



**CANADIAN FEDERATION  
OF INDEPENDENT BUSINESS**

*In business for your business™*

# CFIB Presentation to Languages Canada *12<sup>th</sup> Annual Conference*



**Jonathan Alward, Director of Provincial Affairs, Manitoba  
Janice Storozuk, Business Counsellor**

February 26, 2019

# Agenda

- Presenters' profiles
- About CFIB
- How CFIB helps improve our members' chances for success
  - *A voice for small business*
  - *Exclusive Savings & Benefits*
  - *Free tools & resources*
- Questions

# Jonathan Alward

Director of Provincial Affairs

# Janice Storozuk

Business Counsellor



Since 2016, Jon is CFIB's lobbyist & media spokesperson in Manitoba.



For 20+ years, Janice has responded to thousands of members' requests.

# About CFIB

- Since 1971
- Represents independent business (only privately-held, Canadian-owned businesses can join; no government funding)
- 110,000 members across Canada
- Non-partisan, not-for-profit organization
- Represents all industry sectors, all regions
- Deals with federal, provincial and municipal issues
- One member, one vote = members dictate CFIB's position

# Member Benefits



## **A voice for small business**

We advocate to get better taxes, laws & regulations.



## **Savings & Benefits**

We work with carefully selected partners to provide great rates on essential services.



## **Free Tools & Resources**

Get expert advice & support on regulations, HR & any other issues business owners might face.



# Working with the Government of Canada

## Federal issues:

- *Federal tax changes*
- *Payroll taxes (i.e. CPP, Employment)*
- *Immigration policies*





# Working with Provincial Governments

## Provincial issues:

- *Sales taxes*
- *Corporate and personal income taxes*
- *Red tape reduction*





# Working with Municipal Governments

## Municipal issues:

- *Property taxes*
- *Construction*
- *Business licenses permits*







# Exclusive Savings Programs



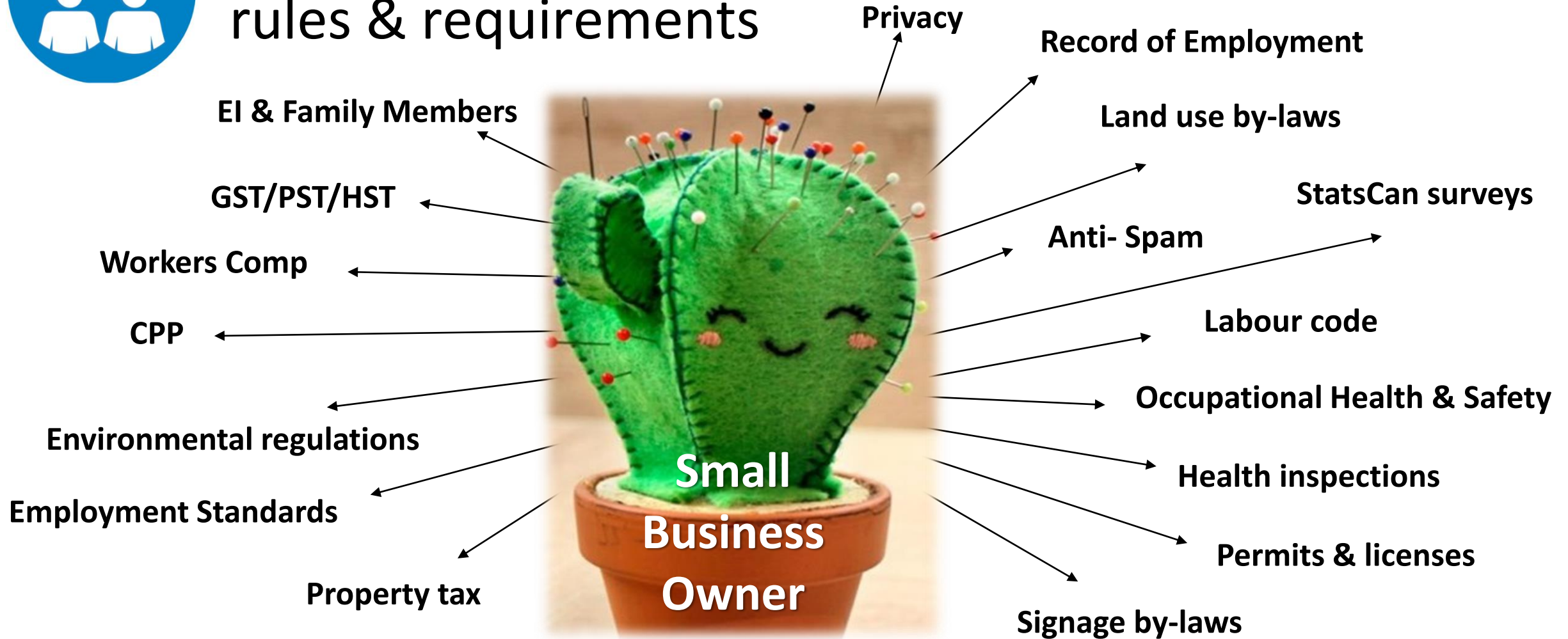


## Business Resources: Help on compliance, regulations, HR & other matters

- 23 full-time Business Counsellors handle 35,000+ inquiries per year
- Calls to 1-888-234-2232 are answered Monday to Friday, from 9:00am Atlantic to 5:00pm Pacific time
- 1-on-1, bilingual service
- No extra cost to access confidential support
- Reduce business owners' risk & liability, save time & money, reduce stress



# Help to navigate government rules & requirements





## Compliance: Save time & money

- Many business owners “*don’t know what they don’t know*”
- Non-compliance can be costly (administrative penalties, fines)
- Advice, answers, information & templates to achieve compliance, reduce risk, save time & money

### IS YOUR BUSINESS AT RISK? COMPLIANCE CHECKLIST



#### DID YOU KNOW?

By law, your business has to have certain written policies, licenses and documents to comply with government regulations. If you don’t have the following in place, you could be putting your business at risk:

##### Health and Safety

- Policies and procedures
- First aid - kits and trained employee(s)
- WHMIS - training and binder
- Workers’ Compensation obligations

##### Workplace Violence Policy and/or Harassment Policy

##### Privacy Policy Statement

##### License for workplace music

##### Document retention requirements

- Canada Revenue Agency Tax and Payroll documents
- Employment Standards requirements



## Frequent compliance topics

**Harassment Prevention Policy:** An Inspector says I need one. Do I?

**Statistics Canada:** I don't have time to answer their surveys. Can I ignore them?

**Late filing penalty:** I was a couple days late, is there anything I can do to avoid paying the fine?

**Tax Audit:** An auditor is coming next week. What are my rights?



# Human Resources Planning

- The “*HR Department*” for members
- Laws govern employees matters (Employment Standards, Human Rights)
- Advice, answers & templates to set policies & procedures (from hiring to managing to terminating)

**HUMAN RESOURCES FROM A TO Z:**  
CFIB BUSINESS RESOURCES IS HERE FOR YOU

**CFIB**  
CANADIAN FEDERATION  
OF INDEPENDENT BUSINESS  
*In business for your business*

- |                                       |                                         |
|---------------------------------------|-----------------------------------------|
| <b>A</b> ttendance policy help        | <b>N</b> ew employee orientation        |
| <b>B</b> oxing Day—Is it a holiday?   | <b>O</b> ccupational Health & Safety    |
| <b>C</b> ode of Conduct for employees | <b>P</b> rivacy Policy template         |
| <b>D</b> isciplinary procedures       | <b>Q</b> uestions for interviews        |
| <b>E</b> mployee contract template    | <b>R</b> educing termination exposure   |
| <b>F</b> oreign workers               | <b>S</b> ocial media policy template    |
| <b>G</b> uide to Employment Standards | <b>T</b> raining employees for success  |
| <b>H</b> iring for the 1st time?      | <b>U</b> nderage employees—What to know |
| <b>I</b> nterns                       | <b>V</b> iolence in the workplace       |
| <b>J</b> ob description template      | <b>W</b> orker injury claims            |
| <b>K</b> eeping employee records      | <b>X</b> -it Interviews                 |
| <b>L</b> etter of offer sample        | <b>Y</b> outh employment                |
| <b>M</b> aternity leave               | <b>Z</b> ero tolerance—harassment       |

**PUT HR POLICIES IN PLACE THAT WILL PROTECT YOU AND YOUR BUSINESS.**

Having employees can be rewarding but also complicated. CFIB Business Resources can take some of the mystery out of working



## Frequent HR topics

**Drug & Alcohol Policy:** With legalized cannabis, how do I protect my business?

**Troublesome employee:** I've got a poorly performing worker, can I fire them?

**Social Media Policy:** Staff are posting bad stuff about our company. Can I do anything?

**Coffee & smoke breaks:** Do I have to provide them?



## Frequent HR topics

**Employee Handbook:**  
We don't have one.  
Should we?

**Troublesome employee:** One employee is often late & calls in sick a lot.  
What are my options?

**Parental Leave:** One employee wants time off when the baby arrives. How does this work?

**Vacations:**  
Staff are demanding when to take holidays.  
Who's really in charge, me or them?



# Questions?

**Phone:**

1-888-234-2232

**Email:**

cfib@cfib.ca

@cfib

**CFIB**

[www.cfib.ca](http://www.cfib.ca)



**YouTube**

