



## Highway 97 Indian Reserve # 1 to Lexington Road Highway Improvement Project

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### WLIB Community Capacity Analysis and Report of Findings

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Prepared on: June 29 2015

Prepared by: Evelyn Lube

3352 East Boundary Road, Westbank, BC V4T 2H4

Email: [elube@shaw.ca](mailto:elube@shaw.ca) Cell: 250-864-7395



### **Overview:**

The Capacity Analysis and Report of Findings for the Williams Lake Indian Band is a brief analysis of the interest, skill set and training needs of WLIB Community Members for work on the *Highway 97 Indian Reserve # 1 to Lexington Road Highway Improvement Project* (the “Project”) and is prepared for use by the Williams Lake Indian Band.

Background information for the Capacity Analysis was gathered through the creation of a Project specific Employment Inventory of WLIB community members who indicated an interest in working on the Project.

The Employment Inventory can be shared with contractors providing an easily accessible way for contractors to recruit WLIB Community members and quickly fill employment opportunities as they arise during the life of the Project.

A brief description on using the Employment Inventory is included at the end of this report.

### **Methodology:**

A newsletter providing information about the highway project and the process for registering for business and employment opportunities was developed with the assistance of WLIB staff Kirk Dressler and WLIB Employment Coordinator, Shawna Philbrick. The newsletter was mailed to WLIB Members March 30, 2005 (attached as Schedule 1) and contained both hard copies of the application forms to register in the inventory, as well as information how Members could register online through the WLIB web page.

Information from the application forms provides potential contractors and WLIB with general information about the interest/availability, skills and training interests of WLIB community members so that Members can be matched with available opportunities. Applicants were asked to indicate their interest in training so that appropriate courses/certifications can be sought by WLIB and/or contractors.

A differentiation was made between WLIB Members and WLIB Spouses/Dependants solely for the purposes of identifying those who may or may not be eligible for training programs and/or funding.

Two application forms were developed:

1. Employment Application – for individuals interested in working on the Project (see Schedule 2)
2. Business/Contractor Application (including equipment owner/operators) – for businesses/contractors interested in working on the Project (see Schedule 3)

Information from the application forms was entered into an electronic database, the “Employment Inventory”, (attached as Schedule 4) for analysis. The database is easily modifiable for sharing with contractors and for further utilization by WLIB.



Shawna Philbrick provided ongoing support and information to community members and forwarded the applications for entry into the Employment Inventory.

The electronic Employment Inventory, as well as a binder containing the hard copies of applications and any supporting documents provided by applicants is intended to be maintained by the WLIB Employment Coordinator at the WLIB offices. A hard copy of the application forms and all relevant information should be provided to successful contractors for their use during the project.

**Eligibility Criteria:**

As per discussions with Kirk Dressler, eligibility for inclusion into the Employment Inventory was limited to WLIB Members and the spouses or dependent children of WLIB Members. Applications received that did not meet these criteria were not included in the database. As of June 29<sup>th</sup>, 4 applications were received that did not meet eligibility.

**Application Breakdown:**

As of June 20<sup>th</sup> 2015, 40 applications were received which met eligibility requirements. 38 of the applications were individual Employment Applications (30 WLIB Members and 8 Spouse/Dependent of WLIB Members) and two were received from Businesses/Contractors.

**RESULTS:**

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**Summary of Experience:**

The information provided by applicants indicates that there is a varied skill set of WLIB community members available for work on the project. The following chart indicates the experience types indicated by applicants on their application forms:

Relevant Experience (as indicated by Applicants)	
Survey Aid/checker	Landscaping and maintenance
Labourer and Supervision	Tree falling/chainsaw operation
Firefighting and First Response	Form building
Packer Operator	Excavator Operator
Loader Operator	Crane Operator
Haul Trucking (incl. Owner/operator)	Rock Truck Driving
Heavy Duty Machine Repairs, mechanic assistant	Journeyman Carpenter/Carpenter's Helper
Archaeology Monitoring	Fencing
First Aid (Level 1 and Level 3 with kit), site safety	Flagging
Equipment Fuelling	Pipe laying
Environmental Technician (mines, fisheries)	School bus driver
Janitorial	Roofing
Logging Equipment and Labour (incl. Backhoe, skidder, feller buncher, fire/safety equipment, pickup trucks, water tank etc.)	Office administration Project Management Environmental Monitoring/Assessment
Others	



The majority of applicants indicated that their interest was in the construction-related elements of the Project and the Williams Lake Indian Band’s Coyote Rock Infrastructure Project. Discussions with these applicants suggests that many wish to acquire additional experience in heavy equipment operation or utility installation/construction so that they can transfer these skills to other projects or utilize them at Gibraltar or Polley mines, where these skills may be in demand.

Several candidates did express that they were not interested in the actual construction elements of the Project, and instead are more interested in providing project management, communications, archaeology and environmental services to the project. One applicant expressed a strong interest in serving the role of project liaison, and felt that it would be an opportunity to complement and expand her already strong experience with community engagement, environmental assessment and project management.

**Summary of Applicant Reported Certification/Training:**

Applicants reported a variety of training and certifications with most indicating multiple certifications. First Aid/First Response training is reported by the highest number of applicants at 19. First Aid is also one of the most frequently requested training programs by applicants, likely due to renewal requirements.

There were 7 applicants that did not indicate any training or certifications on their applications forms.

Number of Applicants (out of 38) indicating Training in Various Areas	
First Aid/Advanced First Aid/First Response: 19	Chainsaw Operation/Bucking: 6
ATV Training: 4	Fire Suppression: 2
WHMIS: 8	Heavy Equipment Operation: 3
Food Safe: 2	H2S Alive: 4
Archaeology (Including RISC): 2	Heavy Duty Mechanic training: 1
Transportation of Dangerous Goods: 2	Flagging/Traffic Control: 1
Fall Protection: 3	Pilot Car: 1
Carpentry: 2	Supervisor /Mgt. Training: 3
Environmental Monitoring/Assessment: 2	Logging/Forestry Related: 4
Fisheries Related: 2	Lift Truck: 2
Confined Space: 3	Advanced Drivers License: Class 1 or 4: 2
Drivers License: Class 5 or 7: 19	Other: 3

**Summary of Training Requests:**

Training requests are identified on the Application forms in order to assist WLIB in targeting training programs and/or funding sources which may be available during the life of the project.

All but one of the applicants indicated a willingness to obtain/upgrade training if it was made available, with ten indicating their willingness to attend any or all training that may be offered. Of specific



interest, Flagging, Heavy Equipment Operation, First Aid training and commercial driving (Haul truck and/or pilot car) were the four most commonly requested training courses as shown below:

Summary of Training Requests and Number of Times Requested	
All/Any: 10	Flagging: 15
First Aid: 12	Heavy Equipment Operation: 10
WHMIS: 2	Surveying: 2
Archaeology (RISC): 4	Driving: (Haul Truck/Pilot Car): 6
Chainsaw Operation/Falling: 3	H2S: 2
Pipefitter Training: 1	Site Administration/Supervision: 1
Powerline Tech: 1	

While Driver’s license training programs were not specifically requested by applicants, 17 out of 38 reported that they did not hold a valid driver’s license. WLIB may wish to investigate the reasons for this further to identify whether this is due to a lack of driver training/vehicle availability or other reasons.

**Use and Maintenance of the Employment Inventory:**

In order to be effective, the Project Employment Inventory should remain open for new applications (and changes to applications) throughout the life of the Project. It is recommended that the WLIB Employment Coordinator be responsible for entering information into the Employment Inventory database and binder, for verifying the eligibility of applicants and for providing the information as required to contractors.

Should WLIB negotiate language for the preferential hiring of the WLIB Community or should an evaluation credit or other incentive be offered to potential contractors during the tendering process, the database can be included in a tender document with modifications to exclude identifying, community membership and contact information. Once a contractor has been secured, they should be provided with a hard copy of the employment inventory binder so that they have access to all resumes and supporting information provided by applicants, and instructions should be provided on how they will update their copy with information provided from time to time by the Employment Coordinator.

**Further Information**

For further information about the use of the Employment Inventory or the content of this report, contact:

Evelyn Lube  
 3352 East Boundary Road  
 Westbank, BC V4T 2H4  
 Cell: (250) 864-7395 Email: elube@shaw.ca

## SCHEDULES

1. March 30 2005 Newsletter; *Williams Lake Indian Reserve # 1 to Lexington Road Highway Improvement Project*, Volume 1, Issue 1
2. Employment Application Form
3. Business/Contractor Application Form
4. WLIB Employment Inventory (reduced size)

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