

Getting to Canada

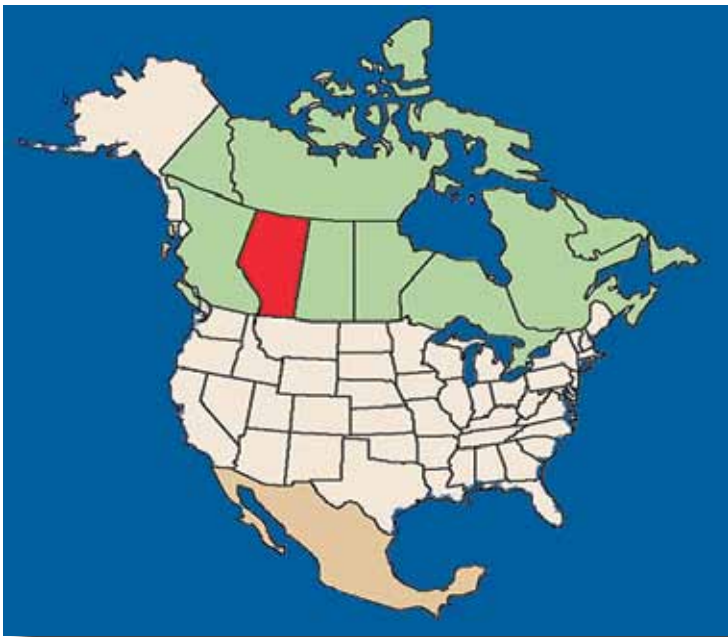
Currently in Edmonton and Northern Alberta, more than \$150 Billion worth of oil sands processing plants, bitumen upgraders and other petrochemical-related projects are either underway or in the planning process.

As a result of the economic slowdown, some of these projects have been delayed or placed on hold. It is expected that most of them will resume in the near future.

The construction phases of these projects extend over many years. Afterward, there'll be lots of regular maintenance and repair-related work to do.

When the oil sands and oil sands related industries are building, there is very high demand from employers for skilled journeyman scaffolders and industrial carpenters. As usual in the construction business, demand fluctuates from time to time. In the long term, things look promising for UBC members in heavy industrial construction, industrial maintenance and commercial construction.

If you are interested in these opportunities, this packet will help to acquaint and prepare you for travel and life in and around the Canadian projects.



If you have any questions regarding information contained in this package or regarding the Canadian "Out of Work" list in general, please contact your local union.



Obtaining a US Passport

Note: If this is your first Passport, you must apply in person at a Passport Acceptance Facility.

Applications Steps:

Determine the location of your closest Passport Acceptance Facility by going to this website:

<http://iafdb.travel.state.gov/>

1. Obtain and complete a DS-11 form from the nearest Passport Acceptance Facility, download from the following web site:

http://www.travel.state.gov/passport/forms/ds11/ds11_842.html

(Do not sign the DS-11 until you appear at the Passport Acceptance Facility)

2. Find a convenient location to have the necessary Passport photographs taken that you will need to accompany your application.

3. You will need to submit evidence of US Citizenship. Examples are:

- "Certified" birth certificate issued by city, county, or state
- Certificate of Citizenship

4. When applying in person at the Passport Acceptance Facility you will need to provide identification.

Examples are:

- Valid driver's license
- Naturalization certificate
- Any two of Social Security card, Credit card, Union ID, or Library card

It will take at least three weeks to receive your Passport, so start early!

The image displays three overlapping versions of the U.S. Department of State Application for a U.S. Passport form (DS-11). The topmost image is the instruction sheet, which includes the title 'APPLICATION FOR A U.S. PASSPORT' and the instruction 'PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS.' Below this, it provides information for applicants, including contact details for the National Passport Information Center (NPIC) and instructions for applicants who have had a previous U.S. passport. The middle image shows the main application form, which includes sections for 'WHAT TO SUBMIT WITH IT', 'WHERE TO SUBMIT THIS', and 'DO NOT SIGN ANYWHERE ON THIS FORM'. The bottom image shows the 'STOP! PLEASE DO NOT WRITE BELOW THIS LINE' section, which contains checkboxes for 'FOR ISSUING OFFICE ONLY' and 'FOR INFORMATION ONLY', and a section for 'FOR INFORMATION ONLY' with checkboxes for 'Passport Book', 'Passport Card', and 'Both'. A barcode is visible at the bottom right of the form.

Pages 1, 5 & 6 from Form DS-11, Application For a US Passport

Obtaining an FBI Identification Request

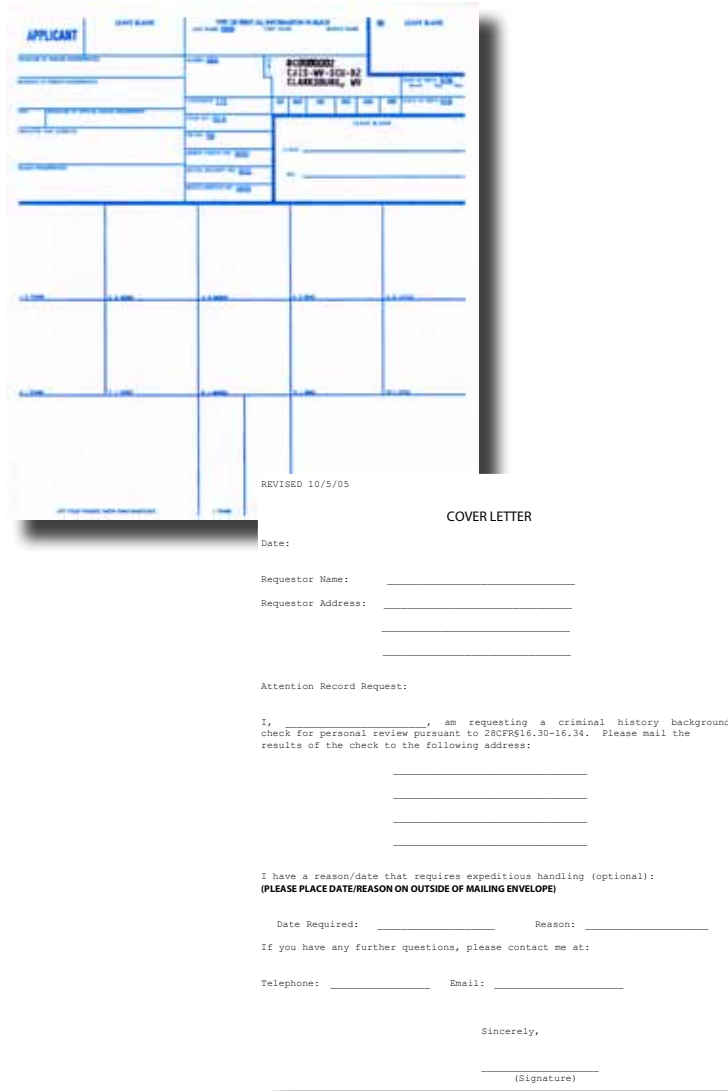
Travel to Canadian projects requires a clean criminal record including no DUI convictions.

In order to prevent any complications at the border or with our industry partners, you are required to have the FBI Identification Record as validation.

1. You will need a complete set of fingerprints using standard fingerprint form FD-258, or an acceptable alternative, (original card, no copies) with name, date and place of birth. This can be done at and by a local Law Enforcement Agency. Contact them first as they may need to schedule an appointment.
2. Complete the Cover Letter, found at:
www.fbi.gov/hq/cjsd/cover_letter.pdf
3. Send Fingerprint Card, Cover Letter, and a check or money order for \$18.00 payable to: Treasury of the United States to:

FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

FBI Background checks can take up to 4 weeks for processing, so it is important to submit this request as soon as possible.



The image shows two forms: an FBI Identification Request Form and a Cover Letter. The top form is the 'APPLICANT' form, which includes fields for name, address, and contact information. Below it is the 'COVER LETTER' form, which includes fields for Date, Requestor Name, Requestor Address, Attention Record Request, and a section for expedited handling. The cover letter form also includes a section for 'Date Required' and 'Reason' for expedited handling, and a section for contact information (Telephone and Email). The cover letter form is dated 'REVISED 10/5/05'.

Canadian Wage, Benefit, and Tax Information

Wages

While working in Canada, wages will be paid to you in accordance with the respective Collective Bargaining Agreement in each province. For example; as of May 2009 the base hourly rate in Alberta will be \$40.61 (Canadian).

An easy currency exchange calculator tool can be found online at:

<http://www.xe.com/ucc/>

Benefits

A Reciprocity Agreement is in place to reciprocate health and welfare contributions back to a member's home fund. Members must complete a Members Request to Reciprocate Trust Funds Contributions form. Forms can be completed either at your US home council or at the Canadian local union or regional council office upon arrival.

Taxes

Temporary employment in Canada will be subject to Canadian payroll withholding taxes. The taxes paid in Canada will be reported on a Canadian personal tax return due by April 30th of each year. These taxes will be fully credited against your US tax liabilities on your US tax return as a foreign tax credit; ensuring that you are not subject to double taxation.



Crossing the Canadian Border

Province of Alberta

Letter of Approval

When you are selected to fill a position, your Canadian employer will provide you with an approved copy of a Labor Market Opinion that the employer will have received from Service Canada, which allows your travel into Canada. You must have a copy of this approval in order to apply for your Canadian Work Permit.

Letter of Offer

Your Canadian employer will provide you with an Offer Letter that outlines the job you are being offered, conditions of employment and arrangements made between yourself and the employer. You must have the Letter of Offer when you apply to Canadian Immigration for a Work Permit. You should also save a copy of the Offer Letter in case of a disagreement between yourself and the employer.

Work Permit

Work permits are issued at the Port of Entry into Canada. In order to apply for a Work Permit you will need: the \$100.00 permit fee (generally reimbursed by employer), a copy of the Letter of Approval, your Letter of Offer, and a brief resume outlining your experience in the construction trades.

Social Insurance Number (SIN)

You must have a SIN to work in Canada. Your Canadian employer will assist you in obtaining this number. You will also need this number to file the required Canadian income tax form at year's end.

Provincial Health Insurance Card

While in Canada you will have access to medically necessary hospital and physician care through the provincial health insurance program. Your Canadian employer will assist you in obtaining your insurance card.

Canadian Bank Account

You will be required to establish a bank account while working in Canada. A Passport can be used as identification. Your Canadian employer will assist you with this.

In all areas of Canada, the Local Unions and Regional Councils will be available to assist you.



About the Work Sites

Oil Sands and Edmonton Area

Turnaround

Your Canadian employer will most likely provide travel to and from Canada. Travel schedules (Turnaround) vary from project to project depending on conditions in the Project Agreement.

Schedules

Work schedules can vary greatly within a project, from project to project and from employer to employer. Your Canadian employer and/or the Canadian Regional will discuss project work schedules with you when they contact you to offer you a job.

Accommodations and Conditions

Most of the Oil Sands workers are housed in Camps either on or near the project. Residential Camps offer secure, private rooms with common areas for dining and recreation. In the greater Edmonton area, workers are generally awarded a daily living subsistence to pay for area living expenses.

Culture

The Canadian projects attract workers from all over the world. Although the camps and projects are multi-cultural the official language of the projects is English.



Clothing

Boots must be Canadian Standard Association (CSA) approved. While working on a “live” project you will be supplied with fireproof coveralls, which are worn while working. Other Brownfield or Greenfield project sites require job appropriate work clothing. Keep in mind; winters in the Oil Sands area are extremely cold. Plan accordingly.

Safety

The Canadian projects have well-established, project-wide safety initiatives in place. They aim to eliminate occupational injuries and illnesses from their worksites.

Tools

A full complement of Carpenter or Scaffolder tools is required. A tool list is included (next page). Please review the list to determine preparedness.



Example of a Residential Camp

Suggested Tool Lists

It will be your responsibility to supply your employer with complete tool lists upon arrival on site.

Carpenter's Tool List	Scaffolder's Tool List
Combination square 12"	Tape (make & length) 25'
25' Tape	Gloves
2 – 8 Point Hand Saw	Pair of Coveralls (Optional)
50 Lin Ft of Nylon Line	8" – 10" Crescent Wrench
Chalk Line & Chalk	Hand Saw (short-cut type)
Plumb Bob & Line	Diagonal side cutters or Bullnose Pliers
Level 2' Minimum	Hammer – 16oz - 20oz max Straight claw
Gloves	Electricians pouch w/belt or similar
Pliers	Pliers (Linesman – 9")
Felt Marker	Level (make & size) 9" Tubular (Torpedo)
Vise Grips	Tool Box & Lock
Utility Knife	Knee Pads (P.P.E.)
Sliding T – Bevel	Carpenters Pencil
Set of Screwdrivers	Sharpie Type Marker
Hammer	Utility Knife (hoarding materials)
Set of Wood Chisels	
Brace plus Expansive Bit	
Framing Square - 24"X16X2"	
Crowbar	
12" Crescent Wrench	
Tool Belt (Minimum 3 pouch)	
Tool Box plus Lock	
Hacksaw	
Block Plane	



Canadian Travel Checklist For US UBC Members

Stay organized! Travel to Canadian projects requires planning and preparation. Use this checklist to stay on track with the steps you read about in this handout.

Are you a Journeyman? _____

Do you have the proper Scaffold certification? _____

Did you get your Passport? _____

Have you received the results of your FBI Background check? _____

Have you completed the Pre-Employment Application form? _____

IF YOU CAN ANSWER YES TO ALL OF THE QUESTIONS ABOVE THEN YOU ARE READY TO MAIL YOUR PRE-EMPLOYMENT APPLICATION TO YOUR LOCAL UNION

Complete the checklist below before you attempt to go to Canada:

Do you have the Labor Management Approval letter from your Canadian employer? _____

Do you have an Offer Letter from your Canadian employer? _____

Did you get your Canadian Work Permit upon arrival in Canada from Immigration? _____

Do you have Canadian Standards Association (CSA) approved work boots? _____

Do you have appropriate "seasonal clothing"? _____

Do you have all the required tools? _____

IF YOU CAN ANSWER YES TO ALL OF THESE QUESTIONS THEN YOU ARE READY TO TRAVEL TO CANADA FOR WORK.

Use the following checklist after you arrive in Canada:

Did you get your Canadian Work Permit upon arrival in Canada from Immigration? _____

Did a representative from the Canadian Regional meet you and give you an orientation on working and living in Canada? _____

Did you complete a Reciprocity Agreement form for your home Trust Fund? _____

Did a representative from your Canadian employer meet you and give you an orientation on the employer, project, and employment conditions? _____

Has your Canadian employer helped you obtain your Social Insurance Number? _____

Has your Canadian employer helped you to obtain your Provincial Insurance Card? _____

Has your Canadian employer helped you establish a Canadian Bank Account? _____

IF YOU CAN ANSWER YES TO ALL OF THESE QUESTIONS THEN YOU ARE READY FOR WORK!

Anticipated Fees and Costs

These are fees and costs that you should be prepared for.

Fees

Passport Photos - \$15.00

Passport Book - \$100.00

FBI Background Check - \$18.00

Work Permit - \$150.00 (Reimbursed by employer)

Costs

CSA approved boots - \$150.00

Seasonal Clothing - Determined by individual

Travel incidentals - Determined by individual

