

## TERMS OF REFERENCE

**Contract Position:** Labour and Equity Integration Facilitator for West Kootenay region

**Purpose:** To conduct a pilot project to:

- co-ordinate and support multi-stakeholder collaboration and action to address the shortage of skilled labour in trades and plant processes in the West Kootenays;
- to ensure the principle of equity in the coordinated collaborative labour force transition strategies.

**Background:**

Workforce turnover in trades and industrial employment is expected to be 40% over the next ten years.

The Columbia Basin Trust Construction Task Force convened a meeting of regional stakeholders from industry, labour, training institutions, government and equity groups in February, 2001. There was a relatively high level of agreement about key issues and an overall acceptance of equity as part of the solution to workforce transition. Participants agreed that we need to move from agreements in principle to coordinated collective action.

Key collaborative strategies have been identified, particularly the potential roles for a labour and equity facilitation function. The potential roles are seen to include:

- Coordinating activities of the Equity (or Equity and Labour) Integration Committee
- Providing outreach to schools, youth and employment centers to promote trades and technical training
- Collaborating with and support complementary initiatives such as BC Opportunities, ITAC, and the BC Federation of Labour
- Supporting regional training opportunities such as WITT programs and trades and technical training
- Liaising with employers/contractors, ITAC, unions, etc. to facilitate equity integration into the trades and technical work sites
- Trouble shooting training and labour force issues, identify new opportunities, and acting as ombudsperson for equity group issues
- Other related duties and tasks as are deemed appropriate.

Since that time, the following has occurred:

- Selkirk College is planning to offer a 5 month Women in Trades and Technology (WITT) course beginning in January, 2002
- Columbia Power Corporation has provided \$10,000.00 for the Labour and Equity Integration Facilitator function
- Selkirk College has agreed to house the Labour and Equity Integration Facilitator and provide in-kind support estimated at \$4,200 in value.

**Deliverables:**

- establish and support a regional, multi-stakeholder Labour and Equity Integration Committee
- develop, in conjunction with the LEI Committee, an action plan for the next 12 months
- provide appropriate linkages between the Selkirk College WITT course, its students and the LEI Committee and potential employment opportunities in the region
- identify sources of funding for continuation of Facilitator position and pursue appropriate funding opportunities
- begin implementation of LEI Committee action plan priorities, as feasible within contract.

**Qualifications, Experience and Background:**

- knowledge of labour force and equity issues
- knowledge of regional economic development context
- knowledge of human resource management practices and labour force transition processes
- experience facilitating multi-stakeholder processes
- demonstrated excellent written and verbal communication skills
- extensive experience managing projects
- experience with stakeholders in the construction and industrial sectors an asset
- experience with human resource management practice and/or labour force transition process an asset
- ability to utilize computer technology to deliver contracted services.

**Contracting Details:**

Please submit resume, cover letter and daily/hourly rate to West Kootenay Women's Association, 420 Mill St., Nelson, B.C., V1L 4R9; attention Ruth Beck by Nov. 16.