

# SCHEDULE EMPLOYER TRANSITION PLAN

## Personal Information Collection Statement

The information you provide on this form is collected by Employment and Social Development Canada (ESDC) under the authority of the *Immigration and Refugee Protection Act* (IRPA) and *Immigration and Refugee Protection Regulations* (IRPR), for the purpose of providing a labour market impact assessment (LMIA) in accordance with these statutes. Completion is voluntary; however, failure to complete this form will result in your LMIA application not being processed.

The information you provide may be shared with Citizenship and Immigration Canada (CIC) for the administration and enforcement of the IRPA and IRPR as permitted by the *Department of Employment and Social Development Act* (DESD Act), and may be accessed by the Canada Border Services Agency (CBSA) for the purpose of issuing work permits at Ports of Entry. ESDC may also provide information to CBSA in order for that agency to investigate and enforce the IRPA and IRPR in relation to an LMIA.

The information may also be shared with provincial/territorial governments for the purpose of administration and enforcement of provincial/territorial legislation, including employment standards and occupational health and safety legislation, as permitted by the DESD Act. The information may also be used by ESDC for inspections, policy analysis, research and evaluation in relation to the entry and hiring of TFWs to Canada or the IRPA.

The information you provide is administered under Part 4 of the *Department of Employment and Social Development Act* and the *Privacy Act*. You have the right to access and request correction of your personal information, which is described in Personal Information Bank PPU 440 and PPU 171 of Info Source. Instructions for making formal requests are outlined in the Info Source publication available online at [infosource.gc.ca](http://infosource.gc.ca).

## PURPOSE OF SCHEDULE C

The Transition Plan is a mandatory requirement for all employers applying to hire temporary foreign workers (TFW) and who are offering a wage at or above the provincial/territorial median hourly wage. The plan will ensure that businesses that rely on TFWs have a firm plan in place to transition to a Canadian workforce over the period of time covered by the duration of employment indicated on the positive labour market impact assessment (LMIA) letter and annex. This schedule will also be used if you re-apply for a subsequent LMIA for this occupation and at the same work location and will be verified if you are selected for an inspection. In Quebec, under the Facilitated Process, the exemption applies only to the first LMIA application request for the same occupation and same work location. A Transition Plan is only required from the second LMIA application request onwards for the same occupation in the same work location.

### Note:

The requirement for a Transition Plan does NOT apply to: the Seasonal Agricultural Worker Program; Agricultural Stream; positions related to on-farm primary agriculture such as: farm managers/supervisors and specialized livestock workers, general farm workers, nursery and greenhouse workers and harvesting labourers; In-home Caregivers; Federal Skilled Worker Program or the Federal Skilled Trades Program.

Employers applying for an opinion may be exempt if they are hiring TFWs for positions with a limited duration, which means – the job is time-limited and will no longer exist after the TFW leaves. The employment duration can be:

- 1 to 120 days; OR
- more than 120 days to a maximum of 2 years (e.g. non-recurring project-based positions).

Employers can apply for an exemption from having to provide the Transition Plan by completing the “Rationale for Exemption” section on the LMIA application. Exemptions will be considered on a case by case basis.

**BUSINESS INFORMATION**

1. Employer ID number (if applicable):	2. Canada Revenue Agency Business Number: (First 9 digits are mandatory for Canadian businesses)	3. Business Legal Name:
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4. Business Operating Name:	5. Business Mailing Address:
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6. City:	7. Province/State:	8. Country:	9. Postal/Zip Code:
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10. Occupation of positions requested (job title):	11. Number of positions requested on the LMIA application:
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12. Number of Canadian/permanent resident employees currently employed in the occupation at the work location:	13. Number of foreign workers currently employed in the occupation at the work location:	14. Total number of employees currently employed at the work location specified on the LMIA application:
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15. Number of employees currently employed nationally under this Canada Revenue Agency Business number (e.g. 5 franchises are covered by the business number and there are a total of 100 employees):

16. Is the application for a seasonal occupation (e.g. fish plant worker – NOC 9463)?

No

Yes If yes, provide the specific months of the peak employment season and indicate the number of workers employed during this time period (e.g. May to September with a total of 50 employees)

Peak period 1: Months \_\_\_\_\_ to \_\_\_\_\_ and the total workforce during this time is approximately \_\_\_\_\_

Peak period 2: Months \_\_\_\_\_ to \_\_\_\_\_ and the total workforce during this time is approximately \_\_\_\_\_

17. Have you completed a Transition Plan for this occupation at this work location before?

Yes  No

If yes, did the number of temporary foreign workers decrease relative to the number of Canadian/permanent resident workers for this occupation at this location as a result of the activities conducted in the Transition Plan?

Yes  No

If no, the recruitment and training activities proposed on this Transition Plan form must be substantially different, or substantially expanded upon, from the activities on the previous Transition Plan(s).

**STEP 1 – UNDERSTAND THE REQUIREMENTS**

To begin, all employers must understand that the objective of the Transition Plan is to ensure that businesses have a firm plan in place to transition to a Canadian workforce over the period of time covered by the duration of employment indicated on the positive opinion letter and annex. As a result you must conduct:

- at least **three distinct activities** to recruit, retain and/or train Canadians/permanent residents in the occupation specified on the application; **AND**
- one additional distinct activity** to engage an organization serving underrepresented groups to identify potential candidates for recruitment or training (e.g. immigrant settlement offices, Aboriginal, youth, or provincial/territorial unemployment centres);

**OR**

Employers could choose to do only the following:

**one activity** which facilitates the permanent residency of a TFW (e.g. making a permanent job offer or offering language training to the foreign worker to support the individual's permanent resident visa application). For Quebec employers, please provide a copy of the Quebec selection certificate; if not available provide the date it will be requested.

However, if they choose **ONLY** to support the permanent residency of a TFW, and do not proceed with it, they will be considered not to have met the requirements of their Transition Plan and as a result may be found non-compliant if they are later inspected. In addition, if an employer is applying for multiple positions for the same job at the same work location but not all of the TFWs are interested in pursuing permanent residency, the employer **MUST** conduct other training and/or recruitment activities that would reduce the business's reliance on foreign workers. Employers are encouraged at all times to submit Transition Plans that include a variety of activities.

**Note:**  
If you cannot commit to one of these activities, you must provide a detailed rationale. If insufficient space, attach a separate signed and dated sheet.

## STEP 2 – SELECT RECRUITMENT AND TRAINING ACTIVITIES

At this step, you can review the following list of potential activities that could be undertaken as part of your Transition Plan. In addition, you are encouraged to submit other innovative strategies and activities not included in the list below. The goal of these activities is to allow you to transition to a Canadian workforce in a reasonable period of time.

- Increase wages offered
- Employee referral incentive program
- Offer part-time or flexible hours as an option
- Offer health insurance or other benefit
- Job fairs
- Financial support for relocations of Canadians or permanent residents
- Hire headhunting firm to identify prospective candidates
- Partner with unions / industry associations to identify potential candidates
- Ongoing advertisement / modified advertising plan (e.g. use different sources, target different audiences)
- Apprenticeship / internship / Co-op
- Government programs
- Paid-leave for education
- On-the-job training
- Other

Once you have chosen your activities, you will need to complete a separate table for each activity, including the 1 activity which targets members of an underrepresented group.

For each table, you will need to identify the specific activity, describe what will be involved, indicate the planned date (e.g. every year the local college has a job fair for students graduating in the trades and it normally takes place in January) and provide a general benchmark in terms of the number of applications that you are hoping to receive from that specific event or activity.

You do not need to complete the last column, entitled “Result of Planned Activity” in each of the tables, at the time you are submitting your application. However, you should keep track of your results and complete this column when the activity occurs. The results for each activity will be required, if you are selected for an inspection or choose to re-apply for a subsequent LMIA for this occupation and at the same work location.

**STEP 3 – COMPLETE TRANSITION PLAN ACTIVITY TABLES**

Activity #1:

<b>Description of Planned Activity</b> <i>(e.g. scale of the investment to be made - in training, scholarships / bursaries, partnerships, location of activities - training, job fairs, projected increase in wages)</i>	<b>Result of Planned Activity</b> <i>(complete once the activity has taken place – documentation providing proof of the completion of the activity should accompany this form)</i>
<b>Proposed Dates for Activities</b> <i>(e.g. provide a timeframe or timeline for the activity)</i>	<b>Actual Result</b> <i>(complete once the activity has taken place)</i>

<b>Milestones/benchmarks</b>	<b>Proposed</b> <i>(e.g. number of individuals to be hired, trained, certified)</i>	<b>Actual Result</b> <i>(complete once the activity has taken place)</i>
<b>Total number of applicants:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		
<ul style="list-style-type: none"> <li>number of temporary foreign worker applicants:</li> </ul>		
<b>Total number of applicants interviewed:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		
<ul style="list-style-type: none"> <li>number of temporary foreign worker applicants:</li> </ul>		
<b>Total number of positions offered:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		
<ul style="list-style-type: none"> <li>number of temporary foreign worker applicants:</li> </ul>		
<b>Total number of applicants hired:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		

**Rationale for not hiring Canadian/permanent resident candidates:**

**Employer Comments:**

Activity #2:

<b>Description of Planned Activity</b> <i>(e.g. scale of the investment to be made - in training, scholarships / bursaries, partnerships, location of activities - training, job fairs, projected increase in wages)</i>	<b>Result of Planned Activity</b> <i>(complete once the activity has taken place – documentation providing proof of the completion of the activity should accompany this form)</i>

<b>Proposed Dates for Activities</b> <i>(e.g. provide a timeframe or timeline for the activity)</i>	<b>Actual Result</b> <i>(complete once the activity has taken place)</i>

<b>Milestones/benchmarks</b>	<b>Proposed</b> <i>(e.g. number of individuals to be hired, trained, certified)</i>	<b>Actual Result</b> <i>(complete once the activity has taken place)</i>
<b>Total number of applicants:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		
<ul style="list-style-type: none"> <li>number of temporary foreign worker applicants:</li> </ul>		
<b>Total number of applicants interviewed:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		
<ul style="list-style-type: none"> <li>number of temporary foreign worker applicants:</li> </ul>		
<b>Total number of positions offered:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		
<ul style="list-style-type: none"> <li>number of temporary foreign worker applicants:</li> </ul>		
<b>Total number of applicants hired:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		

**Rationale for not hiring Canadian/permanent resident candidates:**

**Employer Comments:**

Activity #3:

<b>Description of Planned Activity</b> <i>(e.g. scale of the investment to be made - in training, scholarships / bursaries, partnerships, location of activities - training, job fairs, projected increase in wages)</i>	<b>Result of Planned Activity</b> <i>(complete once the activity has taken place – documentation providing proof of the completion of the activity should accompany this form)</i>

<b>Proposed Dates for Activities</b> <i>(e.g. provide a timeframe or timeline for the activity)</i>	<b>Actual Result</b> <i>(complete once the activity has taken place)</i>

<b>Milestones/benchmarks</b>	<b>Proposed</b> <i>(e.g. number of individuals to be hired, trained, certified)</i>	<b>Actual Result</b> <i>(complete once the activity has taken place)</i>
<b>Total number of applicants:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		
<ul style="list-style-type: none"> <li>number of temporary foreign worker applicants:</li> </ul>		
<b>Total number of applicants interviewed:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		
<ul style="list-style-type: none"> <li>number of temporary foreign worker applicants:</li> </ul>		
<b>Total number of positions offered:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		
<ul style="list-style-type: none"> <li>number of temporary foreign worker applicants:</li> </ul>		
<b>Total number of applicants hired:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		

**Rationale for not hiring Canadian/permanent resident candidates:**

**Employer Comments:**

Activity #4:

<b>Description of Planned Activity</b> <i>(e.g. scale of the investment to be made - in training, scholarships / bursaries, partnerships, location of activities - training, job fairs, projected increase in wages)</i>	<b>Result of Planned Activity</b> <i>(complete once the activity has taken place – documentation providing proof of the completion of the activity should accompany this form)</i>

<b>Proposed Dates for Activities</b> <i>(e.g. provide a timeframe or timeline for the activity)</i>	<b>Actual Result</b> <i>(complete once the activity has taken place)</i>

<b>Milestones/benchmarks</b>	<b>Proposed</b> <i>(e.g. number of individuals to be hired, trained, certified)</i>	<b>Actual Result</b> <i>(complete once the activity has taken place)</i>
<b>Total number of applicants:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		
<ul style="list-style-type: none"> <li>number of temporary foreign worker applicants:</li> </ul>		
<b>Total number of applicants interviewed:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		
<ul style="list-style-type: none"> <li>number of temporary foreign worker applicants:</li> </ul>		
<b>Total number of positions offered:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		
<ul style="list-style-type: none"> <li>number of temporary foreign worker applicants:</li> </ul>		
<b>Total number of applicants hired:</b>		
<ul style="list-style-type: none"> <li>number of Canadian/permanent resident applicants:</li> </ul>		

**Rationale for not hiring Canadian/permanent resident candidates:**

**Employer Comments:**

**Complete this section only if you are choosing to support a temporary foreign worker's application for permanent residency.**

**Activity #5:**

<b>Description of Planned Activity</b>  This activity should facilitate the permanent residency of a temporary foreign worker. For Quebec employers, please provide a copy of the Quebec selection certificate; if not available provide the date it will be requested.  <i>(e.g. making a permanent job offer or offering language training to the foreign worker to support the individual's permanent resident visa application).</i>	<b>Result of Planned Activity</b>  <i>(complete once the activity has taken place – documentation providing proof of the completion of the activity should accompany this form)</i>
<b>Proposed Dates for Activities</b>  <i>(e.g. provide a timeframe or timeline for the activity)</i>	<b>Actual Result</b>  <i>(complete once the activity has taken place)</i>

**Employer Comments:**

**STEP 4 – RECRUITMENT SUMMARY**

This last step does not need to be completed at the time the application is submitted. However, this information will be required if you need the services of additional TFWs and are planning on submitting a subsequent application for the same occupation and at the same work location or are selected for an inspection. Complete and retain this form accordingly.

**Total number of applicants:**

- number of Canadian/permanent resident applicants:
- number of temporary foreign worker applicants:

**Total number of applicants interviewed:**

- number of Canadian/permanent resident applicants:
- number of temporary foreign worker applicants:

**Total number of positions offered:**

- number of Canadian/permanent resident applicants:
- number of temporary foreign worker applicants:

**Total number of applicants hired:**

- number of Canadian/permanent resident applicants:

**Rationale for not hiring  
Canadian/permanent resident candidates:****Employer Comments:**

**IMPORTANT INFORMATION**

The Transition Plan is a requirement of applying for an LMIA and is agreed upon between you and Service Canada. As a result, if you wish to make any changes to the plan after the LMIA is issued, you must contact Service Canada to request such a change. If Service Canada accepts your request, you will be required to submit and sign a revised Transition Plan that incorporates the agreed-upon changes.

The submission of a revised Transition Plan will be critical particularly if you are selected for an inspection at some point in the future. In accordance with the provisions of the IRPR, ESDC may conduct an inspection to verify your compliance with the conditions set out in the positive letter and annexes (which includes the Transition Plan). As a result, the inspection could include a review of your Transition Plan and if Service Canada does not have a copy of your revised plan, you will be held accountable for the Transition Plan that is on file.

As part of the inspection, or if you are applying for a subsequent LMIA for the same occupation at the same work location, you must be able to provide proof that you conducted the activities identified in your plan. Acceptable documentation could include:

- Proof of advertising (e.g. Job Bank records, newspaper ads)
- Support letters from partnering organizations
- Invoices (e.g. for job fair booths, financial supports provided to TFWs)
- Job advertisements demonstrating an increase in the wages offered
- Documentation of participation in government-sponsored employment projects
- Documentation demonstrating new hires, including Bridge-to-work positions such as apprenticeships/ internships (e.g. letters of offer, payroll information)
- Documentation to prove the employers' effort to support the foreign worker's application for permanent residency (CIC or relevant immigration program)

**SIGNATURE OF EMPLOYER**

**The individual signing this form must have authority for either the hiring or financial decisions of the organization (e.g. owner, franchisee, general manager, or senior executive – such as VP Human Resources).**

I have read and I understand the Personal Information Collection Statement found at the beginning of this application. I declare that the information provided in this Transition Plan is true, accurate and complete.

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Printed Name of Employer

\_\_\_\_\_  
Title of Employer

\_\_\_\_\_  
Date (YYYY-MM-DD)

**A person, who contravenes a provision set out under sections 126 or 127 of the *Immigration and Refugee Protection Act* (misrepresentation), could be liable to a fine or to imprisonment, or to both. Also, providing inaccurate information, in the context of this application, may lead to an administrative penalty such as being ineligible to access the Program for a period of two years.**