



November 14, 2005

Mr. Colin Dodds
President
St. Mary's University
Halifax, NS
B3H 3C3

RECEIVED

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by Human Resources

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Re: **Notification of Initial Compliance Review**
Federal Contractors Program Certificate Number: 020046

Dear: Mr. Dodds:

St. Mary's University has been selected from the Department of Human Resources and Skills Development Canada (HRSDC)-Labour list of contractors for a compliance review under the Federal Contractors Program (FCP).

This compliance review is being conducted to assess the efforts made by your organization toward implementing an employment equity program and the results achieved in complying with the attached FCP Criteria for Implementation.

On August 10th, 1993 your organization first indicated its willingness to implement an employment equity program by signing a Certificate of Commitment. Since that time, St. Mary's University, with a workforce over 100 employees, has received a contract over \$200,000 and has been subject to the requirements of the FCP. Pursuant to the obligations which your organization accepted on signing its Certificate of Commitment; St. Mary's University should have developed, implemented, and begun to monitor the results of its employment equity program.

Please be informed that Ms. Pauline Tran, our Regional Workplace Equity Officer will be contacting Kim Squires, Director of Human Resources to initiate the compliance review. In the event that you might have had difficulty in developing and implementing your employment equity program, our officer can provide you with consultation/education assistance and the necessary tools.

For your reference, attached is the Compliance Review Framework that provides an overview of the steps that our officer will be using to guide your organization through the compliance review process and the time frames for submission of information.

Before concluding the compliance review, our officer will conduct an on-site visit of your organization which will include interviewing members of your staff as well as a tour of your corporate headquarters or other locations where you operate (if applicable).

Note that contacts between Ms. Tran and Ms. Squires are not limited to the ones outlined in the Compliance Framework - Initial. Whenever you require any assistance or if you have any questions regarding the requirements of the program, you may contact Ms. Tran (902) 426-5960.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Grace', with a long horizontal flourish extending to the right.

Michael Grace
Manager Labour Operations
Nova Scotia Region

Encl.

c.c.: Pauline Tran, Workplace Equity Officer
Gabrielle Morrison, VP Administration
Kim Squires, Director Human Resources

