



YUKON NOMINEE PROGRAM YUKON COMMUNITY PROGRAM CRITERIA

The following outlines the requirements for the Yukon Community Program stream:

The Yukon Community Program (YCP) allows up to 3 employers to offer a foreign national up to 3 part-time or seasonal jobs (for a total of 1560 hours annually) in 1 of 6 participating communities. YCP workers can fill any TEER category positions.

The Yukon Community Program requirements are the same as the Yukon Skilled Worker and Critical Impact Worker streams of the Yukon Nominee Program. Additionally, YCP employers are required to provide a community support letter and a community mentor letter.

All supporting documents must be notarized copies. These copies must include the current contact information of the notary. The Government of Yukon reserves the right to refuse applications if there are concerns that notarized documents may be falsified or fraudulent.

Documents in languages other than English or French must be translated by an accredited translator (with contact information for verification) in 1 of Canada's 2 official languages. The notarized document in the original language needs to accompany the translation.

All required documents must be included in your application.

NOTE: Immigration, Refugees and Citizenship Canada (IRCC) is responsible for assessing each nominee's eligibility for both Work Permits and Permanent Residence. The Government of Yukon is not responsible for IRCC's decisions to grant or deny Work Permits or Permanent Residence and cannot appeal those decisions.

DEFINITIONS

"Applicant" means the employer submitting an application under the Yukon Nominee Program (YNP).

"Employer" means a person, firm, corporation, contractor, or other association or organization in Canada which:

- indicates the intention to have an employer-employee relationship with a person who is a foreign national; and
- has an employer-employee relationship, as indicated by the fact that it may hire, fire, pay, supervise, or otherwise control and direct the employee in the material details of how their work is to be performed.

"Business" means the business activity for which the application has been submitted and for which a business license has been obtained.

"Foreign national" means a person who originates from another country and who is not a Canadian citizen or a permanent resident.

"Nominee" means a foreign national whose application under the YNP has been approved by the Immigration Unit of Yukon Economic Development.

"Representative" means a person who provides advice, consultation, or guidance to the applicant at any stage of the application process. You can appoint a representative by filling out the [Use of a Representative form](#). Completing this form, grants your representative the permission to conduct business on your behalf with the Yukon Immigration Unit, Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border

Services Agency (CBSA). Authorized Representatives must also submit a completed Use of a Representative Form.

A1. EMPLOYER REQUIREMENTS:

- All Employers must be Canadian citizens or a permanent residents of Canada.
- Employer(s) must have registered and been operating the business (for which the application has been submitted), in the Yukon for a minimum of 1 year, on a full-time basis (or be a recognized government body in Yukon – First Nation, municipal, territorial or federal).
- Employer(s) must meet the minimum requirements of territorial labour standards.
- Employer(s) must hold a valid business license and be registered with the Yukon Corporate Registry or the Federal Registry. Employers must provide health insurance (free to nominees) that gives similar coverage to what a Yukon resident receives under the [Health Care Insurance Plan Act](#) until the nominee is eligible for an insured health card under the *Health Care Insurance Plan Act*.
- Employer(s) must pay for the air travel costs for the nominee to come to the Yukon from their place of permanent residence (but not for the travel costs of family or dependents) if they are not already present in the Yukon.
- Employer(s) must pay for the return air transportation for the nominee from the Yukon to their country if the nominee does not obtain permanent residency or is no longer participating in the Yukon Nominee Program.
- Employer(s) must verify previous work experience and qualifications of the foreign national prior to submitting the application.
- Employer(s) must attend a screening interview with foreign national(s) and the Immigration Unit, if requested.
- Employer(s) must meet or exceed the Yukon median wage for the National Occupational Classification (NOC) TEER as per Employment and Social Development Canada (ESDC). Review information on [NOC codes, TEER categories and position descriptions](#).

If the wage information for the NOC is not available for Yukon, refer to the Northern B.C. wages, in the following order.

1. North Coast
2. Nechako
3. Northeast
4. British Columbia

As the YCP is designed to fill critical labour market shortages in Yukon's communities outside of Whitehorse, employers supporting the application of a foreign national through the YNP must demonstrate that they are filling a critical labour market need by:

- providing proof of job advertisements and information on efforts undertaken to fill vacancies from the local community; or

- providing a Community Support Letter from a community organization (Mayor, City Council, local Chamber of Commerce, Yukon Chamber of Commerce (for communities outside Whitehorse), or Whitehorse Chamber of Commerce (for employers in Whitehorse)).

Employers supporting an applicant through the YCP must provide a Community Mentor Letter confirming that the following settlement initiatives have been undertaken, or are planned if the applicant is not yet in Canada:

- Designate a Community Host/Mentor to the applicant who will:
 - Introduce the nominee to people/organizations/events in the community, and encourage the nominee to participate in, volunteer at, and initiate community activities; and
 - Meet regularly with the nominee and update the YNP about developments and any concerns.
- Outline a housing plan for the applicant.
- Meet the nominee at the airport (if applicable) and transport them to the community.
- Arrange for all initial Yukon settlement activities, including obtaining healthcare, a SIN, information about education (for accompanying family), and any other personal arrangements required to ensure a successful settlement.

A2. EMPLOYER DOCUMENTS:

- Employer(s) must provide a copy of the business license.
- Employer(s) must provide a copy of the Yukon Corporate Registry or the Federal Registry.
- Employer(s) must provide a Use of a Representative form (if applicable).
- Employer(s) must provide a Community Support Letter.
- Employer(s) must provide a Community Mentor Letter.
- Employer(s) must provide proof of recruitment efforts such as advertisements (if available) and prove that no Canadians or permanent residents are available for the position.

B1. FOREIGN NATIONAL REQUIREMENTS:

Foreign national requirements are similar to the other YNP streams. The primary difference is that minimum requirements for experience, education and language are based on the highest level NOC occupation among those offered under a YCP application.

- Foreign national requires 12 months' prior relevant experience for TEER categories 0, 1, 2, 3 and 6 months' prior relevant experience for TEER categories 4 and 5.
- Foreign national must have education and work experience that satisfies the requirements of the job as per the criteria specified in the National Occupational Classification (NOC) TEER category. The minimum acceptable level of education is completion of high school.
- Foreign national requires minimum Canadian Language Proficiency (CLB) level 6 in English or French for TEER categories 0 and 1, CLB level 5 for TEER categories 2 and 3, CLB level 4 for TEER categories 4 and 5.
- Any foreign national who is in Canada under a student visa must demonstrate that they have completed all of the requirements of their academic program before a YNP application can be submitted (the minimum period for the academic program is 12 months).

- Any foreign workers who is currently in Canada must maintain a legal status throughout the Yukon Nominee Program application and assessment process.

NOTE: International Graduates, who have completed a Diploma or Degree in Canada whose typical duration is at least 2 years, will be exempt from the work experience requirement, as long as they are currently working for the nominating employer(s) in the community on an Open Post-Graduate Work Permit.

B2. FOREIGN NATIONAL DOCUMENTS:

- Foreign national must provide notarized copies of employment records confirming previous employment. Documentation must include letters from the supervisor or Human Resources officer identified by name and title. Letters must be on company letterhead and include the following details:
 - start and end date of employment;
 - job title;
 - job duties; and
 - contact information of the supervisor or Human Resources officer issuing the letter (phone number, fax number, e-mail, and company website).
- Additional documents may be requested by the assessing officers, such as:
 - pay stubs;
 - income tax records; and
 - others.
- Foreign national must provide their high school certificate or its equivalent in order to meet the minimum education requirement. If higher education is required for the position/NOC, additional applicable diplomas, certificates, or degrees must be submitted as well. The YNP will verify any educational credential submitted with the application with the organization that produced or issued it.

The following information must be included in addition to each of your educational credentials:

- Name of the organization;
 - Physical address;
 - Email address;
 - Website address;
 - Contact name; and
 - Contact phone number.
- Foreign national must provide certificates proving the establishment and good standing of your business for periods of self-employment.
 - Foreign national must provide valid and original language test results from one of the following [designated testing agencies](#):
 - IELTS General Training for English.
 - CELPIP General for English.
 - TEF for French.

NOTE: Language tests are valid for two years from the date of the test; therefore, language tests must be less than 2 years old when you submit your application for the Yukon Nominee Program.

- Foreign national must provide a valid and notarized copy of their passport.
- Foreign national must provide a valid and notarized copy of their temporary resident documents (if applicable). Examples include work and study permits and visitor records.
- Foreign national must provide notarized copies of their spouse's passport and marriage/divorce certificate (as applicable). This documentation must be included whether the spouse is accompanying the nominee or not.
- Foreign national must provide notarized copies of their Common Law Partner's passport and Statutory Declaration of Common-Law Union (as applicable) whether the Common Law Partner is accompanying the nominee or not.

To prove common-law relationship, complete the Statutory Declaration of Common-Law Union Form and include one of the following with your application:

- Joint leases or rental agreements.
- Bills for shared utility accounts, such as:
 - gas;
 - electricity;
 - telephone; or
 - joint utility accounts.
- Important documents for both of you showing the same address, such as:
 - driver's licenses;
 - insurance policies; or
 - identification documents.
- Foreign national must provide notarized copies of any Dependent's passport, birth certificate, custody papers and/or permission from the other parent (if divorced or separated). The information must be included whether the child/dependent is accompanying the nominee or not.

C1. SUBMITTED APPLICATION:

The employer(s) must submit a complete application to the YNP. The processing time is 12 to 14 weeks from receipt of a complete application. Processing times vary and depend on the volume of applications received at any given time.

Incomplete applications

The YNP will inform the employer(s) of missing information and/or documentation required for a complete application. The employer will be given a period of 30 days to submit the missing information and/or documentation. Applications will not be processed if necessary information and/or documentation is not received.

D1. POST-NOMINATION:

Approved applications

Once approved, the employer(s) and the nominee must sign a Tripartite Agreement (TPA) with the Government of Yukon. Employers and nominees must comply with all terms and conditions of the nomination

as outlined in the TPA. This ensures that all parties are aware of their rights and responsibilities. The YNP conducts on-site and electronic monitoring to verify compliance with the TPA.

If the nominee candidate is in the Yukon at the time of nomination, the TPA meeting should be arranged within 14 days of receipt of the approval package.

If the nominee candidate is not in Canada at the time of nomination, the TPA appointment should be scheduled within 14 days following the nominee's arrival in the Yukon.

In order to proceed with the TPA signing process, the Immigration Unit requires the following information and documentation:

- Date Nominee arrived in Yukon (if applicable);
- A copy of Nominee's work permit;
- Nominee's Yukon address and phone number; and
- Documentation to confirm that the employer provided:
 - third-party health insurance for the nominee (for the first 3 months until the nominee becomes eligible for Yukon health insurance); and
 - the payment of air travel expenses for the nominee's flight to the Yukon.