

**SFU** Simon Fraser University Archives and Records  
Management Department

## Finding Aid - Vancouver Women in Trades fonds (F-9)

---

Generated by Access to Memory (AtoM) 2.2.0 Printed: October 30, 2015  
Language of description: English

Simon Fraser University Archives and Records Management Department  
Maggie Benston Student Services Building, Rm. 0400  
8888 University Dr.  
Burnaby  
BC  
Canada  
V5A 1S6  
Telephone: 778.782.2380  
[Email: archives@sfu.ca](mailto:archives@sfu.ca)  
<http://www.sfu.ca/archives>  
<http://atom.archives.sfu.ca/index.php/f-9>

# Vancouver Women in Trades fonds

---

## Table of contents

---

Summary information .....	3
Administrative history / Biographical sketch .....	3
Scope and content .....	4
Arrangement .....	4
Notes .....	4
Access points .....	5
Series descriptions .....	5
F-9-1, Administration, 1980 - 1987 .....	5
F-9-2, Finance, 1982 - 1986 .....	6
F-9-3, Liaison, 1980 - 1987 .....	7
F-9-4, Outreach and advocacy, 1979 - 1986 .....	8
F-9-5, Education and training, 1980 - 1986 .....	9
F-9-6, Reference files, 1976 - 1986 .....	10

## Summary information

---

Repository:	Simon Fraser University Archives and Records Management Department
Title:	Vancouver Women in Trades fonds
ID:	F-9
Date:	1976 - 1987 (date of creation)
Physical description:	88 cm of textual records 4 photographs
Dates of creation, revision and deletion:	
Note [generalNote]:	PHYSICAL DESCRIPTION: 4 photographs located in F-9-4-0-7

---

## Administrative history / Biographical sketch

---

### Note

The Vancouver Women in Trades Association (VWITA) was formed in 1979 and incorporated under the British Columbia Societies Act in 1983. It became inactive in 1987. The organization functioned as an advocacy and support group for women working in, or seeking to work in trades and technology. It sought to facilitate contact among tradeswomen, improve their working conditions, promote greater representation of women in skilled, blue-collar occupations, and further women's access to trades education and training. In pursuing these goals, the Association frequently acted in liaison with other groups, government agencies, unions, businesses and educational institutions. The group also maintained links with other Women in Trades Associations across Canada, including the Women in Trades Kootenay Council. Membership in VWITA generally ranged between forty and fifty women. Annual general meetings and regular monthly meetings were forums for collective decision making, while a number of elected standing committees and coordinators initially carried out on-going business. In 1983 one paid staff position was created (Office Administrator) and in 1985 staff was expanded to three (Office Coordinator, Research Coordinator and Liaison Coordinator). These positions were primarily funded through government grants. Prior to the Association's incorporation in 1983, it was also known as the B.C. Women in Trades and the Women in Trades Association of B.C. Officers of the organizations included Joan Blair, Judy Doll, Alison Stewart, Carolyn Sawyer, Kate Braid, Suzanne Gerard, and Lynn Ryan.

## Custodial history

The Vancouver Women in Trades Association originally operated out of members' houses, then maintained a base in the offices of the Vancouver Status of Women organization. Upon dissolution, its records passed into the possession of one of its members, Carlyal Gittens, and subsequently to another member, Kate Braid.

---

## Scope and content

---

The fonds of the Vancouver Women in Trades Association consists of records created and received in the course of administering the organization and providing support and advocacy for women working in trades and technology in the Vancouver area. Activities documented include annual and monthly meetings; office administration and funding; liaison with other groups; advisory work on vocational curricula; outreach projects; and advocacy around specific issues. Document types include constitution, minutes, correspondence, logbooks, worksheets, policy statements, briefs, reports, speeches, questionnaires, and photographs and illustrations. The fonds also contains published reference material, whose publication dates in some instances precede the foundation of the Association itself.

---

## Notes

---

### Title notes

- Source of title proper: Title of the fonds is based on the name of the organization.

### Immediate source of acquisition

The records were donated to the Archives by Kate Braid in 1996.

### Arrangement

Records were originally used and maintained by the Association as a single unit of office files. Series titles and arrangement have been supplied by the archivist in order to facilitate intellectual access to the documents. The arrangement was chosen to reflect activities falling under a similar function and generating related records. Nevertheless, overlap among groupings occurs, and the entire file list for the fonds should be reviewed to determine the existence of all files on a particular subject. Researchers should also be aware that strict chronological and alphabetical order was not originally maintained within files nor has it been supplied by the archivist.

## Restrictions on access

Some files contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Access to files marked 'restricted in whole' will be provided only through a research agreement. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

## Finding aids

File list is available.

## Related material

Consult the inventory of the Kate Braid fonds (F 10) for additional material on women in trades.

## Accruals

All accessions have been processed as of March 2006. No further accruals are expected.

## Other notes

- Publication status: published
- Level of detail: Full
- Status description: Revised

---

## Access points

---

- Vancouver Status of Women
- Braid, Kate
- Gittens, Carlyal
- Photographic material (documentary form)
- Textual record (documentary form)
- Labour (subject)
- Women (subject)

---

## Series descriptions

---

Series F-9-1: Administration

Date: 1980 - 1987 (date of creation)

Scope and content:

Series consists of records relating to the administration of the organization. Activities documented include the drafting of the constitution, incorporation, annual general and monthly meetings, and staffing. Included are the constitution, drafts, minutes, correspondence, and office logbooks, as well as records relating to membership, personnel, and operating policies.

Physical description: 19 cm of textual records

Note:

Minutes, for all but one meeting, are lacking for the years 1982-1983.

## File / item list

Ref code	Title	Dates	Access status	Container
F-9-1-0-0-1	File - Correspondence 1/5	1980 - 1982	Pending review	9-1
F-9-1-0-0-1.1	File - Correspondence 1/5	1980 - 1982	Restricted in whole	9-1
F-9-1-0-0-2	File - Correspondence 2/5	1981 - 1985	Pending review	9-1
F-9-1-0-0-3	File - Correspondence 3/5	1983 - 1986	Pending review	9-1
F-9-1-0-0-4	File - Correspondence 4/5	1984 - 1986	Pending review	9-1
F-9-1-0-0-5	File - Correspondence 5/5	1985	Pending review	9-1
F-9-1-0-0-6	File - Incorporation	1982 - 1985	Pending review	9-1
F-9-1-0-0-7	File - Logbook 1	1983 - 1984	Restricted in whole	9-1
F-9-1-0-0-8	File - Logbook 2	1985 - 1986	Restricted in whole	9-1
F-9-1-0-0-9	File - Membership	1984 - 1986	Pending review	9-2
F-9-1-0-0-10	File - Minutes of annual general meetings	1984 - 1987	Pending review	9-2
F-9-1-0-0-11	File - Minutes of monthly and special meetings	1980 - 1987	Pending review	9-2
F-9-1-0-0-12	File - Personnel	1983 - 1985	Restricted in whole	9-2

## Series F-9-2: Finance

Date: 1982 - 1986 (date of creation)

Scope and content:

Series consists of records relating to the funding of the organization. It includes correspondence, funding proposals, worksheets and budget forecasts, and documents relating to the administration of government grants.

Physical description: 6 cm of textual records

## File / item list

Ref code	Title	Dates	Access status	Container
F-9-2-0-0-1	File - Canada Works grant	1985 - 1986	Pending review	9-2

F-9-2-0-0-2	File - Challenge '85 grant	1985 - 1986	Pending review	9-2
F-9-2-0-0-3	File - Funding proposals 1/2	1982 - 1985	Pending review	9-2
F-9-2-0-0-4	File - Funding proposals 2/2	1983 - 1986	Pending review	9-2

### Series F-9-3: Liaison

Date: 1980 - 1987 (date of creation)

Scope and content:

Series consists of records relating to the Association's work with other organizations, government agencies, and with other Women in Trades groups. Activities documented include a national conference in 1980 and participation on a number of advisory committees, among them the Advisory Committee on Training and Employment of Women (ACTEW), established by the Provincial Apprenticeship Board in 1981; the Women's Advisory Committee on Training Access (WACT), an ad hoc group formed in 1983 to lobby for revisions to the Training Access (TRAC) learning modules used by vocational institutes; the Women's Employment and Training Coalition (WETC); and the Women's Skills Development Society. Series includes correspondence, minutes, reports, briefs, newsletters and course-related materials.

Physical description: 21 cm of textual records

Access points:

- Advisory Committee on Training and Employment of Women
- Women's Advisory Committee on Training Access
- Women's Employment and Training Coalition
- Women's Skills Development Society

#### File / item list

Ref code	Title	Dates	Access status	Container
F-9-3-0-0-1	File - Advisory Committee on Training and Employment of Women (ACTEW) 1/3	1983	Pending review	9-3
F-9-3-0-0-2	File - Advisory Committee on Training and Employment of Women (ACTEW) 2/3	1983 - 1986	Pending review	9-3
F-9-3-0-0-3	File - Advisory Committee on Training and Employment of Women (ACTEW) 3/3	1984 - 1985	Pending review	9-3
F-9-3-0-0-4	File - Canada Employment and Immigration Commission (CEIC)	1984 - 1986	Restricted in whole	9-3
F-9-3-0-0-5	File - Ministry of Labour, Women's Office	1983 - 1985	Pending review	9-3
F-9-3-0-0-6	File - Other Women in Trades groups	1980 - 1984	Pending review	9-3
F-9-3-0-0-7	File - Women in Trades national conference	1980	Pending review	9-3
F-9-3-0-0-8	File - Women's Advisory Committee on Training Access (WACT - TRAC) 1/3	1983 - 1984	Pending review	9-3

F-9-3-0-0-9	File - Women's Advisory Committee on Training Access (WACT - TRAC) 2/3	1984	Pending review	9-4
F-9-3-0-0-10	File - Women's Advisory Committee on Training Access (WACT - TRAC) 3/3	[ca 1984]	Pending review	9-4
F-9-3-0-0-11	File - Women's Employment and Training Coalition (WETC) 1/2	1985 - 1986	Pending review	9-4
F-9-3-0-0-12	File - Women's Employment and Training Coalition (WETC) 2/2	1985 - 1987	Pending review	9-4
F-9-3-0-0-13	File - Women's Skill Development Society	1985	Pending review	9-4

### Series F-9-4: Outreach and advocacy

Date: 1979 - 1986 (date of creation)

Scope and content:

Series consists of records relating to the promotion of women's entry into trades occupations, gathering and dissemination of information about women and trades, and advocacy around specific cases, issues, and events, including sexual harassment and affirmative action. Activities documented include questionnaires circulated on women in trades in 1980 and 1985; speaking engagements and presentations; and an outreach project aimed at high-school students, undertaken in conjunction with the Pacific Vocational Institute and the Society of Canadian Women in Science and Technology (SCWIST) in 1984-1985. Series includes correspondence, briefs, speeches, questionnaires, graphic materials and photographs, as well as published reference materials.

Physical description: 25 cm of textual records  
4 photographs

Note:

Physical description: 4 photographs located in F-9-4-0-7

Access points:

- Pacific Vocational Institute
- Society for Canadian Women in Science and Technology

#### File / item list

Ref code	Title	Dates	Access status	Container
F-9-4-0-0-1	File - Advocacy, general 1/2	1982 - 1984	Pending review	9-4
F-9-4-0-0-2	File - Advocacy, general 2/2	1982 - 1986	Pending review	9-4
F-9-4-0-0-3	File - Affirmative action	1985	Pending review	9-4
F-9-4-0-0-4	File - Briefs and speeches 1/3	1980 - 1985	Pending review	9-5
F-9-4-0-0-5	File - Briefs and speeches 2/3	1981 - 1985	Pending review	9-5
F-9-4-0-0-6	File - Briefs and speeches 3/3	1981 - 1985	Pending review	9-5
F-9-4-0-0-7	File - Graphics	1981 - 1982	Pending review	9-5
F-9-4-0-0-8	File - High school outreach 1/2	1984 - 1985	Pending review	9-5
F-9-4-0-0-9	File - High school outreach 2/2	1984 - 1985	Pending review	9-5
F-9-4-0-0-10	File - Outreach materials	1980 - 1982	Pending review	9-5

F-9-4-0-0-11	File - Pratt and Whitney dismissals case	1980 - 1982	Open	9-6
F-9-4-0-0-12	File - Presentations	1981 - 1986	Open	9-6
F-9-4-0-0-13	File - Public relations	1980 - 1985	Open	9-6
F-9-4-0-0-14	File - Questionnaire on women in trades	1980	Restricted in whole	9-6
F-9-4-0-0-15	File - Questionnaire on women in trades	1985	Restricted in part	9-6
F-9-4-0-0-16	File - Sexual harassment	1979 - 1985	Restricted in whole	9-6
F-9-4-0-0-17	File - Speaking requests filled	1985 - 1986	Open	9-6

### Series F-9-5: Education and training

Date: 1980 - 1986 (date of creation)

Scope and content:

Series consists of records relating to the Association's work documenting and promoting women's access to education and training in trades and technology. Files reflect its concerns with apprenticeships and vocational programmes; activities relating to the Pacific Vocational Institute, later reorganized as the British Columbia Institute of Technology, and the position of Women's Advocate there; and participation in seminars and public forums on training, the workplace, and women's employment opportunities. Series includes correspondence, briefs, course and program outlines, and some government publications.

Physical description: 12 cm of textual records

Access points:

- Pacific Vocational Institute
- British Columbia Institute of Technology

#### File / item list

Ref code	Title	Dates	Access status	Container
F-9-5-0-0-1	File - Apprenticeships	1981 - 1986	Pending review	9-6
F-9-5-0-0-2	File - Colleges	1980 - 1985	Pending review	9-6
F-9-5-0-0-3	File - Expanding Employment Opportunities for Women seminar	1985	Pending review	9-6
F-9-5-0-0-4	File - Manpower training cuts public forum	1981 - 1982	Pending review	9-6
F-9-5-0-0-5	File - Pacific Vocational Institute 1/2	1980 - 1982	Pending review	9-7
F-9-5-0-0-6	File - Pacific Vocational Institute 2/2	1980 - 1985	Pending review	9-7
F-9-5-0-0-7	File - Trades courses for women	1980 - 1985	Open	9-7
F-9-5-0-0-8	File - Women Exploring Non-Traditional Occupations (WENTO) course, Vancouver Vocational Institute	1985 - 1986	Pending review	9-7
F-9-5-0-0-9	File - Women's Advocate, British Columbia Institute of Technology	1985	Open	9-7
F-9-5-0-0-10	File - Workplace in Transition seminar	1983 - 1984	Open	9-7

### Series F-9-6: Reference files

Date: 1976 - 1986 (date of creation)

Scope and content:

Series consists of documents retained by the Association for reference purposes. It includes press clippings, publications, and compilations of resource information.

Physical description: 5 cm of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
F-9-6-0-0-1	File - Media coverage 1/2	1978 - 1986	Open	9-7
F-9-6-0-0-2	File - Media coverage 2/2	1979 - 1985	Open	9-7
F-9-6-0-0-3	File - Publications	1983 - 1986	Open	9-7
F-9-6-0-0-4	File - Resource information	1976 - 1985	Restricted in part	9-7