

## GUIDELINES AND INFORMATION

North Bay Works Human Resource Support Program is a pilot project that aims to provide individualized guidance to North Bay employers in need of human resource assistance, employee recruitment solutions, onboarding, and employer learning and development tools to help address local workforce challenges. The program will take a multi-pronged approach that includes for key elements:

- i. Mapping/GAP analysis/increasing awareness of current resources.
- ii. Development of tools and training for employers.
- iii. Deployment of HR expertise to work one-on-one with businesses to provide tailored assistance in identifying and addressing business workforce challenges; and
- iv. Virtual job fairs and recruitment events.

This program is funded in part by The City of North Bay, Ontario Ministry of Agriculture, Food and Rural Affairs, and the FedNor Regional Economic Growth through Innovation Program.

With support and input from the City's Economic Development Department, the consulting team, Trois Collective Inc., will provide individualized human resources consultation, tools, and strategies along with recommended action plans for a target of 30 small and medium-sized North Bay businesses that have been identified through the Economic Development Department's Business Retention and Expansion (BRE) process.

TROIS Collective Inc. will be holding in-person meetings with selected individual businesses in North Bay in order to understand their workforce needs. A review and analysis of the company's HR practices will help serve as a benchmark and help identify potential gaps and opportunities in areas including, but not limited to:

- Workforce recruitment
- Employee onboarding
- Training/professional development
- Employee retention and succession plans
- Policies and procedures

Upon completion of the initial gap analysis, the consultant will provide the business with a report detailing the findings, recommendations, and suggested action plans. This document will then be used to strategize and implement solutions with the employer. These activities may include providing guidance on policy development, recruitment strategies, job descriptions, and other customized HR solutions and initiatives that align with the business' current and future objectives. The consultant will serve as a resource for the business in identifying and helping access, where appropriate, services, tools, and training. The intent is to provide a strategic, yet practical service-based approach that will give local employers the tools and resources necessary to help address workforce attraction challenges.

This program is at no cost to local employers; however, we request that participating businesses commit to the required time and resources required to complete the project. Space is limited to 30 businesses,

and intake is on a first-come, first-served basis from November 2022 to November 2023. Businesses that participated in the large-scale 2021 BR+E project will be given priority access.

To be considered for eligibility as a participant in this pilot program, applicants not identified through the 2021 BR+E will need to complete a Business Retention & Expansion survey administered by the City of North Bay's Economic Development Department.

- ✓ **Important:** A time investment of approximately 15 to 20 hours in person, and virtually, and some preparation for meetings will be required to complete the program. The expected time commitment may vary depending on the size of your business and the number of participants.

## Applicant Checklist

### BR+E Meeting

Prior to completing the Workforce Attraction and Retention application, the applicant should contact the Economic Development Department to complete a Business Retention & Expansion survey.

### Complete the Application Form

Please complete and sign the attached application form in its entirety before submitting it to the Economic Development Department

**To book your BR+E and/or obtain an application for the Workforce Attraction and Retention program, please contact:**

The City of North Bay  
Economic Development Department  
Fran Hanover, Program Coordinator  
[Fran.hanover@northbay.ca](mailto:Fran.hanover@northbay.ca)  
Tel: 705-474-0400 ext. 2424

funded in part by



Federal Economic Development  
Agency for Northern Ontario

Agence fédérale de développement  
économique pour le Nord de l'Ontario