

NRE Site Profile Update 2005

Your Name: _____
Community Name: _____
NRE Cell Number: _____

1. INTRODUCTION

The purpose of the Site Profile update is to determine if there have been any changes in access to services since our last profile.

IMPORTANT METHODOLOGICAL NOTES

Field Logs

It is very important that field logs be included as part of each Site Profile package. Local perceptions of questions, including unclear understanding of questions, are important to note. If any requested data is omitted from the Site Profile, it must be noted why the information was not collected.

This year, we would like to explore different *gender* experiences during fieldwork. Gender may affect how questions are interpreted or answered; who is available for answering questions; individual or group senses of authority; and even group dynamics (who is talking, who is listening). Gender may also influence perceptions of 'safe' or 'unsafe' spaces, or result in privileged or restricted access to certain spaces. Please make space in your field logs to reflect on any gender-related fieldwork experiences.

Determining Site Boundaries

You will note that at several points in the Site Profile document we are asked to identify the location and distance of services outside the Site boundaries. This is important as our concern is with estimating, and comparing, changes in service accessibility for Site residents. We shall assume that service relocations within Sites have a limited effect upon accessibility. Thus, it is access to services outside the Site which we shall focus upon for distance / time measures.

While we have Site (CSD) boundaries, the differing geographic layout and context of our Sites creates problems for measuring accessibility (namely, from which point do we start to measure distance and travel times). To address this, Site teams should:

1.) *Create a Site Geographic Description*

Update the site geography description. Describe any changes with the following:

- \$ the site boundaries (i.e. through amalgamation), landscape, and relationship to settlement / roads (i.e. development of a new highway connector), etc.
- \$ the immediate setting of the Site (adjacent landscape and settlements).
- \$ maps (of the Site) (and of the site within the region).

2.) *Service / Facility Location Recording*

Researchers will check one of the following options when recording the availability of a service / facility:

1. Available IN the Site (CSD defined),
2. Available immediately ADJACENT to the Site boundaries (decided in consultation with NRE II Steering Committee),
3. Available WITHIN 30 MINUTES from the Site (but not adjacent), and
4. Available MORE THAN 30 MINUTES from the Site.

Other Data Recording Issues

Upon considering the availability of 911 in the Site, we need to know whether or not someone in the community can dial 911 (availability), regardless of where the 911 call centre function is located.

If a service, such as the live theatre performance, only occurred as a one-time event in a Site, rather than as a regular activity, it should not be counted as available. Alternate care, such as massage therapy, can be recorded, but the form of alternate care must be noted in the comments next to the category.

If the community has entered into a partnership with the school district for the use of school facilities as community recreation facilities, you must record an availability of a community playing field or gym in the Site. Remember, it is important to ask detailed questions to ensure the proper recording of amenities and services offered by the municipality or in partnership. The obvious answer may not be the correct answer.

If a service is not available, make sure you write NO. Do not write n/a. If a service is not applicable, such as a ferry service for an inland community, write NO (service is not available), then under the Comments Section make a note that the service is Anot applicable@ to the Site.

Do not leave any line blank. A blank line will be perceived to be a question not asked.

As researchers return from the Sites, Site leaders must go over the information collected for the profiles. Follow-up phone calls should be made to collect any missing information.

All Site Profiles should be typed and submitted to the Services Theme **no later than June 30th, 2005**.

Site Profiles should be submitted by e-mail to:

Laura Ryser, Research Manager
Rural and Small Town Studies Program
University of Northern British Columbia
3333 University Way
Prince George, B.C.
V2N 4Z9

E-mail: ryser@unbc.ca

Phone: 250-960-5320

Fax: 250-960-6533

2. SITE DEMOGRAPHIC INFORMATION

2.1 Please complete the following information from the 2001 Census of Population.

Population	Site:		
	Total	Male	Female
Population in 2001			
Population in 1996			
1996 to 2001 population change (%)			
Total - All persons			
Age 0-4			
Age 5-14			
Age 15-19			
Age 20-24			
Age 25-44			
Age 45-54			
Age 55-64			
Age 65-74			
Age 75-84			
Age 85 and over			
Median age of the population			

Common Law Status	Total	Male	Female
Total - Population 15 years and over			
Not in a common law relationship			
In a common law relationship			

Legal Marital Status	Total	Male	Female
Total - Population 15 years and over			
Single			
Married			
Separated			
Divorced			
Widowed			

Language(s) First Learned and Still Understood	Total	Male	Female
Total - All persons			
English only			
French only			
Both English and French			
Other languages			

Mobility Status - Place of Residence 5 Years Ago	Total	Male	Female
Total population 5 years and over			
Lived at the same address 5 years ago			
Lived within the same province / territory 5 years ago, but change address			
Lived in a different province / territory or country 5 years ago			

Selected Family Characteristics	Total
Total number of families	
Number of married-couple families	
Number of common-law couple families	
Number of lone-parent families	
Number of female lone-parent families	
Number of male lone-parent families	

Selected Occupied Private Dwelling Characteristics	Total
Total number of dwellings	
Number of owned dwellings	
Number of rented dwellings	

Labour Force Indicators	Total	Male	Female
Participation rate			
Employment rate			
Unemployment rate			

Earnings	Total	Male	Female
Average earnings (all persons with earnings (\$))			
Average earnings (worked full year, full time (\$))			

Immigration Characteristics	Total	Male	Female
Total - all persons			
Canadian-born population			
Foreign-born population			
Immigrated before 1991			
Immigrated between 1991 and 2001			

Aboriginal Population	Total	Male	Female
Total - All persons			
Aboriginal identity population			

Visible Minority Status	Total	Male	Female
Total population by visible minority status			
Visible minority population			

2.2 For elementary schools, high schools, community colleges, and continuing education available within the Site, please collect:

- the mailing address of the institution,
- the name of the principal,
- the name of the school board,
- number of students in each grade, and
- operational languages within the school including language immersion programs.

Note: It can be difficult to collect school information during the end of the school year or during summer. Therefore, it is very important that you contact the school ahead of time to have this information ready for you when you arrive in the site in May or early June.

	Elementary School #1	Elementary School #2	High School	Community College	Continuing Education Institution
Name of institution					
Mailing address of institution					
Name of principal					
Name of school board					
# of students - kindergarten					
# of students - grade 1					
# of students - grade 2					
# of students - grade 3					
# of students - grade 4					
# of students - grade 5					
# of students - grade 6					
# of students - grade 7					
# of students - grade 8					
# of students - grade 9					
# of students - grade 10					
# of students - grade 11					
# of students - grade 12					
# of students - community college					

# of students - continuing education					
Operational language(s) of the school					
Identify immersion programs					

DESCRIPTION OF SITE BOUNDARIES

Update the site geography description. Describe any changes with the following:

- \$ the site boundaries (amalgamation), landscape, and relationship to settlement / roads (i.e. development of a new highway connector), etc.
- \$ the immediate setting of the Site (adjacent landscape and settlements).
- \$ maps (of the Site) (of the site within the region).

Please type changes to site boundary description here

4. SITE HISTORY - MAJOR EVENTS & STORIES

Begin by reviewing the Site Profile created in 1998, 2000, and 2003. You can download this from the NRE website, or look at your copy from before. See if there are any other major events, which should be added to this Site history. In particular, you should note important businesses that have closed or opened; the impacts of provincial and federal decisions (i.e. military base closure); the re-routing of a highway; new events or festivals (or ones that no longer operate); etc.

Please type major events that have occurred in the Site since 2003 in this box.

5. SOCIAL SERVICES - AVAILABILITY AND ACCESSIBILITY

1. For each item determine whether or not it is located within the Site (Yes/No column).
2. For services located in the Site, please note if they are available on a full-time (F) basis, part-time (P) basis, such as monthly or bi-annually, or seasonal (S) basis.
3. If it is not, please indicate where the nearest services are located (which place column), and how far it is by car.
4. Add any additional relevant comments. For example, perhaps the elementary school has closed since 2000, or there has been a change in who provides a particular service. The key is to ask **AW**What has changed?@ of the person(s) you are speaking to.

ITEM	Yes/ No	If Ayes@, availability? F: Full-time P: Part-time S: Seasonal	If Ano@, how far?					Comments:
			Adjacent	Within 30 min	More than 30 min	Which place?	Kms	
EDUCATION								
Pre-school / Kindergarten								
Elementary School								
High School								
CÉGEP/Community College / Univ. College								
University								
Continuing Education and Extension Courses								
Other Educational Institutions								
HEALTH								
Hospital								
Health Centre / CLSC								

ITEM	Yes/ No	If Ayes@, availability?	If Ano@, how far?					Comments:
			Adjacent	Within 30 min	More than 30 min	Which place?	Kms	
Medical Clinic								
Blood/Urine Testing Facility								
X-Ray Facility								
Baby Delivery Facility								
CT Scan Facility								
Nursing Home								
Doctor(s)								if yes, specify #
Nurse(s)								if yes, specify #
Dentist(s)								if yes, specify #
Dental Surgeon(s)								if yes, specify #
Optometrist(s)								if yes, specify #
Home Care/Visits								
Victorian Order of Nurses								if yes, specify #
Social Worker(s)								if yes, specify #
Pharmacy								
Ambulance								
Hospital Emergency Services								
Public Health Nurse								if yes, specify #
Rehabilitation - Physiotherapy								
Rehabilitation - Speech Therapy								

ITEM	Yes/ No	If Ayes@, availability?	If Ano@, how far?					Comments:
			Adjacent	Within 30 min	More than 30 min	Which place?	Kms	
Rehabilitation - Occupational Therapy		F: Full-time P: Part-time S: Seasonal						
Respite care								
Alternative health care services								Please specify:
Pre-natal care programs (i.e. parenting classes, yoga, etc.)								
Post-natal care programs								
Out-patient services - transportation								
PROTECTION SERVICES								
Police (local / RCMP)								if yes, specify #
Fire Department (state if comprised of volunteers, paid staff, or both):								if yes, specify #
911 Emergency Line								
Other Emergency Line								
Security Services								
Security Alarm Services (for homes and businesses)								
Neighbourhood Watch								
Rural Crime Watch								
Victim's Services (police-based, i.e. legal counsel, grief support)								
LEGAL								
Lawyer								if yes, specify #

ITEM	Yes/ No	If Ayes@, availability?	If Ano@, how far?					Comments:
			Adjacent	Within 30 min	More than 30 min	Which place?	Kms	
Notary								if yes, specify #
Court (specify type)								if yes, specify #
FINANCIAL / BUSINESS								
Bank								if yes, specify #
Credit Union / Caisse Populaire								
ATM Machine								
Micro-Financing Group								
Insurance Office								
Industrial Park								
Real Estate Office								
Farming / Fishing / Other Industrial Association								
Accounting								
COMMUNICATION SERVICES								
Cell Phone Service - Analog								
Cell Phone Service - Digital								
BASIC SHOPPING SERVICES								
Grocery Store								if yes, specify #
Farmers= Market								
Liquor Store								
Bakery								

ITEM	Yes/ No	If Ayes@, availability?	If Ano@, how far?					Comments:
			Adjacent	Within 30 min	More than 30 min	Which place?	Kms	
SERVICE FOR THE ELDERLY AND DAYCARE								
Daycare								
Senior Citizens= Nursing Home								
Senior Citizens' Retirement Home								
GOVERNMENT								
Employment Insurance Office								
Provincial Automobile Licence Office								
Social Assistance Office								
Town Hall								
Band Council								
Post Office								
COMMUNITY SERVICES								
Food Bank								
Clothing Exchange or Depot								
Second-Hand Stores (profit & charitable)								
Drop-In Centre - Youth								
Drop-In Centre - Women								
Drop-In Centre - Seniors								

Halfway House								
ITEM	Yes/ No	If Ayes@, availability?	If Ano@, how far?				Comments:	
		F: Full-time P: Part-time S: Seasonal	Adjacent	Within 30 min	More than 30 min	Which place?	Kms	
Women=s Resource Centre								
Women's Safe House / Shelter								
Personal Aid Services (counseling, family distress, etc.)								
Victim's Services (community-based)								
Churches								if yes, specify #
TRANSPORT								
Local Bus Transit Service								
Inter-Community Bus Station								
Train - Passenger								
Train - Freight								
Airport								
Helicopter Port								
Boat / Ferry Terminal								
Taxi								
Gas Station								
Automobile Repair Services								
RECREATION FACILITIES								
Curling Rink								
Bowling Lanes								
Municipal Swimming Pool (indoor)								

Municipal Swimming Pool (outdoor)								
ITEM	Yes/ No	If Ayes@, availability?	If Ano@, how far?				Comments:	
		F: Full-time P: Part-time S: Seasonal	Adjacent	Within 30 min	More than 30 min	Which place?	Kms	
Municipal Skating Rink (indoor)								
Municipal Skating Rink (outdoor)								
Community Playing Field								
Community Gym								
Community Centre								
YMCA/YWCA								
Athletic Club (private)								
Athletic Club (municipal)								
Theatre (live performance)								
Cinema (movie)								
Museum								
Library								
Municipal Parks								
Provincial Parks								
National Parks								
Tennis courts								
Skiing trails								
Hiking trails								
Golf courses								
Campgrounds								

6.2 New businesses opened since summer 2003:

List <i>new</i> business that <i>opened</i> since summer 2003	Did this service exist before?	If yes, who provided the service?

6.3 Businesses closed since summer 2003:

List businesses that <i>closed</i> since summer 2003	Is there anyone else in the community who can provide this service?	If yes, who can provide this service?

6.4 Where is retail activity concentrated? (E.g. >Main Street=, dispersed retail activity).

Please insert your response in here.

6.5 What is the site=s dominant economic base? (E.g. forestry, agriculture, fishing, tourism, manufacturing, mixed services). Please collect Statistics Canada data that depicts labour force by industry. Also ask key contacts (Chamber of Commerce, local government official, etc.) what they feel is the site=s dominant economic base.

Characteristics	Site:
All industries, labour force 15 years and over	
Agriculture, forestry, fishing and hunting, labour force 15 years and over	
Mining and oil and gas extraction, labour force 15 years and over	
Utilities, labour force 15 years and over	
Construction, labour force 15 years and over	
Manufacturing, labour force 15 years and over	
Wholesale trade, labour force 15 years and over	
Retail trade, labour force 15 years and over	
Transportation and warehousing, labour force 15 years and over	
Information and cultural industries, labour force 15 years and over	
Finance and insurance, labour force 15 years and over	
Real estate and rental and leasing, labour force 15 years and over	
Professional, scientific and technical services, labour force 15 years and over	
Management of companies and enterprises, labour force 15 years and over	
Administrative and support, waste management and remediation services, labour force 15 years and over	
Educational services, labour force 15 years and over	
Health care and social assistance, labour force 15 years and over	
Arts, entertainment and recreation, labour force 15 years and over	
Accommodation and food services, labour force 15 years and over	
Other services (except public administration), labour force 15 years and over	
Public administration, labour force 15 years and over	

7. GOVERNMENT STRUCTURE

We want to have a better understanding of the local government structure and tax base that affects local operations.

7.1 What percentage of tax base is residential, commercial, or industrial?

Please insert your response here.

7.2 Describe the structure of local government.

Does the Site have an elected council?	Yes or No:
If yes, what is the structure of this council?	
How many are elected?	Specify # elected:
How many elected officials are men?	Specify # elected <i>men</i> :
How many elected officials are women?	Specify # elected <i>women</i> :
If no, what is the form of local governance that manages local services?	

7.3 Has amalgamation occurred in the site since 1998, and if so, how has the amalgamation affected the government structure or representation of the community?

Please insert your response here.

8. COMMERCIAL SHOPPING

We want to determine the level of retail / commercial shopping in the Site, and the distance and time to travel to any higher levels of retail / commercial shopping. We are roughly following Hodge / Stabler=s retail classification scheme.

For example, if the community is a full convenience centre, write Ayes@ in the Yes/No column beside that description. Then for each of the four descriptions of more extensive retail / commercial centres, identify the nearest community people in the Site would travel to for that level of shopping, and how far that is by personal automobile.

ITEM	Yes /No	If >yes=, availability?	If >no=, how far?					Comments:
			Adjacent	Within 30 min	More than 30 min	Which community?	Kms	
<u>minimum convenience centre</u> (gas and basic groceries)		F: Full-time P: Part-time S: Seasonal						
<u>full convenience centre</u> (minimum plus some general merchandise, full grocery store, implement dealers)								
<u>partial shopping centre</u> (above plus selected merchandise - small malls)								
<u>complete shopping centre</u> (above plus extensive retail merchandise - large malls)								
<u>secondary wholesale-retail centre</u> (above plus some wholesale)								
<u>primary wholesale-retail centre</u> (above plus central wholesale outlets)								

9. ECONOMIC / DEVELOPMENT ORGANIZATIONS WITH GOVERNANCE LINKAGES

ITEM	Yes /No	If >yes=, availability?	If >no=, how far?					Comments:
			Adjacent	Within 30 min	More than 30 min	Which community?	Kms	
Business Development Bank of Canada / Banque de Development du Canada		F: Full-time P: Part-time S: Seasonal						
Community Futures Development Corporations - Western Canada, Ontario, and Quebec only								
Community Business Development Centres - Atlantic Canada only								
Federal / Provincial Economic Development Agencies - ACOA - Regional Economic Development Board, etc. - Atlantic Canada only: please specify.								
Chamber of Commerce								
Aboriginal Business Development Services								
Local Business Development Corporations								
Economic / Community Trust (ie. Columbia Basin Trust)								

Economic Institutes and Research Centres (ie. Northern Land Use Institute)								
Career Training / Placement Programs								
Financial / Business Consulting								
Real Estate Boards								
Tourism Associations								
Rotary Clubs								
Retraining Programs - general								
Retraining Programs for women								
Women's Leadership Groups								

10. SOCIAL HOUSING

We want to know if there is any housing in the Site or beyond that is subsidized in any way by the provincial or federal government through its various programs.

ITEM	Yes /No	If >yes=, availability?	If >no=, how far?					Comments:
			Adjacent	Within 30 min	More than 30 min	Which community?	Kms	
		F: Full-time P: Part-time S: Seasonal						
Co-op Housing Units								If yes, specify #:
Rent Supplement Units								If yes, specify #:
Assisted / Subsidized Housing for Low Income Seniors [do not include nursing homes]								If yes, specify #:
Assisted / Subsidized Housing for Low Income Families								If yes, specify #:
Assisted / Subsidized Housing for Low Income Single People								If yes, specify #:
Assisted / Subsidized Housing for Persons with Disabilities / Special Needs								If yes, specify #:

Appendix: Glossary of Terms

Section 5

Hospital: Provides the widest range of medical services. A hospital is open 24 hours a day, will conduct surgeries, and will accommodate over night stays.

Health Centre / CLSC: A health centre is not open 24 hours a day and will not perform major surgeries. A health centre will provide access to medical physicians, nurses, public health nurses, as well as other specialists such as a psychologist or a social worker.

Medical Clinic: This is also referred to as a *A walk in clinic@* where residents access medical care by a physician. Services include consultation and referral. There are no special medical services, programs, or counselling available.

Respite Care: This is care provided for short-term or extended periods of time for relief of family members providing regular extensive care to a family member. Respite care provides rest for the caregiver.

Victorian Order of Nurses - VON: They provide services for home care, life style education for adolescent parents, palliative care, crisis intervention, respite care, and foot care. While there are VON offices across Canada, there are more VONs in Ontario, New Brunswick, and Nova Scotia. <http://www.von.ca>.

Occupational Therapy: A practitioner trained in the promotion and maintenance of helping workers to return to work. They also provide assistance in self-care, productivity, and leisure. They may work with individual therapy, policy development, environmental modifications, staff education, or with management.

Other Emergency Line: In towns with no 911 service, there may be an alternative emergency number. In some cases, this emergency number will be a long distance number to a nearby centre, which will dispatch an emergency service.

Notary Public: These individuals are authorized to administer oaths, attest to the authenticity of signatures, and certify deeds, wills, and passports.

Micro-financing: Specializing in providing small business loans.

Halfway House: According to the John Howard Society of Alberta (2001), a halfway house is a community based residential facility for offenders who, having been sentenced to a term of incarceration, are serving a portion of their sentence under supervision in the community.@ Alternatively, a halfway house may also provide shelter for abused women in transition.

Women's Safe House / Shelter: Places for women who are or may be at risk for violence,

threats, and / or abuse. These include transition houses, safe home networks, safe home networks (trained community members who provide shelter in their homes), and second stage homes which provide more long-term independent living for women and children coming out of transition houses.

Second Hand Stores: Consumers can purchase second hand items, such as clothing, furniture, and toys.

Clothing Exchange or Depot: This is usually organized by volunteers where people can bring in used clothes and exchange them. This service is usually free of charge. A popular clothing exchange is for children's clothing. You may find these to be operated out of a home or a church.

Senior Citizen Nursing Home: Public sector housing for seniors, usually owned by a community group or non-profit organization, and usually providing a minor medical component.

Senior Citizen Retirement Home: Private sector housing for seniors, privately owned and operated, usually providing no minor medical component.

Section 8

Central Place functions below are adapted from de Souza (1990), Conkling and Yeates (1976), and Garner and Yeates (1971). The examples provide illustrations of services across this hierarchy.

Hamlets:

- These places have limited services like gasoline service stations and eating and drinking establishments.

Minimum convenience centre:

- Hamlet services +
- a hardware store, drug store, a bank, and two other convenience functions, such as a variety store.

Full convenience centre:

- Minimum convenience centre +
- laundry or dry cleaning, jewelry, appliances or furniture, clothing, lumber, building materials, shoes and garden supplies, and a hotel or motel.

Partial shopping centre:

- Full convenience centre +
- some specialty goods and services like camera stores, florists, radio, TV stores, and women's accessories.

Complete shopping centre:

- Partial shopping centre +
- additional specialty goods and services.

Secondary wholesale-retail centre:

- Complete shopping centre +
- provides **less than** 32 different kinds of function services in conjunction with different types of wholesaling activities. Wholesale activities include automotive supplies, bulk oil, chemicals, paint, dry goods, apparel, electrical goods, groceries, hardware, industrial, farm machinery, plumbing, heating / air conditioning, professional, service equipment, paper, tobacco, beer, drugs, lumber, and construction material.

Primary wholesale-retail centre:

- Secondary wholesale-retail centre +
- **more than** 32 different kinds of function services in conjunction with 14 different types of wholesaling activities.

Metropolitan retail centre: This centre offers the widest range of services.

Section 9

Community Futures Development Corporation: Community Futures Development Corporation is funded through a partnership with the federal and provincial governments, and fosters local entrepreneurship, as well as promotes and coordinates community development initiatives. They offer entrepreneurial programs, business counseling, loan programs and business information to community members interested in expanding or starting a business. CFDCs can be found across Canada.

Community Business Development Centres: CBDCs assist to create small businesses and expand or modernize existing businesses by providing financial and technical services to entrepreneurs. CBDCs are only found in Atlantic Canada.

Regional Economic Development Board: REDBs develop and coordinate strategic economic plans; coordinate business development; provide support to organizations and communities within the zone; coordinate social and economic initiatives within the zone; and promote public participation and education. REDBs are only found in Atlantic Canada.

Local Business Development Corporations: These organizations are grass roots, bottom up, locally developed business development groups. Example: Woodriver: Lafleche Economic Loans Cooperative - This organization helps small businesses to start or to upgrade. Loans are given at a low interest rate. The community screens potential loans and sets its own interest rate. Interest collected goes into the cooperative, and they put it back into the community.

Career Training and Placement Programs: These refer to non-government programs in career training and job placement.

Section 10

Rent Supplement Units: These are housing units owned by the private sector. They receive a subsidy directly from the government, and then rent the units at a reduced rent to a qualified household.