

APPENDIX A – COVER LETTER TO EMPLOYERS

VANDERHOOF COMMUNITY
LABOUR MARKET PARTNERSHIP

**Vanderhoof Employers Labour Market Survey**

Dear Employers

Many employers in Vanderhoof have stated that they are experiencing difficulty hiring skilled labour. To help local employers meet their skilled labour needs, Community Futures Development Corporation (CFDC) – Stuart Nechako is conducting a short survey as part of the Vanderhoof Community Labour Market Partnership project.

The survey should take 15 to 20 minutes to complete and will provide information such as:

- The employer sectors that are experiencing difficulties hiring, recruiting or retaining employees.
- The types of jobs employers need to fill.
- The types of training that employer's need for their employees.
- The types of skills and training employers require of people entering the work force.
- The plans employers have in place to deal with recruitment and retention

This information will help you and other community stakeholders build strategies to solve labour shortage and labour skills shortage issues.

Your participation in this survey is greatly appreciated. Any information identifying you or your firm in the survey will be protected with strict confidentiality in accordance with Canada's Privacy and Access to Information Acts. Survey analysis and reports will include sector trends and interpretations with no reference to specific employers.

If you need help filling out the survey or if you would like more information about the survey please call Barry O'Brien or Rebecca Robinson, at 250-567-5219.

After completing the survey, please place it in the envelope provided and we will pick it up. However, if you wish to drop off your completed survey our office is at 2750 Burrard St. and is open between 8:30 am and 12:00 noon and 1:00 pm and 4:30 pm Monday to Friday.

Thank you. Your participation in the survey will qualify you to be entered in a draw for a fine piece of local art.

Keith Federink,
General Manager
Community Futures Development Corporation Stuart Nechako

APPENDIX B – VANDERHOOF EMPLOYER SURVEY

Dear Vanderhoof area employers,

Thank you for your willingness to participate in this important community-based survey of all Vanderhoof area employers! The results of this survey will help identify your needs and challenges to ensure a skilled and fully employed future workforce here in Vanderhoof now and in the future.

A reminder that your responses are confidential and the final report will only include the compiled responses from all employers. THANK YOU AGAIN!

(Please print all responses)

General Information

1) Please provide:

a) Your Name _____

b) Your Job Title _____

c) Your Organization/Company Name _____

d) Your Division/Department _____

2) Please select the **ONE** option below that best describes your organization (please choose only one):

For-profit Organization

Federal Government

Not-for-profit Organization

Municipal Government

First Nations Government

Provincial Government

3) Is your organization/company “Home Based?” (where the main office is in a home)

Yes

No

4) Please select the **ONE** sector that best describes your organization/company:

Accommodation and Food Service

Logging

Agriculture

Manufacturing (wood/metal products)

Bus, Building & Other Support Services

Mining, and Oil and Gas Extraction

Commercial Fishing

Professional, Scientific & Technical Services

Construction (residential and commercial)

Public Administration

- | | |
|---|---|
| <input type="checkbox"/> Education Services | <input type="checkbox"/> Retail Trade |
| <input type="checkbox"/> Finance, Insurance, Real Estate and Leasing | <input type="checkbox"/> Transportation and Warehousing |
| <input type="checkbox"/> Forestry | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Health Care and Social Assistance | <input type="checkbox"/> Wholesale Trade |
| <input type="checkbox"/> High Tech (e.g. information/ bio-technology) | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Information, Culture and Recreation | |

Skills and Education

5) Have you or your organization/company had to adjust job requirements to fill a vacancy because of the lack of adequately qualified applicants in the past 12 months?

- Yes No Do Not Know

Additional comments:

6) For each of the following job skills listed below, indicate how adequately **JOB APPLICANTS** meet the skill. If the skill listed was not required by applicants please select "Not Applicable."

	Not Applicable	Not Adequately	Somewhat Adequately	Adequately	Very Adequately
Technical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independent Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Life skills (attitude, ethics, appearance, hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7) For each of the following job skills listed below, indicate how adequately **CURRENT TRAINING PROGRAMS** in Vanderhoof meet your needs as an employer. If the skill listed was not required by your employees please select “Not Applicable.”

	Not Applicable	Not Adequately	Somewhat Adequately	Adequately	Very Adequately
Technical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independent Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life skills (attitude, ethics, appearance, hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 8) For each of the job skills and attributes listed below, please select the group (parents, community, educators, employers, or private agency) you think should be most responsible for ensuring youth entering the workforce have job preparedness skills. Please select only **ONE GROUP** for each skill or attribute.

	Parents	Community	Educators	Employers	Private Agency
Basic Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recruitment and Retention

- 9) If you have challenges **RECRUITING OR RETAINING** adequately skilled employees, please indicate how helpful you think the following strategies would be in addressing the challenges.

	Not at all Helpful	A little helpful	Moderately Helpful	Very Helpful
Employment referral service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistance developing compensation and wages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More relevant training for prospective employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improved quality of life issues (housing, amenities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments: _____

- 10) How many employees in total has your organization employed in the last 12 months in each of the following categories?

- a) Full-time (more than 30 hours per week) _____
 - b) Part-time (less than 30 hours per week) _____
 - c) Casual/Contract/Seasonal _____
- TOTAL NUMBER OF EMPLOYEES** _____

11) When is the peak time for employing casual/contract/seasonal employees in your organization/company? Please select only **ONE** peak time.

- Not Applicable
 Jan-Mar
 Apr-Jun
 Jul-Sep
 Oct-Dec

a) On average, how many months per year do your casual/contract/seasonal employees work? _____

12) For each of the following age categories, indicate how many employees do you currently have (include full-time part-time, and all casual/contract/seasonal employees)?

- a) 15-24 yrs _____
- b) 25-34 yrs _____
- c) 35-44 yrs _____
- d) 45-54 yrs _____
- e) 55 years or over _____
- TOTAL NUMBER OF EMPLOYEES** _____

13) Please select the job classifications below for which you experience difficulty when **RECRUITING** employees. Select all that apply. If you experience no difficulty recruiting please select "Not Applicable."

- | | |
|---|--|
| <input type="checkbox"/> Clerical/Office | <input type="checkbox"/> Professional/Management |
| <input type="checkbox"/> Minimal Skilled Labour | <input type="checkbox"/> Trades/Technical |
| <input type="checkbox"/> Other (please specify) _____ | <input type="checkbox"/> Not Applicable |

14) Please select the job classifications below for which you experience difficulty **RETAINING** employees. Select all that apply. If you experience no difficulty retaining please select "Not Applicable."

- | | |
|---|--|
| <input type="checkbox"/> Clerical/Office | <input type="checkbox"/> Professional/Management |
| <input type="checkbox"/> Minimal Skilled Labour | <input type="checkbox"/> Trades/Technical |
| <input type="checkbox"/> Other (please specify) _____ | <input type="checkbox"/> Not Applicable |

15) How many job vacancies have you had in the last 12 months? If you have experienced no vacancies, please enter a "0."

- a) New positions _____
- b) Replacement positions _____
- TOTAL JOB VACANCIES** _____

16) How much of a problem is each of the following in terms of your ability to fill job vacancies? For example, is “lack of qualified applicants” not at all a problem, a little problem, a moderate problem, or a huge problem?

	Not at all a problem	A little problem	A moderate problem	A huge problem
Lack of qualified applicants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competition of other employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Difficult to attract workers to this type of career	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competitive wage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work is casual/contract/seasonal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Too expensive to train staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of life issues (housing, amenities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17) From the list below, please select the number of positions in each occupation that you have filled in the past **12 months** and anticipate filling in the next **5 years** and **6-10 years**.

Occupations/Jobs	No. of vacancies in the past 12 months	No. of positions in the next 5 yrs	No. of positions in the next 6-10 yrs
<input type="checkbox"/> Labourers- Primary Industry			
<input type="checkbox"/> Labourers- Processing, Manufacturing & Utilities			
<input type="checkbox"/> Labourers- Government			
<input type="checkbox"/> Labourers- Construction			
<input type="checkbox"/> Labourers- Agriculture			
<input type="checkbox"/> Labourers- Retail/Wholesale			
<input type="checkbox"/> General Labourers (specify) _____			
<input type="checkbox"/> Equipment Operators Forest Industry			
<input type="checkbox"/> Equipment Operators Agriculture			
<input type="checkbox"/> Other Equip. Ops. (specify) _____			
<input type="checkbox"/> Truck/Bus/Courier/Taxi Drivers			
<input type="checkbox"/> Clerical Business/Finance			
<input type="checkbox"/> Clerical Health			
<input type="checkbox"/> Clerical Education			
<input type="checkbox"/> Clerical Government			

<input type="checkbox"/> Other Clerical (specify)			
<input type="checkbox"/> Trade Electrical			
<input type="checkbox"/> Trade Plumbing/Heating			
<input type="checkbox"/> Trade Millwright			
<input type="checkbox"/> Trade Welding/Fabricating			
<input type="checkbox"/> Trade Automotive/Heavy Duty Mechanic			
<input type="checkbox"/> Trade Carpentry/Cabinet Making/Painting			
<input type="checkbox"/> Other Trade (specify)			
<input type="checkbox"/> Professional Business			
<input type="checkbox"/> Professional Health			
<input type="checkbox"/> Professional Education			
<input type="checkbox"/> Other Professional (specify)			
<input type="checkbox"/> Retail Sales/Service Clerks			
<input type="checkbox"/> Skilled Retail/Service			
<input type="checkbox"/> Retail Management			
<input type="checkbox"/> Technical Health			
<input type="checkbox"/> Technical Forestry			
<input type="checkbox"/> Technical Agriculture			
<input type="checkbox"/> Technical Business			
<input type="checkbox"/> Other Technical (specify)			
<input type="checkbox"/> Skilled Administrative			
<input type="checkbox"/> Supervisory (specify)			
<input type="checkbox"/> Managers (specify)			
<input type="checkbox"/> Skilled in Arts, Culture, Recreation and Sport			
<input type="checkbox"/> Other (please specify)			

Additional comments:

18) Have you had any job vacancies that have gone unfilled for more than 3 months?

- Yes No Do Not Know

19) Have you or your organization/company routinely conducted “exit interviews” with employees to learn why they are leaving?

- Yes No Do Not Know

20) The following is a list of possible reasons that employees might leave an organization. For each possible reason listed, please indicate how frequently you believe your employees leave.

	Frequently	Sometimes	Rarely	Never
Recruited by other employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work is temporary (casual/contract/seasonal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Infrastructure (housing, amenities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of life issues (recreation, socialization, safety)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments: _____

21) If your employees leave to work for other employers, please select the **ONE** employment sector that most often attracts/recruits them. If you experience no difficulty retaining employees please select “Not Applicable.”

- | | |
|--|--|
| <input type="checkbox"/> Accommodation and Food Service | <input type="checkbox"/> Logging |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Manufacturing (e.g. wood/metal products) |
| <input type="checkbox"/> Business, Building and Other Support Services | <input type="checkbox"/> Mining and Oil and Gas Extraction |
| <input type="checkbox"/> Commercial Fishing | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Construction (residential and non-resident) | <input type="checkbox"/> Public Administration |
| <input type="checkbox"/> Education Services | <input type="checkbox"/> Retail Trade |
| <input type="checkbox"/> Finance, Insurance, Real Estate and Leasing | <input type="checkbox"/> Transportation and Warehousing |
| <input type="checkbox"/> Forestry | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Health Care and Social Assistance | <input type="checkbox"/> Wholesale Trade |
| <input type="checkbox"/> High Tech (e.g. information/bio technology) | <input type="checkbox"/> Other Services (please specify) _____ |
| <input type="checkbox"/> Information, Culture and Recreation | <input type="checkbox"/> Not Applicable |

22) How frequently do you or your organization/company recruit employees in each of the following geographic areas to fill job vacancies?

	Frequently	Sometimes	Rarely	Never
From Vanderhoof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From the rest of Northern BC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From the rest of BC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From Canada	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From outside Canada	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

23) How frequently do you use the following methods to advertise job vacancies?

	Frequently	Sometimes	Rarely	Never
Trade/Professional Magazine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word of mouth/networking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

24) How frequently do you use the following incentives to **RECRUIT** employees for job vacancies?

	Frequently	Sometimes	Rarely	Never
Bonuses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible work hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefits (i.e., dental, health)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

25) How frequently do you use the following incentives to **RETAIN** employees?

	Frequently	Sometimes	Rarely	Never
Bonuses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible work hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefits (i.e., dental, health)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Succession Planning

26) How many employees do you expect will retire? If you expect no retirements, please enter a "0."

- a) Within the next **Year** _____
- b) After a year, but within the next **5 years** _____
- c) After 5 years, but within the next **10 years** _____

27) Do you have a formal strategy for dealing with vacancies as a result of employees leaving?

- Yes No Not applicable Do not know

28) If you are a business owner, do you have a formal strategy to address your retiring or selling the business? If you are not a business owner please select "Not Applicable."

- Yes No Not applicable

29) Please indicate the strategies you use to replace exiting employees (please check all that apply).

<input type="checkbox"/> I don't have a strategy	<input type="checkbox"/> Mentoring
<input type="checkbox"/> Offering apprenticeships	<input type="checkbox"/> Train/Develop more employees
<input type="checkbox"/> Hiring casual/contract/seasonal workers	<input type="checkbox"/> Utilize flexible work schedules
<input type="checkbox"/> Hiring immigrants	<input type="checkbox"/> Using compensation/incentives to retain longer
<input type="checkbox"/> Interns or Coop work experience	<input type="checkbox"/> Other (please specify) _____

THANK YOU!

If you would you like a copy of the final report when it is completed (approximately October 2006), please provide your e-mail or mailing address and telephone number.

Email _____

Or
Mailing address _____

Telephone _____

Qualitative comments: _____

APPENDIX C – NON-RESPONDENT SURVEY

1
Identifier number

2
Please Provide:
respondent name:
job title:
organization/company:
division/dept:
na:
na:
na:
na:
na:

3
type of organization/company

4
if other, please specify

5
Type of organization

How many workers have you employed over the last 12 months.....

6
Full-time

7
Part-time

8
Casual/contract/seasonal

9
Total number of employees

To type in your initial question, click Edit. Insert adds a new question either above or below this one.

APPENDIX D – APRIL 5, 2006 – SECTOR GROUP QUALITATIVE MEETING

Comments from participants

Ethics and Attitudes:

- We need to be developed in terms of community amenities to attract people
- Need better work ethic
- Need workers who want to work
- Younger workers lack skills from home such parental role models
- Increasing single parenting could be cause of loss in work ethic
- Workers have high expectations for wages, they feel they are worth more than their skills and abilities are worth to the employer
- Younger workers do not have a sense of value of the good lifestyle, they do not want to put in the effort to achieve a comfortable lifestyle
- Workers seem to know that less will be expected of them because of labour shortage
- Kids want easier jobs
- Low pay is a problem, youth do not understand the value of work
- Workers lack being responsible
- Workers have not been taught that work is fun
- Workers need better ethics-dishonest on resumes
- Workers of school age have difficulty working the whole time they are being paid
- Young workers do not care about the job or the employer
- Fast food industry, in general needs potential workers to have food safe course- course is offered through the local college and high school but students do not seem to take the course. Students are interested in jobs but jobs but not in obtaining job skills such as food safe, cashier training and serving the public
- Young workers do not have the work ethic to be honest and hard working and do work like mopping floors
- Young workers are worried about how they look and socializing rather than staying focused on the job

Employer Needs:

- Need to keep people in the community with better amenities, nothing for young people to do
- More labour to choose from, less labour has meant that employers are lowering the performance standards of the worker to keep people on the job.

- Need to educate people at the entry level about the technical skills needed in the agriculture sector
- Need programs like Project Agriculture that educate young people about what goes on in farming
- Need agriculture skills in workforce
- We need to know the types of people in the labour market (their interests and skills)
- As the labour shortage advances we need to figure out how to compete with other sectors (agriculture competing entry level wages competing with forestry entry level wages)
- Need to know who in the community is going elsewhere to work and getting to them before they leave
- Need to look at why people leave- wages are not the only reason.

Skills and Education:

- Entry level experience and training needs an issue for agriculture sector
- There are misconceptions about skill levels required in agriculture
- Need to know about programs and exchanges that are available for skills development
- Find out how many people in the community want to take training but can't due to a barrier
- What are completion rates of training programs and drop out rates
- Workers need a broader education that includes education in labour skills (work ethic), and skills suited to developing in trades (vocational skills)- too much emphasis on computers
- Educators are not providing labouring and vocational skills in small towns such as Vanderhoof where skills are more in demand
- Workers have less practical skills
- Schools put less of an influence on trades and mechanical skills

Community and Infrastructure:

- Affordable housing, a tight housing market, not enough housing are problems
- Need to market housing availability and need more housing available
- Vanderhoof lacks facilities and amenities compared to Prince George
- Less sports in Vanderhoof than other areas
- Housing shortage exists
- Lack of skilled housing contractors to build houses
- More regulations that restrict housing contractors from building
- The size of Vanderhoof limits opportunities for advancement

Succession:

- Need to know the long-term sustainability of jobs (life-cycle of jobs) so that employers and employees can plan for succession

- Need to look at retired and semi-retired people as a source of skilled labour (retired people such as “snowbirds work in summer in agriculture)

Human Resource Practices and Strategies:

- People do not realize what is available in Vanderhoof
- To draw people to Vanderhoof we need to know the kind of people to target in marketing our jobs and community
- We need to qualify the types of employment available (skills needed, career opportunities and advancement opportunities
- There are differences in basic labour skills now compared the past labour skills
- Once we know the skills in the labour market we need to know how we can offer entry-level employment opportunities, with the opportunity to advance.
- Need value for wages we pay
- There is a problem with training people up and then loosing employees to another employer after an investment has been made in training
- Need to know about importing labour from off shore (immigration) as an option to help the labour market (fill vacancies)
- Agriculture sector hires people every year to work seasonally, employers in agriculture need to market these jobs as an opportunity for workers to develop and build career skills
- Need to use substitute labour (teachers or loggers work in winter and work in the summer to fill agriculture positions)
- Incentives to get more out of the workforce
- Flexible hours to get more out the workforce or more labour time into the workforce
- Mills and Industry set high expectations for workers to enter the workforce with little or no skill required to get a high paying job, this lowers the incentive for young workers to self improve
- Long shifts and weekend work are less desirable, (people place more emphasis on family time) so people are less likely to take this type of employment
- Competition with higher wages in Alberta
- More skills are required of managers in small town, small scale businesses because the small department manager has to have more skills. Managers leave to go to bigger centres, such as Prince George, where they manage on a larger scale
- Workers will likely be using job agents to find them the best job out there as shortages worsen
- Agriculture in the lower mainland has access to more immigrant workers, who are skilled and willing to work. Vanderhoof farmers are at a disadvantage in recruiting immigrants

We compete with higher paying jobs offered to lower skilled people by other industries and the government

Summary Priority Discussion:

- 1) Who do the employers need?
 - Number of employees
 - Types of skills
 - Types of jobs
 - For how long a time-frame do we need the employees
- 2) What are employees looking for?
 - Types of work/jobs
 - In the community (housing, amenities)
- 3) What are the vacancies caused by?
- 4) What industries or employers take away employees?
- 5) Why other industries or employers they take employees?
- 6) What are the employer turnover rates?
- 7) Why is there turnover?
- 8) Where is the labour to fill the shortage?
 - Immigration
 - Within the community
 - Outside the region but from the rest of the province/country
- 9) How can immigration fill the labour shortage in Vanderhoof?
- 10) What forms of advertising or promotion can be used to help find labour?

APPENDIX E – JUNE 15, 2006 – SECTOR GROUP QUALITATIVE MEETING

Comments and Discussions

Communication of Project:

- Executive summary communicated. (2 pages to municipal council, other government and higher level stakeholders)
- Visual mapping of labour potential, making data available so that a layered map of the results can be made available to the public.
- Find out what the best method of communication would be to help community improve the labour market (ways to have employers, employees, the general public and community stakeholders such as educators and politicians communicate and exchange information related to the labour market).
- Find out best method of communicating the Project information to the public (REDI website, CFDC-SN website) in the community survey.

Basic Information:

- Ages
- What are the age demographics of employees?
- Birth Location
- Immigrate here
- If immigrate, why?

Community:

- What keeps community members in Vanderhoof?
- Ask about attractions Vanderhoof has, what attracts you to the community?
- What is there to do in Vanderhoof?
- What is available in the Vanderhoof community for employment?
- What new opportunities are here for implementing (jobs, industries)?
- Is there more to do in other places (Houston)?
- Weighing out options, such as quality of life (what type of factors most influence quality of life, such as quality of life community members to remain in Vanderhoof)?
- How long have you lived here? Why? Stay here to raise families? What attracts them?
- How many of their kids are here?
- Marketing (the community) to the ideal candidate and his/her family?

Community Vision:

- How would you like to see Vanderhoof grow (recreation, housing, nothing to do in Vanderhoof, education, after school, trade technical school)?
- Would you like to see Vanderhoof Grow?
- How can we attract new industry to Vanderhoof?
- Need to know what council/mayor want so not banging your head (growth vs. no change-process, policy, red tape)

Skills and Education:

- Education/skills
- Skill levels/education levels?
- Individuals who are entrepreneurs expand business, become employers but are not people managers, lack of supervisory skills.
- Leave questions open-ended about education needs and employment services.
- Comment that: low math and basic skills (out of high school) for certain jobs (construction cashiers?)
- Know high level of work skills and basic skills are lacking (workers entering the workplace dealing with people, math etc)
- What is the awareness of basic skills and career education opportunities in this area?
- What training and skills do community members need in the future?
- Would you like to see more local training programs? What types of programs?
- Student programs offered -summer programs (more coop, pre-apprentice type hands on learning required)
- Do you have employers willing to mentor and employees willing to commit to job and learning?
- Government funding for training?
- Do you know about training programs?
- What training programs would help?
- What is offered to help students prepare for post high school graduation choices?
- More project Agriculture in schools for other job sectors?
- Are project heavy duty/agriculture relevant? Do we need more programs like these in other areas?

Employment and Career:

- Are you employed? Why or why not?
- What is deterring you from working?
- Is childcare an issue?
- Childcare is it an issue?
- How long do you plan on working? How long before you retire?
- Are you planning to go back to work?

- Type of work you do? Do you want?
- Is work full time part time or casual/seasonal?
- Entry Level ability to advance-where do they go when they hit the ceiling? Or do they relocate (opportunities to advance their career in Vanderhoof)
- Training (employers do the training and then workers move on).
- If you left an employer- answer a 1 page exit interview for a reward?
- Wage expectations?
- Wage expectations in age ranges?
- Wage subsidy?
- What changes when switching industry? (If people switch industry, what is the influence on that change)
- Career occupation (goals or plan)?
- Competitive (compared with other similar community, such as Houston)?
- New business-who's willing (to start up)?
- Where they (workers) place value, productivity vs. punching the clock?
- What hinders your job stability (childcare, flexible hours, no flexible hours)?
- What are they going (graduates of high school) to do? Post-secondary education, work, travel, other?
- Why are graduates (and youth in general) leaving Vanderhoof?
- What are the future career plans of graduates and why?
- Profile owner operators (how many, what sectors they operate in, what are their plans for the future, what are the concerns and issues that prevent you from expanding your business to include more employees/equipment/productivity, what is the potential of owner operators?)
- What pressure (who influences graduates and youth to make the choice to leave Vanderhoof. Is it parents, peers, schools, community pressure that influences the choice to leave?
- Where are local graduates going, or are they staying? Where are they going?
- Network saying these are what we need (community, schools, business offering basic skills courses and mentoring). (A comment on how the strategies and actions to improve the community)
- Disabilities (closed door, unaware of) (people with disabilities may be underutilized employees because of a lack of awareness of government programs on the part of employees and employers)
- What kinds of jobs are they looking for (flexible hours)?
- How long do you plan on working? What hinders job stability (flexible work hours and child care)?
- What do you do?
- Will you change careers?
- Why are you not employed? Volunteer?
- Why did you lose your job?
- How many hours do you volunteer?

- Do you do unpaid work? What type?

Recruiting and Retaining:

- How would you keep youth from graduating and leaving the community?
- What would keep you in Vanderhoof (amenities, infrastructure, lifestyle, culture, recreation, social opportunity, religion, safety, transportation, communication)?
- Market Vanderhoof as a community that has cheap and available land to attract people to work/live here? Is land more affordable and easy to own here?
- What would it take you to stay here (training, mentoring, recreation)?
- How long are you planning on staying in Vanderhoof?
- If you have returned to Vanderhoof, what brought you back?
- Where are you planning on retiring- here or elsewhere?
- What brought you here?
- Why are you staying?
- How can we attract people from the outside in to Vanderhoof?
- What infrastructure is lacking (transportation/bus or taxi, affordable rental housing, activities, recreation center- is a center affordable? mid income housing)
- Is travel distance between towns (isolation) a problem?
- Would you buy or rent housing?
- Working with the population we have (What are your career objectives?)
- Limitations? (What is stopping you from working or attaining your career objectives?)
- Mind set, small community oriented. (Comment)
- Employers don't want to be a training ground with high turnover. Employers are willing to take workers and train them on for a long time but then they want them to stay. (Comment)
- Why have you lost your job?
- Mentoring/helping- commitment by employees.
- How long in Vanderhoof have you lived?
- If you moved and came back, why did you come back?
- Have you ever had an exit interview?
- Why do you stay in Vanderhoof?
- How long have you lived in Vanderhoof?
- What are the benefits of living in Vanderhoof?
- How many of your children have left Vanderhoof?
- What are the benefits (of living in Vanderhoof) such as owning property and privacy)
- Cheaper costs of extracurricular activities as opposed to lack of it.
- What are the unmet service needs in the community?

- What are they youth doing? Benefits of amenities vs. vandalism and drug use. What are their interests in particular? 15-18? Better, healthy employees would like to grow in Vanderhoof.
- What are the Facilities/requirements to move into the community?
- If pay were equal in a small vs. large town, what would you choose? Why? How much disposable income?
- Infrastructure strengths and weaknesses?
- What are the small town benefits to living in Vanderhoof?
- What fosters commitment to the community?
- Market town to keep people here. What do we have in Vanderhoof to attract people? Cheaper stables? How do we sell Vanderhoof, how do employers sell Vanderhoof?

Other Comments:

- Spin off businesses creates opportunities from logging and mining (Comment) (How does the labour market influence small business' ability to develop or expand?)
- Soften age requirements for people to work in the service industry (Food and Accommodation).
- Examine the youth (perhaps aged 15-18 in a separate survey)
- Examine Self employed as a separate study (find out why they are not expanding their business)
- What role does government have (private sector with government funding) in helping with these issues (labour market concerns)?
- Who is interested in starting a business? Why? What are the unmet needs of those thinking about starting/expanding their business?

APPENDIX F – N.A. INDUSTRY CLASSIFICATION SYSTEM**Categories**

1. Agriculture, Forestry, Fishing and Hunting
 - Crop production
 - Animal production
 - Forestry and logging
 - Fishing, hunting, and trapping
 - Support services for forestry and logging

2. Mining and Oil and Gas Extraction
 - Oil and gas extraction
 - Mining (except oil and gas)
 - Support services for mining and oil and gas extraction

3. Utilities
 - Electric Power Generation, Transmission and Distribution
 - Natural Gas Distribution
 - Water, Sewage and Other Systems

4. Construction
 - Construction of buildings
 - Heavy and Civil Engineering Construction
 - Special trade contractors (e.g. roofing and electrical)

5. Manufacturing
 - Food manufacturing
 - Beverage and tobacco manufacturing
 - Textile mills
 - Textile product mills
 - Clothing manufacturing
 - Leather and allied product manufacturing
 - Wood product manufacturing
 - Paper manufacturing
 - Printing and related support services
 - Petroleum and coal products manufacturing
 - Chemical manufacturing
 - Plastic and rubber products manufacturing
 - Non-metallic mineral product manufacturing
 - Primary metal manufacturing
 - Fabricated metal product manufacturing
 - Machinery manufacturing
 - Computer and electronic product manufacturing
 - Electrical Equipment, Appliance and Component Manufacturing
 - Transportation equipment manufacturing
 - Furniture and related product manufacturing
 - Miscellaneous manufacturing (e.g. medical, jewellery)

6. Wholesale trade
 - Farm Product Wholesaler-Distributors
 - Petroleum Product Wholesaler-Distributors
 - Food, Beverage and Tobacco Wholesaler-Distributors
 - Personal and Household Goods Wholesaler-Distributors

- Motor Vehicle and Parts Wholesaler-Distributors
 - Building Material and Supplies Wholesaler-Distributors
 - Machinery, Equipment and Supplies Wholesaler-Distributors
 - Miscellaneous Wholesaler-Distributors
 - Wholesale Agents and Brokers
7. Retail trade
- Motor Vehicle and Parts Dealers US
 - Furniture and Home Furnishings Stores US
 - Electronics and Appliance Stores US
 - Building Material and Garden Equipment and Supplies Dealers US
 - Food and Beverage Stores US
 - Health and Personal Care Stores US
 - Gasoline Stations US
 - Clothing and Clothing Accessories Stores US
 - Sporting Goods, Hobby, Book and Music Stores US
 - General Merchandise Stores US
 - Miscellaneous Store Retailers US
 - Non-Store Retailers e.g. Mail order, vending machine operators
8. Transportation/warehousing
- Air Transportation
 - Rail Transportation
 - Water Transportation
 - Truck Transportation
 - Transit and Ground Passenger Transportation
 - Pipeline Transportation
 - Scenic and Sightseeing Transportation
 - Support Activities for Transportation
 - Postal Service
 - Couriers and Messengers
 - Warehousing and Storage
9. Information and Cultural Industries
- Publishing Industries (except Internet)
 - Motion Picture and Sound Recording Industries
 - Broadcasting (except Internet)
 - Internet Publishing and Broadcasting
 - Telecommunications
 - Internet Service Providers, Web Search Portals, and Data Processing Services
 - Other Information Services
10. Finance and Insurance
- Monetary Authorities - Central Bank
 - Credit Intermediation and Related Activities US
 - Securities, Commodity Contracts, and Other Financial Investment and Related Activities
 - Insurance Carriers and Related Activities
 - Funds and Other Financial Vehicles
11. Real Estate and Rental and Leasing
- Real Estate
 - Rental and Leasing Services
 - Lessors of Non-Financial Intangible Assets (Except Copyrighted Works)

12. Professional, Scientific and Technical Services
 - Legal Services
 - Accounting, Tax Preparation, Bookkeeping and Payroll Services
 - Architectural, Engineering and Related Services
 - Specialized Design Services
 - Computer Systems Design and Related Services
 - Management, Scientific and Technical Consulting Services
 - Scientific Research and Development Services
 - Advertising and Related Services
 - Other Professional, Scientific and Technical Services
13. Management of Companies and Enterprises
14. Administrative and Support, Waste Management and Remediation Services
 - Administrative and Support Services
 - Waste Management and Remediation Services
15. Educational Services
16. Health Care and Social Assistance
 - Ambulatory Health Care Services
 - Hospitals
 - Nursing and Residential Care Facilities
 - Social Assistance
17. Arts, Entertainment and Recreation
 - Performing Arts, Spectator Sports and Related Industries
 - Heritage Institutions
 - Amusement, Gambling and Recreation Industries
18. Accommodation and Food Services
 - Accommodation Services
 - Food Services and Drinking Places
19. Other Services (except Public Administration)
 - Repair and Maintenance
 - Personal and Laundry Services
 - Religious, Grant-Making, Civic, and Professional and Similar Organizations
 - Private Households
20. Public Administration
 - Federal Government Public Administration
 - Provincial and Territorial Public Administration
 - Local, Municipal and Regional Public Administration
 - Aboriginal Public Administration
 - International and Other Extra-Territorial Public Administration

APPENDIX G – EMPLOYER SURVEY RESULTS BY EMPLOYMENT SECTOR

Table A: Number and percent of home-based businesses

		Home based
Accommodation and Food Service	Count	3
	% within sector	14.3%
	% within home based	5.5%
Agriculture	Count	6
	% within sector	54.5%
	% within home based	10.9%
Business, Building, and other Support Services	Count	4
	% within sector	33.3%
	% within home based	7.3%
Construction	Count	16
	% within sector	72.7%
	% within home based	29.1%
Education Services	Count	2
	% within sector	22.2%
	% within home based	3.6%
Finance, Insurance, Real Estate and Leasing	Count	0
	% within sector	
	% within home based	0
Forestry	Count	0
	% within sector	0
	% within home based	0
Health Care and Social assistance	Count	0
	% within sector	0
	% within home based	0
High Tech	Count	1
	% within sector	50.0%
	% within home based	1.8%
Information, Culture and recreation	Count	2
	% within sector	33.3%
	% within home based	3.6%
Logging	Count	10
	% within sector	58.8%
	% within home based	18.2%
Manufacturing	Count	2
	% within sector	12.5%
	% within home based	3.6%
Professional, Scientific and Technical Services	Count	0
	% within sector	
	% within home based	

	% within sector	0
	% within home based	0
Public Administration	Count	0
	% within sector	0
	% within home based	0
Retail Trade	Count	4
	% within sector	10.5%
	% within home based	7.3%
Transportation and Warehousing	Count	2
	% within sector	40.0%
	% within home based	3.6%
Utilities	Count	0
	% within sector	0
	% within home based	0
Wholesale Trade	Count	0
	% within sector	0
	% within home based	0
other	Count	3
	% within sector	37.5%
	% within home based	5.5%
TOTAL	Count	55
	% within home based	100.0%

Table B: Peak seasons by sector for temporary/contract/seasonal employees

		Jan– Mar	April– June	July– Sept	Oct– Dec	TOTAL
Accommodation/Food Service	Count		1	12	1	14
	% within sector		7.1%	85.7%	7.1%	100.0%
	% within Peak season		4.5%	18.5%	4.3%	11.2%
Agriculture	Count		2	6	2	10
	% within sector		20.0%	60.0%	20.0%	100.0%
	% within Peak season		9.1%	9.2%	8.7%	8.0%
Business, Building and other Support Services	Count			6	1	7
	% within sector			85.7%	14.3%	100.0%
	% within Peak season			9.2%	4.3%	5.6%
Construction	Count	1	2	13	3	19
	% within sector	5.3%	10.5%	68.4%	15.8%	100.0%
	% within Peak season	6.7%	9.1%	20.0%	13.0%	15.2%
Education Services	Count		2	3	1	6
	% within sector		33.3%	50.0%	16.7%	100.0%
	% within Peak season		9.1%	4.6%	4.3%	4.8%

Finance, Insurance, Real Estate and Leasing	Count	1		2		3
	% within sector	33.3%		66.7%		100.0%
	% within Peak season	6.7%		3.1%		2.4%
Forestry	Count	1	2	3		6
	% within sector	16.7%	33.3%	50.0%		100.0%
	% within Peak season	6.7%	9.1%	4.6%		4.8%
Health Care and Social Assistance	Count		2	1		3
	% within sector		66.7%	33.3%		100.0%
	% within Peak season		9.1%	1.5%		2.4%
High Tech	Count				1	1
	% within sector				100.0%	100.0%
	% within Peak season				4.3%	.8%
Information, Culture, and Recreation	Count	1	1	2	1	5
	% within sector	20.0%	20.0%	40.0%	20.0%	100.0%
	% within Peak season	6.7%	4.5%	3.1%	4.3%	4.0%
Logging	Count	7	2	1		10
	% within sector	70.0%	20.0%	10.0%		100.0%
	% within Peak season	46.7%	9.1%	1.5%		8.0%
Manufacturing	Count		1	3		4
	% within sector		25.0%	75.0%		100.0%
	% within Peak season		4.5%	4.6%		3.2%
Professional, Scientific and Technical Services	Count	1		1	1	3
	% within sector	33.3%		33.3%	33.3%	100.0%
	% within Peak season	6.7%		1.5%	4.3%	2.4%
Public Administration	Count		1	2		3
	% within sector		33.3%	66.7%		100.0%
	% within Peak season		4.5%	3.1%		2.4%
Retail Trade	Count	3	4	8	11	26
	% within sector	11.5%	15.4%	30.8%	42.3%	100.0%
	% within Peak season	20.0%	18.2%	12.3%	47.8%	20.8%
Transportation & Warehousing	Count		2		1	3
	% within sector		66.7%		33.3%	100.0%
	% within Peak season		9.1%		4.3%	2.4%
Other	Count			2		2
	% within sector			100.0%		100.0%
	% within Peak season			3.1%		1.6%
TOTAL	Count	15	22	65	23	125
	% within Peak season	100.0%	100.0%	100.0%	100.0%	100.0%

APPENDIX H – EMPLOYER SURVEY RESULTS BY OCCUPATION**Table A: # of positions that have been filled in the past 12 months, by occupation**

Occupations/Jobs	No. of Vacancies filled in the past 12 months	% of total vacancies filled in the past 12 months
Labourers- Retail/Wholesale	114	13.9
Labourers- Primary Industry	98	12.0
Labourers- Processing, Manufacturing & Utilities	79	9.6
Truck/Bus/Courier/Taxi Drivers	62	7.6
General Labourers	57	7.0
Retail Sales/Service Clerks	32	3.9
Clerical Business/Finance	31	3.8
Equipment Operators Forest Industry	30	3.7
Labourers- Construction	27	3.3
Other Trade	23	2.8
Equipment Operators Agriculture	22	2.7
Supervisory	22	2.7
Professional Health	20	2.4
Managers	19	2.3
Technical Health	15	1.8
Trade Carpentry/Cabinet Making/Painting	14	1.7
Technical Forestry	14	1.7
Trade Automotive/Heavy Duty Mechanic	12	1.5
Other Professional	12	1.5
Professional Education	10	1.2
Other Technical	10	1.2
Other	10	1.2
Trade Welding/Fabricating	9	1.1
Professional Business	9	1.1
Skilled Retail/Service	9	1.1
Skilled Administrative	9	1.1
Trade Electrical	7	0.9
Trade Millwright	7	0.9
Labourers- Government	6	0.7
Other Equip. Ops.	6	0.7
Retail Management	6	0.7
Labourers- Agriculture	5	0.6
Clerical Government	4	0.5
Other Clerical	2	0.2
Trade Plumbing/Heating	2	0.2
Technical Agriculture	2	0.2
Clerical Education	1	0.1

Technical Business	1	0.1
Skilled in Arts, Culture, Recreation and Sport	1	0.1
Clerical Health	0	0.0
Total	819	100

Table B: # of positions that are expected to be filled in the next five years, by occupation

Occupations/Jobs	No. of Positions expected to be filled in the next 5 years	% of total positions expected to be filled in the next 5 years
Labourers- Retail/Wholesale	438	25.6
Other Technical	134	7.8
Retail Sales/Service Clerks	117	6.8
Truck/Bus/Courier/Taxi Drivers	89	5.2
General Labourers	89	5.2
Labourers- Primary Industry	81	4.7
Equipment Operators Forest Industry	67	3.9
Labourers- Agriculture	66	3.9
Equipment Operators Agriculture	54	3.2
Clerical Business/Finance	49	2.9
Professional Health	47	2.7
Other Trade	46	2.7
Supervisory	45	2.6
Managers	32	1.9
Other	29	1.7
Skilled Administrative	27	1.6
Labourers- Construction	26	1.5
Trade Automotive/Heavy Duty Mechanic	26	1.5
Professional Education	26	1.5
Trade Carpentry/Cabinet Making/Painting	24	1.4
Trade Millwright	24	1.4
Labourers- Processing, Manufacturing & Utilities	23	1.3
Other Professional	20	1.2
Technical Forestry	19	1.1
Retail Management	17	1.0
Technical Health	16	0.9
Skilled Retail/Service	15	0.9
Trade Welding/Fabricating	11	0.6
Trade Electrical	11	0.6
Professional Business	9	0.5

Other Equip. Ops.	7	0.4
Labourers- Government	6	0.4
Other Clerical	4	0.2
Trade Plumbing/Heating	4	0.2
Skilled in Arts, Culture, Recreation and Sport	4	0.2
Technical Agriculture	2	0.1
Clerical Education	2	0.1
Clerical Health	2	0.1
Clerical Government	1	0.1
Technical Business	1	0.1
Total	1710	100

Table C: # of positions that are expected to be filled in 6–10 years, by occupation

Occupations/Jobs	No. of Positions expected to be filled in the next 6–10 years	% of total positions expected to be filled in the next 6–10 years
Truck/Bus/Courier/Taxi Drivers	151	11.4
Retail Sales/Service Clerks	124	9.4
Equipment Operators Agriculture	103	7.8
General Labourers	86	6.5
Labourers- Primary Industry	85	6.4
Labourers- Retail/Wholesale	79	6.0
Clerical Business/Finance	58	4.4
Professional Health	58	4.4
Labourers- Construction	47	3.6
Equipment Operators Forest Industry	46	3.5
Supervisory	46	3.5
Other Trade	45	3.4
Labourers- Processing, Manufacturing and Utilities	36	2.7
Trade Carpentry/Cabinet Making/Painting	31	2.3
Other	30	2.3
Trade Automotive/Heavy Duty Mechanic	29	2.2
Technical Forestry	26	2.0
Retail Management	25	1.9
Managers	24	1.8
Professional Education	22	1.7
Skilled Administrative	22	1.7
Skilled Retail/Service	17	1.3
Technical Health	16	1.2
Other Professional	16	1.2
Other Technical	15	1.1
Trade Millwright	15	1.1

Other Equip. Ops.	14	1.1
Trade Welding/Fabricating	12	0.9
Professional Business	8	0.6
Trade Electrical	8	0.6
Labourers- Government	6	0.5
Trade Plumbing/Heating	6	0.5
Labourers- Agriculture	5	0.4
Clerical Health	3	0.2
Other Clerical	2	0.2
Technical Agriculture	2	0.2
Clerical Education	1	0.1
Skilled in Arts, Culture, Recreation and Sport	1	0.1
Clerical Government	0	0.0
Technical Business	0	0.0
Total	1320	100

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