

Resources for Employers



RESOURCES FOR EMPLOYERS

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Calgary Regional Partnership and the Alberta Government are committed to supporting employers in attracting, recruiting, developing and retaining workers. We understand and appreciate that it has been especially challenging for employers to meet staffing requirements during Alberta's economic boom. A shortage of skilled labour is also a factor constraining employment growth in many industries.

Calgary Regional Partnership is collaborating with provincial government departments to provide information resources such as reports and seminars to Calgary Region employers to assist in achieving business goals.

This **Employer Resource** guide provides information and contacts that can assist businesses to increase productivity and manage all levels of growth.

Attracting and Recruiting Workers

Job Banks and Agencies

Canada-wide Job Bank—Free job posting service provided by the Provincial and Federal Government and private sector

- [Government of Canada Job Bank](#)
- [Working.com](#)
- [Workopolis.com](#)
- [Monster.ca](#)

Job Banks for Alberta—Free job posting service provided by Provincial Government

- [ALIS Job Bank](#)
- [Alberta-Canada.com](#)

Job bank for the City of Calgary

- [Calgaryjobs.com](#)

Post-Secondary Institutions - Career Services

- [SAIT Polytechnic Employment Services](#)
- [University of Calgary Career Services](#)
- [Mount Royal College Career Services for Employers](#)
- [Bow Valley College Career Development Services](#)

Staffing Agencies

- [The Association of Canadian Search, Employment and Staffing Services](#)

Diversity Recruitment

Government Programs

- [Wage Subsidies, Internship Programs and support programs for integrating diversity](#)

Bow Valley College

- [Work Experience for Immigrants Program](#)—Designed to help highly skilled newcomers to Canada to re-enter their fields of expertise and combines employment-related classroom instruction with a relevant six-week unpaid work experience placement.

Directions for Immigrants in Trades and Professional Careers

- [DITPC](#)—This service centre is visited by hundreds of new Canadians looking at restart their career in Canada.

Calgary Catholic Immigration Society - Business, Employment & Training Department

- [CCIS](#) —Provides training to meet the demands of the regional labour market and help new Canadians connect with employers interested in their skills.
- [Engineering and Technology Upgrading Program](#) —This program requires a 3 month work practicum.

Hiring Foreign Workers

Temporary Foreign Workers (TFWs)

- [Government of Canada site for Employers seeking TFWs](#)
- [Government of Canada site for Alberta Employers seeking TFWs](#)
- [Government of Alberta site for Employers and Non-Canadians on TFWs](#)
- [Recruitment and Applications for TFWs](#)—Practical information regarding the recruitment and application process for hiring skilled foreign workers from the Alberta Government
- [Guide to Hiring Immigrants](#)

Alberta Immigrant Nominee Program

- [AINP Program](#)—An employer-driven immigration program operated by the Government of Alberta

NAFTA

- [Temporary workers in Canada under NAFTA](#)
- [Cross-border movement of Canadian business persons between Mexico, USA and Canada](#)

International Qualifications Assessment Service

- [IQAS](#)—Provides an advisory educational assessment service which compares educational qualifications from other countries to provincial educational standards

English as a Second Language

- [SAIT Polytechnic](#) - English Language Foundations (ELF)
- [University of Calgary](#) - English Language Program
- [Mount Royal College](#) - English in the workplace
- [Bow Valley College](#) - ESL programs

Calgary Chamber of Commerce Talent Pool

- [Talent Pool](#)—Tapping into Calgary's diverse workforce

Useful Immigration Websites for Employers

- [The Alberta Government's webpage of useful immigration websites for employers](#)

Trades and Occupational Information

OCCinfo: Alberta Occupation Profiles

- [OCCinfo](#)—This site displays information on job descriptions, requirements, salaries, working conditions, and more.

Training

Continuing Education

- [SAIT Polytechnic](#) - Training for Business and Industry
- [University of Calgary](#) - Continuing Education
- [Mount Royal College](#) - Continuing Education
- [Bow Valley College](#) - Continuing Education
- [University of Alberta](#) - Faculty of Extension

Corporate Training

Education Institutions

- [SAIT Polytechnic](#) - Training for Business and Industry
- [University of Calgary](#) - Corporate Learning and Development
- [Mount Royal College](#) - Corporate Training
- [Bow Valley College](#) - Services for Businesses
- [University of Alberta](#) - Faculty of Extension

Professional Trainers

- [CSTD \(Canadian Society for Training and Development\)](#) - Association dedicated to the profession of training, workplace learning and human resources development.

Skills Testing

- [TOWES](#)—Test of Workplace Essential Skills
- [Employability Skills 2000+](#) - List of critical skills for the workplace
- [SkillCheck](#)—Skills and behavioral tests for measuring a wide variety of knowledge, skills and aptitudes

Research and Publications

Calgary and Area Labour Market Information

- [Regional Occupation Forecast](#) - Calgary Economic Region 2006-2011
- [Projected Employment by Occupation](#) - Calgary Economic Region (2005-2010)
- [Calgary and Area Employer Labour Market News](#)
- [Calgary and Area Labour Market News](#)
- [Calgary and Area Labour Market \(Quarterly and Annual Reports\)](#)
- [Calgary Economic Development Quarterly Economic Report](#)
- [Calgary Economic Development Sector and Industry Information](#)

Alberta Labour Market Information

- [Labour Force Statistics](#)—Monthly and annual reports about Alberta's employment growth, unemployment rates and other useful data.
- [Building Alberta's Workforce](#)—Publication about Alberta's labour market challenges up to 2005 and how the provincial government is working to address them.
- [Economic & Labour Market Information Industry Networks](#) Semi-annual information sharing events among stakeholders and with registration open to the public.
- [Labour Productivity in Alberta](#)—Current information on labour productivity in Alberta, and comparison of Alberta's labour productivity with that of other provinces.

- [Alberta Regional Labour Market News](#)—Region-specific newsletters profiling local labour market information.
- [Skill Shortages in Alberta](#) Information on worker shortages by discipline.
- [Alberta Wage and Salary Information](#)—Reports on what Albertans are earning by occupation, industry and more.
- [Alberta Industry Profiles](#)—A summary of Alberta's major industries.
- [Alberta Labour Force Profiles](#)—Profiles of Alberta's workers including reports on under utilized labour pools in Alberta.
- [Labour Market Forecasts](#)—Growth projections for Alberta's labour force.
- [Labour Market Outlook](#)—Snapshots of Alberta's labour market conditions

Alberta Provincial Labour Strategy

- [Employer Toolkit](#)

We provide the tools. You choose how to apply them.

Establishing the right environment for business to succeed includes developing publications and websites that may be of assistance to you, then making them easily accessible and available to employers who want to continue building their companies and industries. A major portion of this means attracting, training and retaining the right people.

Inform. Attract. Develop. Retain.

This Toolkit contains a comprehensive listing of the information and services available to you. It is divided into sections based on the kind of help you're looking for, with brief summaries of each items or program provided.

[Inform](#)

Contains information such as occupational supply and demand data, industry profiles, and labour market statistics.

[Attract](#)

Focuses on bringing new employees into the Alberta labour force, including resources on topics such as recruitment strategies, immigration and information directed at tapping into underutilized labour market groups.

[Develop](#)

Concentrates on ways to enhance and upgrade the skills of your current employees, including information such as available educational and apprenticeship programs.

[Retain](#)

Provides strategies and methods to help keep your current workers engaged, satisfied and willing to stay. Materials include how to keep safe and healthy workplace environments, creating more flexible work arrangements, ideas on delaying the retirement of valuable, highly skilled employees and more.

Labour Regulations: Provincial Regulations for Alberta

- [Employment Standards](#)—Information on the minimum standards of employment for employers and employees
- [Workers Compensation Board \(Alberta\)](#) - A non-profit disability insurance system designed to protect workers and employers from the full impact of work-related injuries and illness.
- [Occupational Health and Safety Act and Regulations](#)
- [Alberta Human Rights and Citizenship Commission](#)—Public information and education programs to help Albertans resolve human rights complaints
- [Health Care Insurance Plan](#)
- [Minimum Wage](#)—Alberta’s minimum wage legislation
- [Wages & Salaries](#)—Information on Wages and salaries for over 475 occupations

Labour Regulations: Federal Regulations for Canada

- [Canadian Human Rights Commission](#)

Economic Development and Business Contacts

Calgary Regional Partnership

Calgary Regional Partnership—Economic Development Forum

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Cochrane AB T4C 1B8

Diane Berreth

Troy Payne

Project Manager

Economic Development Officer

(403) 807-6421

(403) 999-6976

Diane.Berreth@calgaryregion.ca

Troy@calgaryregion.ca

Alberta Finance & Enterprise

Regional Development—Calgary Region

300, 639 – 5th Avenue SW

Calgary, AB T2P 3P1

Walter Valentini, Director

(403) 297-8920

Walter.Valentini@gov.ab.ca

Alberta Employment & Immigration

Community and Business Services—Calgary and Area

3rd Floor, 1021—10th Avenue SW

3805 – 29 Street NE

Calgary, AB T2R 0B7

Calgary, AB T1Y 6B5

Bruce Cameron, Business & Industry Liaison
South Calgary

Cheryl Olenick, Business & Industry
Liaison

(403) 592-4036

(403) 476-4622

bruce.cameron@gov.ab.ca

cheryl.olenick@gov.ab.ca

Community Futures Development Corporations

[Community Futures Wild Rose](#)

#101 – 331 3rd Avenue

Strathmore, AB T1P 1T5

Ron Cox, General Manager

(403) 934-6488

ron@cfwildrose.ca

[Community Futures Highwood](#)

14 McRae Street

Okotoks, AB T1S 1B5

John Lockhart, Economic Development Coordinator

(403) 995-4151

john@cfhighwood.net

[Community Futures Centre West](#)

6, 205 1st Street East

Cochrane, AB T4C 1X6

Patti-Jay Callaghan, Executive Director

(403) 932-5220

pcallaghan@cfcwest.com

For other Community Futures office locations in Southern Alberta, [please click here](#)

Community Economic Development

[City of Airdrie, Economic Development Office](#)

401 Main St. S.E.

Airdrie, AB T4B 3C4

Sara Chamberlain, Economic Development Officer

(403) 948-8800 ext. 449

Sara.Chamberlain@airdrie.ca

[Town of Banff](#)

Box 1260

Banff, AB T1L 1A1

Robert Earl, Town Manager

(403) 762.1203

robert.earl@banff.ca

[Municipal District of Bighorn No. 8](#)

Box 310

Exshaw, AB ToL 2Co

Martin Buckley, Chief Administrative Officer

(403) 233-7678

martin.buckley@mdbighorn.ca

[Town of Black Diamond, Economic Development Committee](#)

Box 10

Black Diamond, AB ToL oHo

(403) 933-4348

edc@town.blackdiamond.ab.ca

[Calgary Economic Development](#)

731 1st Street SE

Calgary, AB T2G 2G9

(403) 221-7831

info@calgaryeconomicdevelopment.com

[Town of Canmore, Canmore Economic Development Authority](#)

202, 600 9th Street

Canmore, AB T1W 2T2

Teresa Mullen, Executive Director

(403) 678-6902

tmullen@canmorebusiness.com

[Town of Chestermere](#)

105 Marina Road

Chestermere, AB T1X 1V7

Terry Hurlbut, Chief Administrative Officer

(403) 207-7070

thurlbut@chestermere.ca

[Town of Cochrane, Economic Development](#)

Box 10

101 RancheHouse Road

Cochrane, AB T4C 2K8

Maggie Armstrong, Manager Economic Development

(403) 851-2502

maggie.armstrong@cochrane.ca

[Town of Crossfield](#)

P.O. Box 500

1412 Railway Street

Crossfield, AB ToM oSo

Cheryl Skelly, Chief Administrative Officer

(403) 946-5565 Ext.24

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[Town of Drumheller, Economic Development Office](#)

703 - 2nd Avenue West

Drumheller, AB ToJ oY3

Ray Telford, Economic Development Officer

(403) 823-1320

rtelford@dinosaurvalley.com

[Municipal District of Foothills No. 31](#)

P.O. Box 5605

309 Macleod Trail

High River, AB T1V 1M7

Carol Robinson, Economic Development

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[Town of High River](#)

309B MacLeod Trail SW

High River, AB T1V 1Z5

Marilyn MacArthur, Economic Development Manager

(403) 652-8624

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[Town of Nanton](#)

Box 609

1907 – 21 Avenue

Nanton, AB T0L 1R0

Georgina Sharpe, Development Officer

(403) 646-2029

develop@town.nanton.ab.ca

[Town of Okotoks, Economic Development Office](#)

P.O Box 20,
Stn. Main

Elizabeth Street

Okotoks, AB T1S 1K1

Shane Olson, Economic Development Specialist

(403) 938-8907

solson@okotoks.ca

[Townsite of Redwood Meadows](#)

1 Manyhorses Drive

Redwood Meadows, AB T3Z 1A4

Pat Evans, Administration Manager

(403) 949-3563

pevans@redwoodmeadows.ab.ca

[Municipal District of Rocky View No. 44](#)

911 - 32nd Avenue NE

Calgary, AB T2E 6X6

David Kalinchuk, Economic Development Manager

(403) 520-8195

dkalinchuk@rockyview.ca

[Town of Strathmore](#)

680 Westchester Road

Strathmore, AB T1P 1J1

Dwight Stanford, Chief Administrative Officer

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[dwights@strathmore.ca](mailto:dwrights@strathmore.ca)

[Tsuu T'ina First Nation](#)

9911 Chula Blvd.

Tsuu T'ina, AB T2W 6H6

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[Town of Turner Valley](#)

P.O. Box 330, 223 Main Street NE

Turner Valley, AB T0L 2A0

Stan Ogrodniczuk, Chief Administrative Officer

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[Wheatland County](#)

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