

West Kootenay Women's Association
507 Hall Street,
Nelson, B.C.
V1L 1Z1

Bobbi Cochrane,
Project Officer, CJS Operations,
Room 307, Federal Building,
471 Queensway Avenue,
Kelowna, B.C.
V1Y 6S5

April 7, 1994

Dear Bobbi,

Enclosed is our application for a Job Development Project.

The West Kootenay Women's Association has for twenty years been working in the Nelson area to increase the opportunities and choices available to women. We have administered a range of programs over the years including the successful WomenWorks project which was an employment preparation project for severely disadvantaged women, Options Unlimited, a role modelling program for high school girls which has been very well received by the schools and the Nelson Women's Centre which delivers ongoing educational and support services to women in the community.

We have recently purchased a house in Nelson which we hope to use to house the Women's Centre. It is in need of extensive renovations before it would be suitable for this purpose. This thorough remake of the house would provide an excellent training opportunity. There is a wide variety of work that needs to be performed from roofing to framing and cabinet work.

We believe our ongoing commitment to women and removing barriers which limit their options both in employment and elsewhere and our experience in administering programs which address these issues give us a strong base to operate a successful Job Development Project for women.

Our membership includes many women who work in construction related jobs. We also have a close working relationship with Kootenay Women in Trades and Technology. These two factors will allow us to link the trainees with an existing network of women in trades and greatly increase the chances of the trainees continuing to work successfully in this field.

The WKWA is a non-profit society, managed by a volunteer board. Because of our limited resources we are requesting funding to hire a project manager who would be responsible for the day to day operations of the project. A job description for this position is attached. ~~Some of the resume of the person we would like to hire for this position.~~

We have requested money under special costs for equipment purchasing and rental. We have divided equipment between these two categories in the most cost effective manner. This equipment is necessary for both the training and work experience portions of the project.

I look forward to hearing from you and trust will call me with any questions you have. I can be reached at 359-7984 and although I am often out during the day I have an answering machine.

Yours truly,

Sally Mackenzie

The West Kootenay Women's Association was registered as a not for profit society on September 25, 1974.

The current members of the coordinating collective (board) are:

Abra Bryne	P.O.Box 13, Slocan Park, B.C. V0G 2E0
Suzanne Mackenzie	812 Victoria St. Nelson, B.C. V1L 4L5
Marian Wilkinson	507 Hall St. Nelson, B.C. V1L 2C2
Betty Daniel	S-15, C-2, RR2, Nelson, B.C. V1L 5P5
Deb Smith	S-5, C-10, RR3, Nelson, B.C. V1L 5T6
Louise Wall	404B Tower Rd. Nelson, B.C. V1L 3K6
Charla Beaulieu	Box 13, Slocan Park, B.C. V0G 2E0
Pat Griffiths	707 Silica St. Nelson, B.C. V1L 4N3
Christina McWilliams	1608 Crease Ave. Nelson, B.C. V1L 1A4

The primary purpose of the WKWA is to promote the status of women.

Costs
Special Expenses - Equipment

Circular saw 7 1/4"	325.00	
Table saw 10"	669.00	
Jointer 6"	585.00	
Planer 12" portable	795.00	
Biscuit Joiner	370.00	
Belt Sander 3x21	239.00	
Drills (2)	200.00	
Mitre saw - compound	550.00	
	subtotal 3733.00	3733.00

Rentals		
Scaffolding \$26/dayx10 days	260.00	
Floor sanders drum \$45x4days 180		
edge \$30x4days 120	300.00	
	subtotal 560.00	560.00

subtotal	4293.00	
GST	300.51	
PST	300.51	
TOTAL	4894.02	

2314

Materials

Asphalt shingles - 42 bundles	546.00	
Flashing various	93.77	
Eaves and Drainpipe	129.52	
Rolled roofing - 50 lb. 3 rolls	44.80	
Gyproc 1/2" 75 sheets 4x8	449.25	
Joint tape 4 rolls	17.56	
Gyproc filler premix 2-17 kg	29.98	
Polyethelyne 6m10x100	36.99	
Insulation R1215 88sq.'	145.53	
Insulation R2023 80sq.'	224.91	
Styrospan 2"x2'x8' 50 sheets	736.00	
Cement stucco premix 10 bags	139.50	
Stucco wire 1 roll	51.50	
Vents-louvered	69.98	
Glazing tape 400'1/8"	56.00	
Thermal pane 160 sq'	1200.00	
Window hardware 7 sets	245.00	
Nails	65.00	
Screws	53.80	
Varathane floor finish 2 gal.	107.80	
Melamine board 5/8" 7sheets	193.20	
Colour board 1/4" 6 sheets	97.50	
Plywood 1/2" G1S 14 sheets	461.30	
Cabinet hinges 17 sets	93.33	
Cabinet handles 20	44.90	
Drawer slides 22" 7 sets	69.93	
Drain tile 3" perforated 96'	61.20	
Drain rock 5 yards	120.20	
Redimix concrete 3 1/2 yds	319.20	
Lumber		
1x4 2&B spruce/pine 220'linear	129.36	
2x6 2&B spruce/pine 300'linear	285.60	
1x6 2&B spruce/pine 200'linear	129.36	
2x8 2&B spruce/pine 40'linear	28.80	
2x4 3&B spruce/pine 400'linear	214.00	
1x10 2&B spruce/pine 150'linear	174.00	961.00
subtotal	6864.77	
GST	480.54	
PST	480.54	
Total	7825.85	

Job Description - Project Manager

The project manager shall report to the Coordinating Collective of the West Kootenay Women's Association at its regular monthly meetings. She will work closely with the Job Development subcommittee of the Coordinating Collective on a day to day basis.

The project manager will be responsible for the overall coordination of the job development project. Specifically she will:

1. Supervise the trainees to ensure safety and quality of work.
2. Arrange for the ordering and delivery of materials and equipment needed for training and work experience.
3. Ensure that necessary reports are completed and filed with the appropriate people.
4. Work closely with the bookkeeper to ensure correct records are kept.
5. Prepare and deliver training in specified parts of the training program.
6. Arrange for and coordinate training which she is not to deliver.



1

**CANADIAN JOBS STRATEGY - PLANIFICATION DE L'EMPLOI
APPLICATION FOR A JOB DEVELOPMENT GENERAL PROJECT
DEMANDE DE PROJET GÉNÉRAL - DÉVELOPPEMENT DE L'EMPLOI
(622) (682)**

BEFORE COMPLETING THIS FORM, READ THE MATERIAL PROVIDED IN THE GUIDE FOR APPLICANTS AND ON THE PROVINCIAL/TERRITORIAL INFORMATION SHEET.
AVANT DE REMPLIR CE FORMULAIRE, VEUILLEZ LIRE LES INSTRUCTIONS DONNÉES DANS LE GUIDE À L'INTENTION DES AUTEURS DE DEMANDE AINSI QUE LA FEUILLE DE RENSEIGNEMENTS CONCERNANT LA PROVINCE OU LE TERRITOIRE.

100 FILE NUMBER / N° DE DOSSIER				101 OPTION / S.A. / S.S.A.			
102 RESP RC / CR D'ORIGINE		103 BUDGET RC / CR DU BUDGET		104 DESTINATION RC / CR DE DESTINATION			
105 1- ORIGINAL 2- AMEND/MOD 3- CORRECTION 4- RENEW/RENOUV			106 AMEND NO / N° DE LA MOD		107 REASON CODE / CODE DE MOTIF		

2 NAME OF APPLICANT-NOM DE L'AUTEUR DE DEMANDE West Kootenay Women's Association						5 CITY/TOWN-VILLE Nelson	
3 LEGAL NAME OF APPLICANT (IF DIFFERENT FROM ABOVE)-NOM LEGAL DE L'AUTEUR DE DEMANDE (S'IL EST DIFFÉRENT DU PRÉCÉDENT)							
4 MAILING ADDRESS-ADRESSE POSTALE 507 Hall St.							
6 PROVINCE / P.C. B.C.		7 POSTAL CODE / CODE POSTAL V1L 1Z1		8 AREA CODE / IND. REG. 604		9 TELEPHONE NO. / N° DE TÉLÉPHONE 3523177	
10 NAME OF CONTACT PERSON-NOM DE LA PERSONNE RESSOURCE Sally Mackenzie						11 TEL. NO. (if different from above) / N° DE TEL. (S'il est différent du précédent) 604-359-17984	
13 IF NOT-FOR-PROFIT ORGANIZATION PROVIDE / S'IL S'AGIT D'UN ORGANISME SANS BUT LUCRATIF						14 IF FOR-PROFIT SECTOR, STATE MAIN PRODUCT OR SERVICE / S'IL S'AGIT D'UN ORGANISME À BUT LUCRATIF, GENRE DU PRINCIPAL PRODUIT OU SERVICE	
REGISTRATION / CHARTER NO. / N° D'ENREGISTREMENT 111162				DATE D-J M Y-A 25/09/74			

15 STATE IN SUMMARY FORM THE OBJECTIVES AND EXPECTED RESULTS OF THE ACTIVITIES. ATTACH DETAILED DOCUMENTATION IF NECESSARY.
RÉSUMER LES OBJECTIFS ET LES RÉSULTATS ESPÉRÉS DES ACTIVITÉS. JOINDRE DES DOCUMENTS DÉTAILLÉS AU BESOIN.

To provide a non-intimidating, supportive work environment.
To teach project workers new job skills that will be marketable for future employment.
To teach project workers to use a variety of tools in a safe manner.
To assist workers to explore a range of career options.
To increase workers confidence in marketing their new skills.
To assist workers to apply effective communication skills for the workplace.
To assist workers to develop and apply effective workplace habits and attitudes.
To assist women to gain employable skills.
To renovate and repair the building which is to house the Nelson Women's Centre.

16 NO OF PARTICIPANTS / NOMBRE DE PARTICIPANTS (BOX-CASE 42) 3			17 TOTAL WORK WEEKS / TOTAL DES SEMAINES DE TRAVAIL (BOX-CASE 43) 63			18 TOTAL CONTRIBUTION REQUESTED / CONTRIBUTION TOTALE DEMANDÉE (BOX-CASE 63) 56887			19 DURATION OF ACTIVITY-DURÉE DE L'ACTIVITÉ FROM DU 3010594 TO AU 1211094		
21 LOCATION OF ACTIVITY-LIEU DE L'ACTIVITÉ Nelson									22 NO. OF TRAINING PLANS ATTACHED / NOMBRE DE PLANS DE FORMATION JOINTS 1		

23 WOMEN / FEMMES 4		24 NATIVE PEOPLE / AUTOCHTONES		25 DISABLED PERSONS / PERSONNES HANDICAPÉES		26 MEMBERS OF VISIBLE MINORITIES-MEMBRES DES MINORITÉS VISIBLES		27 SOCIAL ASSISTANCE RECIPIENTS / ASSISTÉS SOCIAUX		29 SPARE / LIBRE	
30 HAS THE APPROPRIATE UNION CONCURRED WITH THIS APPLICATION? / LE SYNDICAT CONCERNÉ EST-IL D'ACCORD AVEC CETTE DEMANDE? <input type="checkbox"/> Yes / OUI <input type="checkbox"/> NO (IF NO, PLEASE EXPLAIN) / NON (DANS LA NÉGATIVE, PRÉCISER) <input checked="" type="checkbox"/> NOT APPLICABLE / SANS OBJET											
31 HAVE YOU SUBMITTED AN APPLICATION ELSEWHERE? / AVEZ-VOUS SOUMIS UNE DEMANDE AILLEURS? <input type="checkbox"/> Yes / OUI (IF YES, SPECIFY NAME OF ORGANIZATION, CONTACT PERSON AND TELEPHONE NUMBER) / (DANS L'AFFIRMATIVE, VEUILLEZ INDIQUER LE NOM DE L'ORGANISME, CELUI DE SON REPRÉSENTANT ET SON NUMÉRO DE TÉLÉPHONE) <input checked="" type="checkbox"/> No / Non											

OFFICIAL USE CJS - MIS - RÉSERVÉ À L'ADMINISTRATION - PE - SIG											
150 ORG TYPE / GENRE D'ORG	151 EMPL LANG / LANG DE TRAV	152 TRAIN LANG / LANG DE FORM	153 COMM FUTURES / DEVEL DES COLLECT	154 PROV RIDING / CIRC PROV	155 PROJ OFFICER / AGENT DE PROJET	156 CONSTIT. / CIRC	157 CCDO / CCDP	158 S.I.C / C.T.I.	159 ACTIVITY / ACTIVITÉ	160 YR OF OPERATION / ANNÉE DE FONCT.	161 SPECIAL INT / GR D'INT SPECIAL
162 NATIONAL SPARES / CODES (RÉSERVÉ À L'ACT)			163 REGIONAL SPARES / CODES (RÉSERVÉ AU BUREAU REGIONAL)				164 CEC SPARES / CODES (RÉSERVÉ AUX CEC)				



WAGE COSTS - FRAIS SALARIAUX

32 OCCUPATION(S) PROFESSIONS	33 NO OF PERSONS NBR DE PERSONNES COL. 2		34 NO OF WEEKS NBR DE SEMAINES COL. 3	35 TOTAL WORK WEEKS TOTAL DES SEM DE TRAV COL. 4 (Col 2 x 3)	36 HOURS PER WEEK NBR D'HEURES PAR SEM COL. 5	37 TOTAL HOURS NBR TOTAL D'HEURES COL. 6 (Col 4 x 5)	38 WAGE RATE PER HOUR TAUX HORAIRE COL. 7	39 SUBSIDY % REQUEST % DE SUBV DEMANDEE COL. 8	40 SUBS REQUEST PER HR SUBV HORAIRE DEMANDEE COL. 9 (Col 7 x 8)	41 EIC CONTRIBUTION REQUESTED MONTANT DE LA CONTRIBUTION DEMANDEE A EIC COL. 10 (Col 6 x 9)	OFFICIAL USE ONLY RESERVE A L'ADMINISTRATION COL. 11
PROJECT MANAGER DIRECTEUR DE PROJET	1		21	21	40	840	\$20	100%	\$20	\$16,800	
--- construction workers ---		3	21	63	40	2520	\$7.50	100%	\$7.50	18,900	
TOTALS TOTALS	42	3		43	63					44	\$35,700

45 W.C.B./CSST ACCOUNT NO
CSST/CAT - NO DE COMPTE
366129-112

W.C.B./CSST RATE
TAUX CSST/CAT
6.14%

46 MANDATORY EMPLOYMENT RELATED COSTS CHARGES SOCIALES DE L'EMPLOYEUR	47	16.8% X BOX/CASE 44	=	48	5,998
49 OVERHEAD COSTS FRAIS GENERAUX (FOR NOT-FOR-PROFIT EMPLOYERS ONLY) (POUR LES ORGANISMES SANS BUT LUCRATIF SEULEMENT)	50	GROSS COST-COUT BRUT		53	
Utilities		267.50			
Bookkeeper \$15hrx4hr/wk.x21		1260.00			
Office Supplies		50.00			
					1,577.50
51 TOTAL PARTICIPANT DAYS TOTAL DES JOURS DES PARTICIPANTS	315	52 TOTAL OVERHEAD COSTS TOTAL DES FRAIS GENERAUX	1,577.50	53	
54 TRAINING COSTS FRAIS DE FORMATION	55	GROSS COST-COUT BRUT		58	
trainers wages		1,300			
materials and supplies		7,825			
					9,125
56 TOTAL PARTICIPANT TRAINING HOURS TOTAL D'HEURES DE FORMATION DES PARTICIPANTS	945	57 TOTAL TRAINING COSTS TOTAL DES FRAIS DE FORMATION	9,125	58	
59 SPECIAL COSTS FRAIS SPECIAUX	60	GROSS COST-COUT BRUT		62	
Equipment (see attached list)		4,487			
					4,487
	61	TOTAL SPECIAL COSTS TOTAL DES FRAIS SPECIAUX	4,487	62	
	63	TOTAL EIC CONTRIBUTION CONTRIBUTION TOTALE D'EIC		63	\$56,887

64 SOURCE(S) OF OTHER FUNDS
SOURCE(S) D'AUTRES FONDOS

65

66 I/WE CERTIFY THAT EACH JOB TO BE CREATED FOR A PARTICIPANT IS IN ADDITION TO EMPLOYMENT PLANNED FOR THE PERIOD (SEE GUIDE FOR APPLICANTS BEFORE MAKING THIS CERTIFICATION)
JE(NOUS) CERTIFIE(CERTIFIONS) QUE LES EMPLOIS QUI SERONT CREEES VIENDRONT S'AJOUTER A CEUX QUI SONT DEJA PREVUS POUR CETTE PERIODE (CONSULTER LE GUIDE A L'INTENTION DES AUTEURS DE DEMANDE AVANT DE SIGNER)

67 NAME (Please print) NOM (En lettres moulées)	POSITION-POSTE	SIGNATURE	DATE D-J M Y-A
68			

OFFICIAL USE ONLY - RESERVE A L'ADMINISTRATION

125 CONDITIONS OF APPROVAL (IF ANY)
CONDITIONS A L'APPROBATION (LE CAS ECHEANT)

126 PARTICIPANTS

127 TOTAL WEEKS
NOMBRE TOTAL DE SEMAINES

129 TOTAL EIC CONTRIBUTION
CONTRIBUTION TOTALE D'EIC

130 2 APPROVED
APPROUVEE 3 REJECTED
REJETEE 4 WITHDRAWN
RETIREE

131 D-J M Y-A

Signature

Date

OFFICIAL USE ONLY - RESERVE A L'ADMINISTRATION

124 RECOMMENDED - RECOMMENDE

PARTICIPANTS STAFF PERS.

TOTAL WEEKS
NBR TOTAL DE SEM

WAGE COSTS
FRAIS SALARIAUX

M.E.R. COSTS
CHARGES SOCIALES

OVERHEAD COSTS
FRAIS GENERAUX

TRAINING COSTS
FRAIS DE FORM

SPECIAL COSTS
FRAIS SPECIAUX

TOTAL COST
COUT TOTAL

FEES - PUBLIC
FRAIS-PUBLICS

FEES - NON-PUBLIC
FRAIS-PRIVES

Signature

DATE



Employment and
Immigration Canada

Emploi et
Immigration Canada

JOB DEVELOPMENT - TRAINING PLAN
DÉVELOPPEMENT DE L'EMPLOI - PLAN DE FORMATION

Complete one Plan for each occupation for which participants will be hired, excluding project manager(s). Type or print legibly using black ink.
Établir un plan concernant chaque profession pour laquelle vous embaucherez des participants, à l'exception des directeurs de projet. Dactylographier ou écrire lisiblement en lettres moules, à l'aide d'un stylo à l'encre noire.

OFFICIAL USE - RÉSERVÉ À L'ADMINISTRATION

100 FILE NUMBER N ^O DE DOSSIER	101 OPTION SA 15 SA
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1 OCCUPATION FOR WHICH THE TRAINING AND WORK EXPERIENCE WILL PREPARE THE PARTICIPANT(S) PROFESSION EN VUE DE LAQUELLE LA FORMATION ET L'EXPERIENCE DE TRAVAIL PREPARERONT LE(LES) PARTICIPANT(S)	2 NUMBER OF PARTICIPANTS NOMBRE DE PARTICIPANTS
Construction worker	3

3 PERSON OR ORGANIZATION WHO PREPARED THE TRAINING COMPONENT PERSONNE OU ORGANISME QUI A PREPARE LA COMPOSANTE FORMATION
Sally Mackenzie

4 MINIMUM ACADEMIC AND/OR SKILL LEVEL REQUIREMENTS OF THE PARTICIPANTS NIVEAU DE SCOLARITE ET DE COMPETENCES MINIMALES EXIGES DES PARTICIPANTS
Grade 10 English and Math with some flexibility Strong motivation for learning and working Some prior experience with tools

5 NAME OF THE PUBLIC OR NON-PUBLIC INSTITUTION(S) THAT WILL PROVIDE THE TRAINING. SHOULD THE TRAINING BE PROVIDED BY INDIVIDUALS, PLEASE PROVIDE THE NAMES AND QUALIFICATIONS OF THE TRAINERS NOM DE L'ÉTABLISSEMENT(DES ÉTABLISSEMENTS) D'ENSEIGNEMENT PUBLIC(S) OU PRIVÉ(S) QUI DISPENSERA (DISPENSERONT) LA FORMATION. SI LA FORMATION EST OFFERTE PAR DES PARTICULIERS, DONNER LE NOM AINSI QUE LES TITRES AINSI QUE QUALITÉS DES MONITEURS.
Training will be provided by: Sally Mackenzie, journeyed joiner, 10 years experience in sash and door, cabinets and renovation; Rachel Yoder, journeyed carpenter, 8 years experience in home construction and renovation; and Marcia Braundy, journeyed carpenter, instructor, Into Trades and Technology for Women.

6 TRAINING TO BE PROVIDED FORMATION QUI SERA DISPENSÉE
Workers will learn basic skills necessary for work in construction trades: fitness, assertiveness, orientation to the trades. They will also learn: 1.to estimate materials, build forms and pour and finish concrete, 2.to apply asphalt shingle roofing, 3.to build woodframe walls, 4.to evaluate insulation in a house and upgrade, 5.to install and finish drywall, 6.to build and install wood windows, 7.to strip and refinish wood floors, 8.to build and install kitchen cabinets, and 9.to create and read scale drawings.

7 NUMBER OF TRAINING HOURS N ^{BR} E D'HEURES DE FORMATION	X	8 NUMBER OF PARTICIPANTS N ^{BR} E DE PARTICIPANTS	=	9 TOTAL NUMBER OF PARTICIPANT TRAINING HOURS N ^{BR} E TOTAL D'HEURES DE FORMATION DES PARTICIPANTS
315		3		945

10 WORK EXPERIENCE TO BE PROVIDED EXPERIENCE DE TRAVAIL OFFERTE
Participants will pour new sidewalks and retaining walls, reroof, replace existing windows with double glazed ones, upgrade the insulation, apply new drywall, refinish wood floors and build new kitchen and other cabinetry needed in the building which will house the Nelson Women's Centre.