BBA Working Group 1
ACTIVITY 2

Creating Your Farm Labour Folder/Tool Kit

Goal: to create/update and/or gather all of your resources into an online folder, making documents easily accessible for posting jobs, hiring candidates or making an application to labour-related programs.

Documents List:

- Farm Values
- Mission Statement
- Farm Description
- List of property addresses – acreage, crops or livestock
- Description of activities on farm (e.g. LMIA Q&A)
- Job Description(s)
- Wage Planning/Benefits Spreadsheet , health insurance requirements for TFW
- Certificates or Letters (WCB Clearance Letter/Registered Employer - Province)
- Legal Business Name (may also need Director/Partner's names/contact information)
- Business Number – CRA business number
- Business Licence, if applicable
- Inspections – housing, if required
- Farm Income Statements (min. 2 years)
- Employee Manual
- Farm Safety tool kit - AgSafe Resources
- Online Job Posting - List of sites and login information (Job Bank, Indeed, KES, Co-op)
- Interview Questions (for each Job Description)
- Hiring Checklist

If you have a WorkSafeBC registration number, you can upload a clearance letter.

If you are housing TFW, you will also need to register with the Provincial Government:
BC Employer Registration: https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/hiring/hire-temporary-foreign-workers