



Human Resources
Development Canada

Développement des
ressources humaines Canada

FCP Certificate Number: 20046

April 20, 2006

Ms Sarah Jayne Smith, B.Comm, HR. Cert
Human Resources Officer
Saint Mary's University
Halifax, NS
B3H 3C3

RECEIVED

APR 27 2006

by Human Resources

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Dear Sarah:

Re: Federal Contractors Program - Approval of Step 1 Preliminary Documents

A review of Saint Mary's documents submitted to support Step 1 activities of the Federal Contractors Program (FCP) Compliance Review Process has been completed.

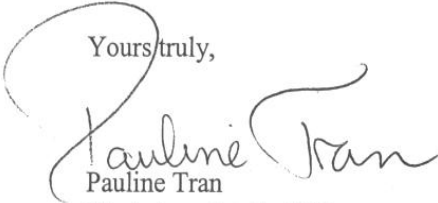
At this time, it appears that the documents submitted comply with the regulatory requirements of the *Employment Equity Act*:

You may now proceed with your planned Workforce Analysis and subsequent activities.

As a reminder, please note that according to the established timelines for Step 2 of the Compliance Review Framework you are scheduled to submit copies of your Workforce Analysis (WFA) no later than April 21st, 2006. Upon completion of the WFA the employer must analyze the workforce data in order to determine the under representation of members of designated groups in each occupational group and communicate these results to all employees. Once this is completed you are able to commence work on the Employment Systems Review (ESR). This is a comprehensive review of all employment systems, policies and practices to identify barriers to members of designated groups for occupational groups in which under representation was found.

If you have any questions related to this letter, please contact me at the 426-5960. As indicated during our Step 1 meeting, I will continue to be available to assist your organization in meeting its obligations under the Federal Contractors Program.

Yours/truly,


Pauline Tran
Workplace Equity Officer
Labour Program

Canada