Bylaw 2505, 2011 regulates migrant farm-worker housing in the Agricultural Land Reserve as an accessory use of farmland. Section 5.10 b) i) of the bylaw requires an agrologist report to confirm that:

- The request is for bona fide farm worker purposes.
- Migrant farm workers are needed in the farm operation.

In addition, the migrant farm-worker housing request must indicate that:

- The location can accommodate the housing.
- The housing will meet provincial standards.
- The housing will meet municipal standards.

Information on the compliance of the proposed migrant farm worker housing with the zoning bylaw is presented in Tables 3 and 4. Trailers specifications are presented in the Appendix B. Figures 5, 6 and 7 show the temporary foundations associated with existing trailers used for migrant farm worker housing on the farm. The existing migrant housing was approved by the City of Pitt Meadows in 2017 and 2021 and will be matched or exceeded with the new proposed migrant farm worker housing.

This is not the first time that HG has applied to the City of Pitt Meadows for permission to provide temporary farm worker housing. HG has an exemplary record of compliance with policy and regulation and a history of problem-free farm worker accommodation.

³ National Occupational Classification (NOC) Migration. <https://www.canada.ca/en/employment-social-development/services/foreign-workers/agricultural/agricultural.html>

Table 2: Agricultural Land Commission Criteria for Temporary Farm Worker Housing

Criteria	ALC Policy L-26	Characteristics of Proposed Housing	Hollandia Compliance with L-26
i.	The parcel where the temporary farm worker housing (TFWH) is to be located is classified as 'farm' under the BC Assessment Act.	19731 Richardson Road has farm tax status (a).	✓
ii.	The minimum size of the farm operation* on which the TFWH can be located is 4 ha.	19611/19731 Richardson Road have a combined area of 34.2 ha.	✓
iii.	The maximum number of workers requested in each application for a farm operation* is limited to no more than: a. 130 workers for greenhouse, mushroom, tree fruit, and berry/vegetable production b. 40 workers for all other commodities.	Hollandia is a greenhouse floriculture operation with a worker requirement of about 10 full-time worker positions per hectare of greenhouse. The incremental increase will raise the temporary worker housing number to 56 persons.	✓
iv.	The workers are housed in a temporary residential structure designed to be moved from one place to another.	Proposed trailers will meet these standards (b).	✓
v.	Siting and placement of the TFWH minimizes the residential impacts on agricultural land taking into consideration topography, agricultural capability, access, and encourages the clustering of residential structures.	Proposed housing will be located where migrant housing already exists. City of Pitt Meadows indicates a preference to have any new migrant worker housing clustered with existing migrant worker housing. The current migrant worker housing facility has space available to receive potential enlargement.	✓
vi.	The registration of a restrictive covenant stating that the TFWH will only be used by temporary farm workers and that the owner will remove the TFWH and restore the land to agricultural use if the TFWH is vacant for two consecutive years.	Covenant to be entered into.	✓
vii.	The receipt of an ILOC sufficient to remove the TFWH provided to the ALC upon approval of the NARU.	To be completed upon approval.	✓
Notes: *- Clarification: farm operation means an area of land used for a farm operation consisting of one or more contiguous or non-contiguous lots, that may be owned, rented or leased, which forms and is managed as a single farm. (a) 2024 Property Assessment Notice attached; (b) Trailer specifications attached; (c) Photos of trailers houses attached (Figures 5 and 6); (d) Completed Schedule C housing agreement attached.			

Table 2: Section 5 Zoning Bylaw Requirement - Migrant Farm Worker Housing Criteria

5.10 Item	Bylaw 2505, 2011 Zoning Bylaw Requirement	Characteristics of Proposed Housing	Compliance with Pitt Meadows Bylaw 2505, 2011
a-i)	Classification of the lot as farm.	19731 Richardson Road has farm tax status. (a)	✓
a-ii)	Farm operation on which migrant farm workers are employed has an area of at least 8 ha on contiguous properties.	19611/19731 Richardson Road have a combined area of 34.2 ha.	✓
a-iii)	The accommodation is located on a lot with an area of at least 8.0 ha.	19731 Richardson Road has an area of 19.29 ha.	✓
a-iv)	The accommodation is located on a lot that is serviced by a public road and has adequate services and utilities to support the accommodation.	The proposed trailer location at 19731 Richardson Road fronts Richardson Road and has gas hookup and septic.	✓
b-ii)	Migrant farm-worker housing shall meet BC Health Act and Guidelines for the provision of Seasonal Housing for Migrant Farm Workers in BC.	Proposed trailers will meet these standards. (b)	✓
b-iii)	New building must be place on temporary foundation or footings.	Yes. (c)	✓
b-iv)	If a lot contains 2 or more existing permanent dwellings, only 1 dwelling may be used for migrant farm-worker housing.	There is one existing house at 197311 Richardson Road.	✓
b-v)	A farm house or additional farm house may only be used as migrant farm-worker housing where the farm house or additional farm house was lawfully in existence prior to the adoption of Bylaw No. 2505.	Not applicable.	
b-vi)	Migrant farm worker housing shall be limited to 10 persons for each 4.05 ha of land within the farm operation up to a maximum of 40 persons per farm operation, except that a maximum of 150 persons may be accommodated in respect of a <i>farm operation</i> comprising at least 40.5 ha, and a maximum of 250 persons may be accommodated in respect of a <i>farm operation</i> comprising at least 405 ha, if	The new trailer dwelling will house an additional 15 migrant workers on 19.29 ha and raise the total migrant work force housed on the farm to 56. The combined area of the farming operation is 34.2 ha.	Hollandia will apply for a re-zoning to allow more than 40 persons on the property

5.10 Item	Bylaw 2505, 2011 Zoning Bylaw Requirement	Characteristics of Proposed Housing	Compliance with Pitt Meadows Bylaw 2505, 2011
	<input type="checkbox"/> no more than 60 persons are accommodated in any single <i>building</i> <input type="checkbox"/> no more than one <i>building</i> for <i>migrant farm-worker housing</i> is located on any <i>lot</i> <input type="checkbox"/> no <i>building</i> for <i>migrant farm-worker housing</i> is located within 500 m of any other such <i>building</i> .		
c-i)-ii)	Minimum building volume per person in sleeping areas and minimum floor area.	Yes. (b)	✓
d	Maximum floor area shall be 13 sq.m. per person.	Yes. (b)	✓
e	Owner must enter into a housing agreement Schedule C.	Yes. (d)	✓
f	No person shall occupy any building as migrant farm-worker housing following the date on which a housing agreement entered into pursuant to Sections 5.10 b) through 5.10 e) which requires the building to be demolished, removed from the lot or converted to a non-residential use.	Not applicable	

Notes: (a) 2024 Property Assessment Notice attached; (b) Trailer specifications attached; (c) Photos of trailers houses attached (Figures 5 and 6); (d) Completed Schedule C housing agreement attached.

Table 3: Section 8 Zoning Bylaw Requirement – Agricultural (A-1) Zone Criteria

Sec. 8 Item	Pitt Meadows Bylaw 2505, 2011 Zoning Bylaw Requirement	Proposed Housing	Compliance with Pitt Meadows Bylaw 2505, 2011
8.1.2	Migrant farm-worker housing permitted as an accessory use to agriculture	Intended for migrant farm workers at Hollandia Greenhouses	✓
8.1.3-d)	One dwelling unit for migrant farm-worker housing is permitted for farm operations consisting of more than 4.05 ha and less than 40 ha	19731 Richardson Road is 18.29 ha. and contains one dwelling unit for migrant worker housing	✓ Hollandia is asking for an extension to the existing clustered dwelling unit
8.1.7-b)	Migrant farm-worker housing shall be sited not less than: i) 9m from front, rear and exterior lot lines ii) 3m from interior lot lines iii) 15m from watercourses, key ditches and constructed ditches iv) 30m from single family dwellings on adjacent parcels v) 500m from any other building used for migrant farm-worker housing	Trailer site meets criteria	✓

9.2 Riparian Development Permit Area

Hollandia’s TFWH project needs to be compliant with the Pitt Meadows Official Community Plan (OCP) and specifically with respect to the Riparian Development Permit Area. Fenton Slough and the Richardson Road ditch are identified as riparian areas in the OCP. In discussion with Pitt Meadows, the site plan of the new farm worker housing provided by HG will be 41.5 m from Fenton Slough. Unless there is going to be some sort of new driveway or septic field that is located closer to the slough, a QEP report is not required.

9.3 Wildfire Hazard Development Permit Area

HG is located in a Pitt Meadows OCP designated wildfire hazard development permit area (WHDPA), requiring that construction of any building or structure for which a building permit is needed be assessed for wildfire hazard. Hollandia’s TFWH project. Pitt Meadows has indicated to HG that compliance with wildfire hazard guidelines will be assessed when the building permit is applied for.

10.0 Summary

The impending expansion of HG will increase the economy and employment in Pitt Meadows. To the extent that local labour is available, HG is a significant employer in Pitt Meadows. However, the

attached Labour Market Impact Assessment of March, 2024, also confirms the continuing need for temporary foreign workers to support the farming enterprise.

The proposed migrant farm worker housing complies with the requirements of the zoning bylaw of Pitt Meadows respecting lot size and housing standards. On-farm housing will improve farm viability by facilitating economical, practical and effective accommodation for its migrant work force. The proposed housing will be clustered with the existing temporary residential footprint on the property. This is considered to have a positive impact on the agricultural enterprise as it provides housing for workers required on the farm and compromise the smallest amount of additional land base.

The proposed increase in worker housing complies with ALC policy L-26 respecting accommodation of foreign workers (TFW):

- The farming operation on which the TFW housing will be located exceeds the minimum size required.
- The total number of TFWs housed falls within the maximum allowable for greenhouse operations.

Hollandia, in discussions with Pitt Meadows, has received a favorable response from the municipality to clustering the incremental additional housing at the location where it currently exists and is amenable to allowing the additional density on the property.

Hollandia requests that the Agricultural Land Commission employ its Chief Executive Officer Delegated Authority⁴ to approve the incremental increase in temporary farm worker housing to support the TFW employment needs of the farming operation.

Signed:

FOIPPA s. 22



Darrell Zbeetnoff, P.Ag., CAC Associate
Director, Zbeetnoff Agro-Environmental Inc.
Agent to Hollandia Greenhouses Ltd.

April 30, 2024

⁴ Provincial Agricultural Land Commission. Resolution #104N/2023. Part 15.

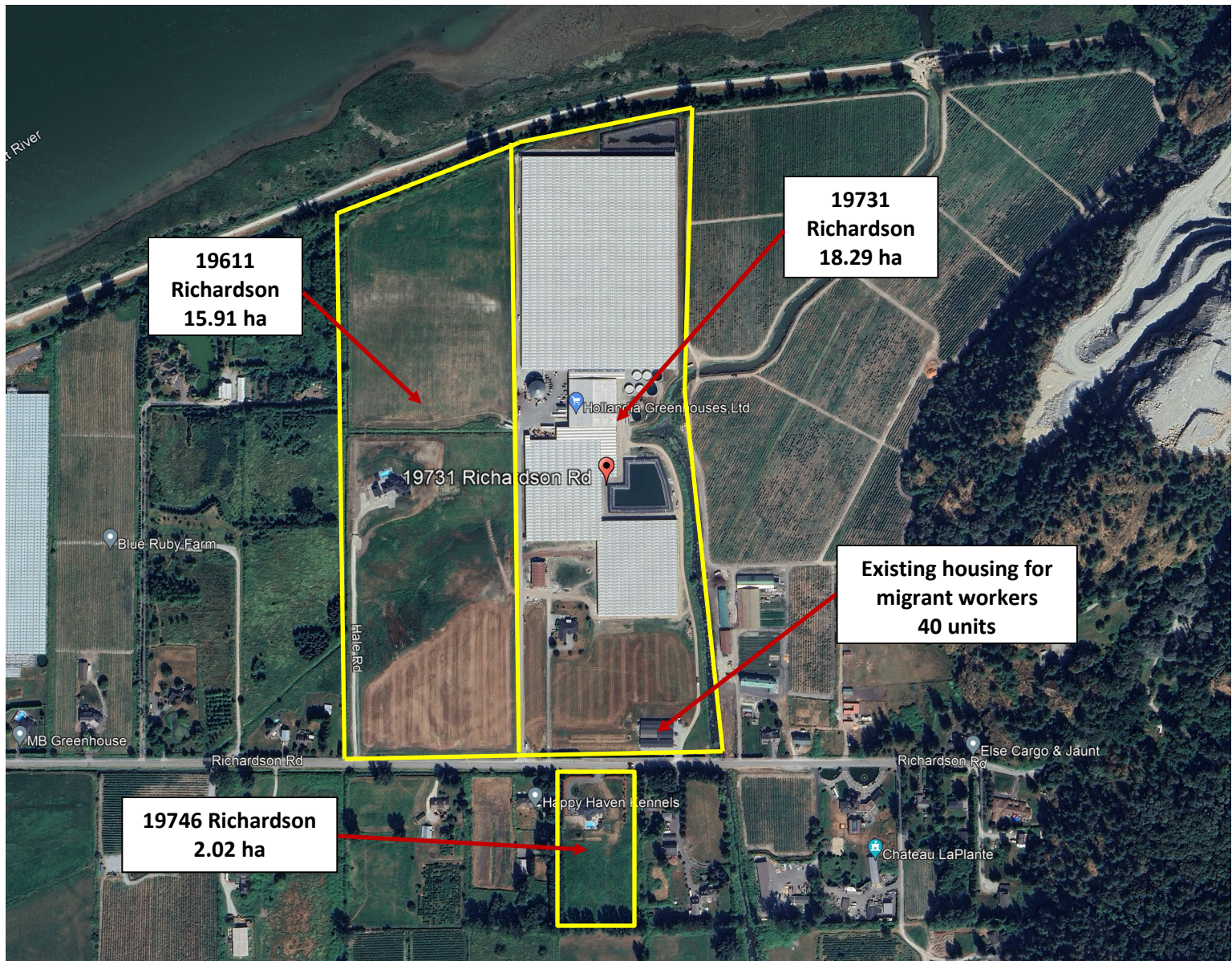


Figure 1: Location Map of Hollandia Greenhouse Farm Properties



Figure 2: Location of Existing and Proposed Migrant Worker Housing at 19731 Richardson Road



Figure 3: Existing Migrant Worker Housing at Hollandia Greenhouses: View Northeast off Richardson Road



Figure 4: Existing Migrant Worker Housing at Hollandia Greenhouses: View Northwest at Access from Richardson Road



April 5, 2024

Hollandia Greenhouses Ltd
19731 Richardson Road
Pitt Meadows, British Columbia
V3Y 1Z1

Kim MacDonald,

This is to inform you that Employment and Social Development Canada (ESDC)/Service Canada (SC) has completed the processing of your Labour Market Impact Assessment (LMIA) application received on 2024-03-15 for 30 Greenhouse Harvestir-Labourers - 2021 NOC 85103(s) at 19731 Richardson Road, Pitt Meadows, British Columbia, V3Y 1Z1.

It has been determined that hiring foreign nationals in the specified occupation and at the specified work location is likely to have a positive or neutral impact on the Canadian labour market. **This positive LMIA expires on 2025-04-05**; prior to this date, the foreign national(s) must submit their work permit or permanent residency application(s) to Immigration, Refugees and Citizenship Canada (IRCC). If you have not already provided the name(s) of the foreign national(s), please submit their name(s) by completing the Temporary Foreign Worker Information form located at:

<https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=ESDC-EMP5661>.

This positive LMIA is based on the information and supporting documentation you provided in your application. It is subject to your compliance with legal requirements related to the employment of the foreign worker. Employers are responsible for:

- ensuring they comply with all of the conditions and requirements of the Immigration and Refugee Protection Act (IRPA), the Immigration and Refugee Protection Regulations (IRPR), and the Temporary Foreign Worker (TFW) Program, as outlined in documents such as the LMIA application, the LMIA decision letter and annexes;
- keeping all records associated to their LMIA application and any other documents that demonstrate their compliance with the program conditions that are set out in the LMIA decision letter and annexes for a period of six years; and
- informing ESDC/SC of any changes or errors relating to an approved LMIA or the temporary foreign worker.

To view the Program Requirements you agreed to comply with as part of your application submission, please visit: <https://www.canada.ca/en/employment-social-development/services/foreign-workers.html>

This LMIA may be **revoked or suspended** if:

- a. new information becomes known after the time the LMIA is issued that, if known before, would have led to a different result or indicate that the employment of the foreign worker under the work permit is having, or will have, a significant negative effect on the labour market in Canada;
- b. you, your third-party, or the group of employers of which you are part of provided false, misleading or inaccurate information in the context of the request for the LMIA;
- c. your name has been added to the list referred to in subsection 209.91(3) of the IRPR (<http://laws-lois.justice.gc.ca/eng/regulations/sor-2002-227>);
- d. there are reasonable grounds to suspect that you are not complying with the conditions set out in IRPR.

If you decide to cancel your offer of employment or that you no longer need to hire a foreign national before



their entry to Canada, you must immediately contact the affected foreign national(s) and notify Service Canada by contacting the Employer Contact Center at 1-800-367-5693. Failure to do so could impact the outcome of future LMIA applications.

WORK PERMIT OR PERMANENT RESIDENCY APPLICATION

Employers must provide copies of this LMIA Letter and the annexed Employment Details page to the foreign nationals in order for them to apply for a work permit or permanent residency. To obtain more information, please visit Immigration, Refugees and Citizenship Canada (IRCC) at <https://ircc.canada.ca/>.

FOREIGN WORKER RIGHTS

To obtain information on the rights of people temporarily living and working in Canada, see 'Understand Your Rights – Foreign Workers' at <http://www.cic.gc.ca/english/work/tfw-rights.asp>.

Workers hired under the Temporary Foreign Worker Program are also encouraged to learn about their rights by consulting the guide "Temporary foreign workers: Your rights are protected" at <https://www.canada.ca/en/employment-social-development/services/foreign-workers/protected-rights.html>. This guide is available in multiple languages.

REPORTING ABUSE OR MISUSE

To report abuse or misuse of the Temporary Foreign Worker Program, see the 'Online Fraud Reporting Tool' at <https://www.canada.ca/en/employment-social-development/services/foreign-workers/report-abuse.html> or call the Service Canada Confidential Tip Line at 1-866-602-9448. Callers can choose to remain anonymous.

If you have a Job Bank for Employers account, we invite you to submit your next LMIA application electronically. For more information please visit: Temporary Foreign Worker <https://www.canada.ca/en/employment-social-development/programs/temporary-foreign-worker.html>

If you have any questions or concerns regarding this letter, please refer to the contact information provided below.

Sincerely,

Sancika Kugan
Program Officer
800-367-5693

Attachments:

- Annex A Employment Details
- Annex B Temporary Foreign Worker Names
- Annex C Immigration, Refugees and Citizenship Canada: Two-Week Work Permit Processing Factsheet
- Annex D Compliance information for employers using the Temporary Foreign Worker Program



ANNEX A

EMPLOYMENT DETAILS

LMIA Stream: Agriculture stream
LMIA Validity Period: 2025-04-05

*Please take note that the foreign worker(s) must apply to IRCC for a work permit or permanent residency prior to this date.

EMPLOYER INFORMATION

Legal Business Name: Hollandia Greenhouses Ltd
Employer Business Address: 19731 Richardson Road
Pitt Meadows, British Columbia
V3Y 1Z1

EMPLOYER CONTACT(S)

Contact Name: Kim MacDonald

JOB INFORMATION

NOC Code and Title: 8432 - Nursery and greenhouse workers
Job Title: Greenhouse Harvestir-Labourers - 2021 NOC 85103
Number of Positions: 30
Education Requirements: No formal education requirements
Verbal Language Requirements: No language requirements
Written Language Requirements: No language requirements
Duration of Employment: 2 Year(s)
Wage: \$16.95 / hour CAD

LOCATION OF EMPLOYMENT

Work Location Operating Name	Employment Address	Primary Work Location
Hollandia Greenhouses Ltd.	19731 Richardson Road, Pitt Meadows, British Columbia, V3Y 1Z1	Yes



ANNEX B

FOREIGN WORKER NAMES

Important
Do not forward the FOREIGN WORKER NAMES document to the foreign worker(s). The foreign worker only requires the LMIA confirmation letter and Employment Details document identifying the LMIA number **9300044**.

First Name	Last Name
------------	-----------

FOIPPA s. 22





ANNEX C

IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA: TWO-WEEK WORK PERMIT PROCESSING

General Criteria

Foreign Workers will be eligible for priority processing by IRCC with a target of two week processing – a service standard to be met by IRCC 80% of the time¹ – if the foreign national meets the following criteria:

- Submitted their work permit by e-application on June 12, 2017 or later;
- Is applying outside of Canada; and,
- Has been identified within ESDC's Global Talent Stream.

Note that the two week standard for work permit processing begins once the foreign worker applies to IRCC. Therefore, workers have to apply in a timely manner once they have received a positive LMIA.

Specific Requirements

To benefit from two week work permit processing, applicants must:

- Submit a complete application. <http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=072&top=>
- Self-identify for Global Talent Stream in the Come to Canada Wizard during the application process.
- Submit medical exams upfront (where required by the Act and Regulations).
<http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>
- Submit biometric fee at the time of e-application (where required by the Regulations).
- Obtain biometrics prior to the two weeks elapsing from time of application.
<http://www.cic.gc.ca/english/visit/biometrics.asp>
- The foreign worker will not need to additionally apply for an Electronic Travel Authorization (ETA), it will automatically be issued as part of the application process where applicable.
<http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=206&top=16>
- The foreign worker will need a visa (where required by the Regulations), this will be issued as part of the work permit process.

Applicants not meeting the above application criteria will not have submitted the necessary information to enable IRCC officers to finalize the application decision within the 2 week period.

¹ Website: <http://www.cic.gc.ca/english/work/employers/gss.asp>

Foreign nationals eligible for priority processing of applications for work permits and the related applications for temporary resident visas and electronic travel authorizations, are subject to all other statutory eligibility and admissibility requirements including police certificates, if required by the visa specific instructions of their region. If insufficient information is provided to satisfy those requirements and additional documents are requested from the applicant, 2 week processing will no longer apply.

Additional Information and Resources

The IRCC website contains an Applicant Guide with more information and resources including specialized guidance material such as:

- In-land applicants and renewals; and,
- Accommodating foreign nationals with disabilities.



Link:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5487-applying-work-permit-outside-canada.html#5487E2>



ANNEX D

Compliance information for employers using the Temporary Foreign Worker Program

The health and safety of temporary foreign workers in Canada is important. As an employer, you play a key role in ensuring that temporary foreign workers have a positive experience and are safe while they work for you. Under the program, you must meet the requirements and conditions of the Labour Market Impact Assessment (LMIA), the terms of the LMIA decision letter (above), the annexes of the decision letter and the

Immigration and Refugee Protection Regulations

https://laws-lois.justice.gc.ca/eng/regulations/sor-2002-227/page-26.html?utm_campaign=Tfw-Tet-Compliance-Letter-23-24&utm_source=Letter&utm_medium=Email&utm_term=en.

Inspections

To ensure the rights of temporary foreign workers are protected, and to uphold their health and safety, the program verifies employer compliance. As an employer you must know your responsibilities and meet specific requirements and conditions in order to hire temporary foreign workers. Visit the **compliance webpage** https://www.canada.ca/en/employment-social-development/services/foreign-workers/employer-compliance.html?utm_campaign=Tfw-Tet-Compliance-Letter-23-24&utm_source=Letter&utm_medium=Email&utm_term=en for more information.

Your business may be inspected up to six years after the first day of work for temporary foreign workers. We can initiate inspections for a number of **reasons**

https://www.canada.ca/en/employment-social-development/services/foreign-workers/employer-compliance.html#h2.01?utm_campaign=Tfw-Tet-Compliance-Letter-23-24&utm_source=Letter&utm_medium=Email&utm_term=en, and they may include unannounced visits. If your business is selected for an inspection, an inspector will contact you and inform you of the inspection and what details you need to provide.

On September 26, 2022, changes were made to the **regulations**

https://www.canada.ca/en/employment-social-development/news/2022/09/new-amendments-to-the-immigration-and-refugee-protection-regulations-temporary-foreign-workers.html?utm_campaign=Tfw-Tet-Compliance-Letter-23-24&utm_source=Letter&utm_medium=Email&utm_term=en that give Employment and Social Development Canada the authority to suspend the processing of any outstanding LMIAs if we have reason to suspect that you do not meet certain conditions and that the health or safety of temporary foreign workers would be put at serious risk if a work permit were issued. You will be notified if we suspend the processing of your LMIAs.

The purpose of the inspections is to ensure that employers understand and meet their obligations and that **workers' rights**

https://www.canada.ca/en/employment-social-development/news/2022/09/new-amendments-to-the-immigration-and-refugee-protection-regulations-temporary-foreign-workers.html?utm_campaign=Tfw-Tet-Compliance-Letter-23-24&utm_source=Letter&utm_medium=Email&utm_term=en are respected. It is up to you to show that you comply with the program's requirements and conditions.

Penalties for non-compliance

If we find you are not meeting the requirements or conditions during the inspection, you will have an opportunity to **justify the error and make corrections**



https://www.canada.ca/en/employment-social-development/services/foreign-workers/employer-compliance.html#h2.06?utm_campaign=Tfw-Tet-Compliance-Letter-23-24&utm_source=Letter&utm_medium=Email&utm_term=en. After providing an acceptable **justification**

<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2002-227/page-26.html>, if we find that you are not meeting the program requirements or conditions, the program may apply **consequences**

https://www.canada.ca/en/employment-social-development/services/foreign-workers/employer-compliance.html#h2.07?utm_campaign=Tfw-Tet-Compliance-Letter-23-24&utm_source=Letter&utm_medium=Email&utm_term=en.

We count on your collaboration to ensure that temporary foreign workers have a safe and positive experience in Canada.

If you have questions or need help with the Program, please visit the **Temporary Foreign Worker Program** https://www.canada.ca/en/employment-social-development/services/foreign-workers.html?utm_campaign=Tfw-Tet-Compliance-Letter-23-24&utm_source=Letter&utm_medium=Email&utm_term=en webpage or contact the

Employer Contact Centre

https://www.canada.ca/en/employment-social-development/corporate/contact/employer-contact-center.html?utm_campaign=Tfw-Tet-Compliance-Letter-23-24&utm_source=Letter&utm_medium=Email&utm_term=en.

Service Canada



ADDITIONAL INFORMATION

The Temporary Foreign Worker Program (TFWP) has switched to the new 2021 version of the National Occupational Classification (NOC) (<https://noc.esdc.gc.ca/Structure/Noc2021>) as of November 16, 2022. This application is assessed using NOC 2021 which is represented by the 5-digit NOC code added next to the job title on the decision letter.

Thank you for your interest in participating in the Recognized Employer Pilot. While you are currently not eligible to participate in this Pilot, your Labour Market Impact Assessment (LMIA) application was approved, and you can continue to use the regular program for future needs.



Social Insurance Number

Information for Temporary Foreign Workers

Please share the following information on how to apply for Social Insurance Number with your Temporary Foreign Workers

Service Canada provides individuals with a single point of access to a wide range of government of Canada programs, services and benefits.

What is a Social Insurance Number?

The Social Insurance Number (SIN) is a nine-digit number that is required to work in Canada. ***It is your responsibility, as a temporary foreign worker, to apply for your SIN.***

What do I need to apply?

To apply for a SIN, you must provide a minimum of three documents:

1. An original valid **primary identity document** that proves your identity and your legal status in Canada



As a temporary foreign worker, you will need to provide your **work permit** issued by Immigration, Refugees and Citizenship Canada (IRCC), indicating under which conditions you are authorized to work in Canada.

2. An original valid **secondary document** to confirm your identity, such as a passport or provincial or territorial identification



Foreign Passport



Driver's License



Health Card



- 3. A **proof of address** with your name and address where the address matches the one indicated in your SIN application. While applying in Canada the address provided must be a Canadian address.



Bill or contract from a cell phone or other service provider

EMPLOYMENT CONTRACT

The Employer:
 Business Name (if a Business, provide key business contact under last name/first name) _____
 Last Name _____
 First Name _____
 Address _____
 Phone Number _____
 Fax Number _____
 Email Address _____

The Employee:
 Last Name _____
 First Name _____
 Home Address _____
 Phone Number _____
 Fax Number _____
 Email Address _____

The PARTIES agree as follows:

Duration of Contract
 1. This contract shall have duration of _____ months from the date The EMPLOYEE assumes his/her functions (the "TERM OF EMPLOYMENT")
 2. Both parties agree that this contract is conditional upon The EMPLOYEE obtaining a valid work permit pursuant to the Immigration Regulations, and his/her successful entry to Canada.

I-I

IN WITNESS WHEREOF the parties state that they have read and accepted all the terms and conditions stipulated in the present contract.

Signed at _____
 The Employer _____
 Date _____

and at _____
 The Employee _____
 Date _____

Organization ABC
 123, that Avenue
 This City, Province, X1X 1X1

This letter confirms that John Doe lives at: 456 Main Street, City,
 Province, X0X 0X0. Please accept this as a proof of address for the
 Social Insurance Number Application]

Name of Representative of Organization ABC _____

Signature _____

Applicant's name _____

Signature _____

Employment contract with your name and address

Letter from an organization / institution / employer attesting your address and signed by you and a representative of the organization

Note: **Complete your full name on the application form as it appears on your primary identity document.** A **supporting document** may be required if the name on your primary identity document is different from the name on your secondary document or SIN application form.

For more information about the documents required to apply for a SIN, visit Canada.ca -> Jobs -> Apply for a Social Insurance Number (SIN) -> What you need before you apply.

How do I apply?



- Applying **online** is easy. Submit a SIN application online within a secure and protected environment using the eSIN portal at <https://sin-nas.canada.ca/en/Sin/> and upload digital copies of your documents.

Please consult the page: Social Insurance Number – What you need before you start
<https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html> to ensure you have all the required documents ready before you apply.



Use your smartphone camera and scan this QR code to be immediately directed to the online SIN application.

- You can also apply for your SIN **by mail**. If you choose this option, you must provide a completed and signed **SIN application form**
<https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=NAS2120> in addition to your original documents.

Your original documents will be sent back once your application is processed.

- If you are unable to **apply**
<https://www.canada.ca/en/employment-social-development/services/sin/apply.html> online, or by mail, you have the option to apply in person and bring all original documents required with you.

If you chose to apply in person, we strongly recommend that you book an appointment prior to your visit by using the online service request form <https://eservices.canada.ca/en/service/>.

Next steps?

Once you have applied you will receive your confirmation of SIN within 20 business days.

If you have not receive your SIN within that timeframe, please contact the Social Insurance Number program at 1-866-274-6627.