



**NELSON & DISTRICT WOMEN'S CENTRE
WEST KOOTENAY WOMEN'S ASSOCIATION
420 Mill Street • Nelson, B.C. • V1L 4R9 • 352-9916**

September 7, 1999

Victor Kumar
Chief Administrative Officer
City of Nelson
502 Vernon St.
Nelson, B.C.
V1L 4E8



Dear Victor:

I am writing to you in your capacity as a member of the City of Nelson's Employment Equity Committee as well as Chief Administrative Officer. I would like to request a meeting with the Employment Equity Committee as well as with any members of City Council who would be able to attend. Please allow me to explain.

I am coordinating a two-year employment equity project for the West Kootenay Women's Association. The project is funded by the federal government through Status of Women Canada. One of the objectives of the project is to encourage municipal governments in the West Kootenays to develop employment equity policies and implementation committees. Status of Women Canada has told me that this is a pioneering concept. The City of Nelson is the obvious model for such an initiative.

My goal in holding the meeting would be to have a discussion about the City's experiences, both at the political level where the policy was approved and the administrative level where employment equity is being implemented. I am interested in the committee's and council's views about what to include in a policy; what kind of process to use for policy development, approval and implementation; who needs to be included; how to avoid pitfalls; how to ensure the policy will be effective etc.

I would be most appreciative if you would call me at 354-1352 to discuss a range of potential meeting times. I would be pleased to answer any other questions that you might have. I would hope that we might set a meeting for sometime in late September or early October.

Thank-you for your attention to this request.

Yours sincerely,

Ruth Beck
Employment Equity Project Coordinator

cc. Mayor and Council



*The Corporation of the City of
Nelson*

502 Vernon Street, Nelson, British Columbia V1L 4E8
Telephone: (250) 352-5511 Fax: (250) 352-2131

From the Office of the

CAO

September 13, 1999

**Ms. Ruth Beck, Employment Equity Project Coordinator,
Nelson & District Women's Centre,
West Kootenay Women's Association,
420 Mill Street,
Nelson, BC
V1L 4R9**

Dear Ruth:

Thank you for your request for a meeting with the Employment Equity Committee as well as with any members of City Council. All Council members have been given a copy of your request. Members of Council who may wish to discuss your request may contact you directly or you may wish to contact them directly.

The two Management Members of the Committee decline your request for a meeting on this issue.

Attached are copies of the Policy and the Terms of Reference of the Committee for your information.

Yours truly,

**Victor Kumar,
Chief Administrative Officer**

**c: Mayor and Councillors
Marla Olson, City Clerk
Equity Committee**

THE CORPORATION OF THE CITY OF NELSON

POLICY TITLE:	Employment Equity	POLICY NO:	2770.00.005
EFFECTIVE DATE:	September 17, 1998	SUPERSEDES:	None
APPROVAL:	Council	PAGE:	1 of 2

POLICY:

The City of Nelson and Nelson City Council recognizes that this community is a source of social, cultural and economic enrichment and strength; our local government is responsible and accountable to its community in this regard. The City will strive to strengthen and improve community and workplace environments so that:

- a) all persons are treated with dignity and respect; and
- b) we may support one another in pursuit of our common good, a livable community.

Nelson City Council affirms its commitment to fairness in employment and equitable access to City services. The City is committed to setting a positive example and to fostering a climate of understanding and mutual respect among its employees and the community at large.

Nelson City Council recognizes that individuals, groups and organizations may encounter barriers in accessing employment opportunities, and in receiving equal benefit from services provided. Accordingly, Nelson City Council enacts the following Employment Equity Policy.

1.0 Statement Principle

A fundamental consideration for recruitment and retention of City staff is organizational efficiency. Consistent with this principle, the City is committed to advancing the interests of all persons including women, aboriginal people, persons with disabilities and visible minorities in an effort to ensure equal opportunity to all who seek employment with the City and in an effort to treat all staff equitably.

2.0 Objectives

The objectives of this Employment Equity Policy are to:

- 1. remove any discriminatory barriers in the development of employees' career abilities, aspirations and potentials;

- 2.** facilitate and encourage the range of applicants for staff positions to reflect the diversity of the pool of potential candidates with appropriate qualifications; the City is committed to hiring the best available candidates and during hiring and promotion processes, gender, race, marital status and disability should not enter into the assessment of qualifications - in choosing between relatively equally qualified candidates, the City may consider relevant factors including its employment equity goals;
- 3.** build a workforce that is representative of the pool of potential candidates with appropriate qualifications, including men and women, aboriginal people, persons with disabilities, and visible minorities; and
- 4.** facilitate and encourage organizational efficiency by fostering a work environment of mutual respect for the dignity, worth and potential of each individual;

3.0 Proactive Policy Implementation

- 1.** ALL advertisements shall include the following statement:
"The City of Nelson is committed to employment equity. We encourage all qualified persons to apply."

The City will advertise for candidates for all external postings.
- 2.** The City is committed to working with the union to incorporate a Letter of Understanding into Collective Agreements which reflects its employment equity policy.
- 3.** A Joint Committee will be established for the purposes considering methods and opportunities for improving work force diversity including employment equity. The Joint Committee will consist of two representatives from the City, two from the Union and one person appointed by both the Union and the City. It is recognized that the City may, in certain circumstances, operate outside the structure of the Joint Committee in view of its obligations as required by various Collective Agreements, legislation, regulation or similar authority.
- 4.** Decisions of the Joint Committee are to be reached jointly by consensus with a view to promoting, to the fullest extent practicable, the involvement of employees, union representatives and managers at all operating levels of the City.
- 5.** Members of the Joint Committee agree to consult and explore reasonable positive steps that may be taken in relation to such issues as:
 - a) policy issues relating to employment equity and the implementation of guidelines; and
 - b) the joint development and subsequent implementation of training strategies and educational programs dealing with issues associated with diversity, equity and human rights.
- 6.** The Joint Committee will develop and implement ongoing support mechanisms for persons who fall within the protective groups delineated in paragraph 2.2 above.

**CITY OF NELSON
TERMS OF REFERENCE
JOINT COMMITTEE ON EMPLOYMENT EQUITY POLICY**

A fundamental consideration for recruitment and retention of City Staff is organizational efficiency. Consistent with this principle, the City is committed to advancing the interests of all persons including women, aboriginal people, persons with disabilities and visible minorities in an effort to ensure equal opportunity to all who seek employment with the City and in an effort to treat all personnel equitably. Based on the above Statement of Principle and the Employment Equity Policy Number 2770.00.005 the following represents the Terms of Reference for the Joint Committee:

1. SCOPE:

1. Make recommendations to the Management of the City to remove any discriminatory barriers in the work place, job postings and promotions.
2. Make recommendations on building a workforce that is representative of the pool of potential candidates with appropriate qualifications including men, women, aboriginal people, persons with disabilities and visible minorities.
3. Make recommendations in fostering a work environment which creates respect for the dignity, worth and potential of each individual.
4. Make recommendations for training and educational programs dealing with issues associated with diversity, equity and human rights
5. Make recommendations to develop and implement ongoing support mechanisms for designated groups such as women, aboriginal people, persons with disabilities and visible minorities.
6. Make recommendations on policy issues relating to employment equity and implementation of any of the foregoing.

2. STRUCTURE:

1. The Joint Committee's Terms of Reference is applicable to the Employee Group of the Employer represented by Local 339 CUPE. The employer reserves the right, in certain circumstances, to operate outside the structure of the Joint Committee because of its obligations under the Collective Agreement, legislation, regulation or similar authority.
2. The Joint Committee Terms of Reference does not supersede any of the Employer's terms and conditions of employment as agreed between the Employer and the Local 339, CUPE and any Rules and Regulations issued under the Collective Agreement unless the recommendations arising under the foregoing Terms of Reference have been accepted and implemented.
3. The decisions of the Joint Committee are to be reached by consensus with a view to promoting to the fullest extent practical, the involvement of employees, shop stewards, union executives, supervisors and department heads.
4. The membership in the Joint Committee consists of two representatives from Local 339, CUPE and two representatives from the senior management of the City and one member appointed jointly by the Union and the CAO on behalf of the City.
5. The term of the Joint Committee shall be the same term as that of the Collective Agreement between the City and Local 339, CUPE.
6. The Joint Committee members shall determine the schedule of meetings. A record of all proceedings of the Joint Committee shall be kept and copies distributed to the Union and the Management.