

Labour Program  
Federal Contractors Program

OFFICIAL USE ONLY  
Agreement N°:  
V060723

### Agreement to Implement Employment Equity

(All sections must be completed)

- New Agreement  
 Revised Agreement

ORGANIZATION	
Legal Name of Organization Brookfield Global Relocation Services Ltd.	Parent company is located outside Canada <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Operating Name (if different from Legal Name of Organization)	Business Number [REDACTED]
Organization's North American Industry Classification System (NAICS) Code Number To find your organization's four-digit NAICS code please visit: <a href="http://www.statcan.gc.ca/subjects-sujets/standard-norme/naics-scian/2007/list-liste-eng.htm">http://www.statcan.gc.ca/subjects-sujets/standard-norme/naics-scian/2007/list-liste-eng.htm</a> 5313	Total number of employees in Canada (Permanent Full-Time and/or Part-Time) 187 <input type="checkbox"/> Federally Regulated <input checked="" type="checkbox"/> Provincially Regulated

HEAD OFFICE			
Address (building number, street, suite, etc.) 39 Wynford Drive	City Toronto	Province Ontario	Postal Code M3C 3K5
Telephone Number 416-510-5800			

EMPLOYMENT EQUITY CONTACT			
Name (print) Lisa Liscoumb	Title Human Resources Analyst		
Telephone Number 416-510-5757	E-mail Address lisa.liscoumb@brookfieldgrs.com	Preferred Language of Correspondence <input checked="" type="checkbox"/> English <input type="checkbox"/> French	

CERTIFICATION
The above-named organization:
<ul style="list-style-type: none"> <li>• having a combined workforce of 100 or more permanent full-time and permanent part-time employees in Canada, AND</li> <li>• intending to bid on, or being in receipt of, a federal government goods or services contract, standing offer or contract issued under a Supply Arrangement, valued at \$1,000,000 or more (including applicable taxes)</li> </ul>
hereby certifies its commitment to implement or maintain employment equity on an on-going basis, beyond the period of the procurement instrument, in keeping with the Federal Contractors Program requirements. For more information on how to implement employment equity please refer to: <a href="http://www.esdc.gc.ca/eng/labour/equality/fcp/index.shtml">http://www.esdc.gc.ca/eng/labour/equality/fcp/index.shtml</a>
(important note: if an audit of the Agreement to Implement Employment Equity uncovers misrepresentation on the part of the organization, the procurement instrument(s) with the Government of Canada may be terminated.

SIGNATORY			
NOTE: The signatory must be the Chief Executive Officer OR an authorized person in an executive position with legal authority to sign a contract on behalf of the organization.			
Name (print) Michel Bonin	Title Senior Vice President, Government Services		
Telephone Number 613-236-3011	E-mail Address michel.bonin@brookfieldgrs.ca	Preferred Language of Correspondence <input checked="" type="checkbox"/> English <input type="checkbox"/> French	
Signature [REDACTED]	Date (YYYY-MM-DD) 2016-03-23		

**Privacy**

The information you provide on this form is collected under the authority of section 42 of the *Employment Equity Act* to determine your eligibility for the Federal Contractors Program (FCP).

Completion of this form is mandatory. Refusal to provide personal information will result in the organization's name being placed on the FCP Limited Eligibility to Bid List, loss of the right to bid on federal government goods or services contracts of any value and may also result in the termination of the contract.

The information you provide may be used and/or disclosed for policy analysis, research and/or evaluation purposes. However, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you.

Your personal information is administered in accordance with the *Privacy Act* and other applicable laws. You have the right to the protection of, and access to, your personal information, which is described in Personal Information Bank ESDC PPU 721. Instructions for obtaining this information are outlined in the government publication entitled *Info Source*, which is available at the following website address: <http://www.infosource.gc.ca>. *Info Source* may also be accessed online at any Service Canada Centre.

RETURN INSTRUCTIONS
<b>IMPORTANT</b>
<ul style="list-style-type: none"> <li>• The signed Agreement to Implement Employment Equity form must be sent to the Labour Program by e-mail at: <a href="mailto:ee-eme@hrsdcc-rhdcc.gc.ca">ee-eme@hrsdcc-rhdcc.gc.ca</a>.</li> </ul>



Workplace Equity Information Management System - BGRS

Workforce Analysis - Detailed Report

Date: 2017-09-01

Women

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
<b>01 : Senior Managers</b>	National	10	3	30.0 %	27.4 %	3	0	National
<b>02 : Middle and Other Managers</b>	National	44	23	52.3 %	38.9 %	17	6	National
<b>03 : Professionals</b>		42	25	59.5 %	36.7 %	15	10	
1111 : Financial auditors and accountants	National	6	4	66.7 %	55.1 %	3	1	National
1112 : Financial and investment analysts	National	4	4	100.0 %	50.1 %	2	2	National
1122 : Professional occupations in business management consulting	National	2	2	100.0 %	42.0 %	1	1	National
2171 : Information systems analysts and consultants	National	17	10	58.8 %	28.3 %	5	5	National
2172 : Database analysts and data administrators	National	1	0	0.0 %	35.2 %	0	0	National
2173 : Software engineers and designers	National	1	0	0.0 %	17.4 %	0	0	National
2174 : Computer programmers and interactive media developers	National	5	0	0.0 %	17.9 %	1	-1	National
2175 : Web designers and developers	National	1	1	100.0 %	32.9 %	0	1	National
4021 : College and other vocational instructors	National	5	4	80.0 %	53.8 %	3	1	National
<b>04 : Semi-Professionals and Technicians</b>		10	1	10.0 %	23.6 %	2	-1	
2281 : Computer network technicians	Ontario	8	1	12.5 %	20.8 %	2	-1	Ontario
2282 : User support technicians	Ontario	1	0	0.0 %	24.2 %	0	0	Ontario
5241 : Graphic designers and illustrators	Ontario	1	0	0.0 %	44.9 %	0	0	Ontario
<b>05 : Supervisors</b>		36	32	88.9 %	60.7 %	22	10	
Employment Equity Occupational Group	Alta. less CMAs	1	1	100.0 %	64.7 %	1	0	Alta. less CMAs
Employment Equity Occupational Group	B.C. less CMAs	1	1	100.0 %	64.7 %	1	0	B.C. less CMAs
Employment Equity Occupational Group	Calgary	1	1	100.0 %	55.0 %	1	0	Calgary
Employment Equity Occupational Group	Edmonton	1	1	100.0 %	56.2 %	1	0	Edmonton
Employment Equity Occupational Group	Halifax	1	1	100.0 %	55.9 %	1	0	Halifax
Employment Equity Occupational Group	Kingston	1	1	100.0 %	52.9 %	1	0	Kingston
Employment Equity Occupational Group	Man. less CMA	1	1	100.0 %	62.5 %	1	0	Man. less CMA



Workplace Equity Information Management System - BGRS

Workforce Analysis - Detailed Report

Date: 2017-09-01

Women

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
Employment Equity Occupational Group	N.B. less CMA	1	1	100.0 %	65.7 %	1	0	N.B. less CMA
Employment Equity Occupational Group	N.S. less CMA	8	7	87.5 %	73.2 %	6	1	N.S. less CMA
Employment Equity Occupational Group	Nfld.Lab. less CMA	1	1	100.0 %	77.5 %	1	0	Nfld.Lab. less CMA
Employment Equity Occupational Group	Ont. less CMAs	3	2	66.7 %	62.9 %	2	0	Ont. less CMAs
Employment Equity Occupational Group	Ottawa - Gatineau	4	3	75.0 %	50.7 %	2	1	Ottawa - Gatineau
Employment Equity Occupational Group	Que. less CMAs	2	2	100.0 %	58.8 %	1	1	Que. less CMAs
Employment Equity Occupational Group	Saguenay	1	1	100.0 %	47.5 %	0	1	Saguenay
Employment Equity Occupational Group	Toronto	7	6	85.7 %	53.0 %	4	2	Toronto
Employment Equity Occupational Group	Victoria	1	1	100.0 %	61.1 %	1	0	Victoria
Employment Equity Occupational Group	Winnipeg	1	1	100.0 %	54.2 %	1	0	Winnipeg
<b>07 : Administrative and Senior Clerical Personnel</b>		8	8	100.0 %	81.9 %	7	1	
Employment Equity Occupational Group	Kingston	2	2	100.0 %	83.5 %	2	0	Kingston
Employment Equity Occupational Group	N.S. less CMA	1	1	100.0 %	87.0 %	1	0	N.S. less CMA
Employment Equity Occupational Group	Ont. less CMAs	1	1	100.0 %	87.1 %	1	0	Ont. less CMAs
Employment Equity Occupational Group	Ottawa - Gatineau	2	2	100.0 %	77.2 %	2	0	Ottawa - Gatineau
Employment Equity Occupational Group	Toronto	2	2	100.0 %	80.1 %	2	0	Toronto
<b>08 : Skilled Sales and Service Personnel</b>		4	4	100.0 %	44.6 %	2	2	
6232 : Real estate agents and salespersons	Ontario	3	3	100.0 %	44.8 %	1	2	Ontario
6232 : Real estate agents and salespersons	Québec	1	1	100.0 %	43.8 %	0	1	Québec
<b>10 : Clerical Personnel</b>		31	28	90.3 %	68.5 %	21	7	
Employment Equity Occupational Group	Kingston	1	1	100.0 %	69.8 %	1	0	Kingston
Employment Equity Occupational Group	Montréal	1	1	100.0 %	62.5 %	1	0	Montréal
Employment Equity Occupational Group	N.B. less CMA	1	1	100.0 %	72.6 %	1	0	N.B. less CMA
Employment Equity Occupational Group	N.S. less CMA	10	10	100.0 %	71.4 %	7	3	N.S. less CMA



Workplace Equity Information Management System - BGRS

Workforce Analysis - Detailed Report

Date: 2017-09-01

Women

Employment Equity Occupational Group	Internal Location	Women						Recruitment Area
		All Employees #	Representation #	Representation %	Availability %	Availability #	Gap #	
Employment Equity Occupational Group	Ont. less CMAs	3	3	100.0 %	72.4 %	2	1	Ont. less CMAs
Employment Equity Occupational Group	Ottawa - Gatineau	3	3	100.0 %	65.8 %	2	1	Ottawa - Gatineau
Employment Equity Occupational Group	Saguenay	1	1	100.0 %	61.8 %	1	0	Saguenay
Employment Equity Occupational Group	Toronto	10	7	70.0 %	65.2 %	7	0	Toronto
Employment Equity Occupational Group	Victoria	1	1	100.0 %	74.1 %	1	0	Victoria
<b>11 : Intermediate Sales and Service Personnel</b>		<b>92</b>	<b>85</b>	<b>92.4 %</b>	<b>68.9 %</b>	<b>63</b>	<b>22</b>	
Employment Equity Occupational Group	Alta. less CMAs	1	1	100.0 %	74.2 %	1	0	Alta. less CMAs
Employment Equity Occupational Group	B.C. less CMAs	1	1	100.0 %	72.4 %	1	0	B.C. less CMAs
Employment Equity Occupational Group	Calgary	4	3	75.0 %	66.1 %	3	0	Calgary
Employment Equity Occupational Group	Edmonton	3	3	100.0 %	67.0 %	2	1	Edmonton
Employment Equity Occupational Group	Halifax	2	2	100.0 %	65.5 %	1	1	Halifax
Employment Equity Occupational Group	Kingston	6	5	83.3 %	62.9 %	4	1	Kingston
Employment Equity Occupational Group	Man. less CMA	1	1	100.0 %	72.9 %	1	0	Man. less CMA
Employment Equity Occupational Group	Montréal	1	1	100.0 %	61.8 %	1	0	Montréal
Employment Equity Occupational Group	N.B. less CMA	7	6	85.7 %	71.9 %	5	1	N.B. less CMA
Employment Equity Occupational Group	N.S. less CMA	26	26	100.0 %	72.7 %	19	7	N.S. less CMA
Employment Equity Occupational Group	Nfld.Lab. less CMA	1	1	100.0 %	79.5 %	1	0	Nfld.Lab. less CMA
Employment Equity Occupational Group	Ont. less CMAs	10	10	100.0 %	72.4 %	7	3	Ont. less CMAs
Employment Equity Occupational Group	Ottawa - Gatineau	7	5	71.4 %	61.8 %	4	1	Ottawa - Gatineau
Employment Equity Occupational Group	Que. less CMAs	4	4	100.0 %	70.2 %	3	1	Que. less CMAs
Employment Equity Occupational Group	Saguenay	1	1	100.0 %	65.3 %	1	0	Saguenay
Employment Equity Occupational Group	Toronto	8	7	87.5 %	63.9 %	5	2	Toronto
Employment Equity Occupational Group	Vancouver	2	2	100.0 %	64.2 %	1	1	Vancouver
Employment Equity Occupational Group	Victoria	6	5	83.3 %	66.7 %	4	1	Victoria



Workplace Equity Information Management System - BGRS

**Workforce Analysis - Detailed Report**

Date: 2017-09-01

**Women**

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
Employment Equity Occupational Group	Winnipeg	1	1	100.0 %	65.5 %	1	0	Winnipeg
Total		277	209	75.5 %	55.0 %	152	57	

Total may not equal sum of components due to rounding.

Sources: 2011 National Household Survey and employer's internal data



Workplace Equity Information Management System - BGRS

Workforce Analysis - Detailed Report

Date: 2017-09-01

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples			Gap #	Recruitment Area
			Representation #	%	Availability %		
<b>01 : Senior Managers</b>	National	10	0	0.0 %	2.9 %	0	National
<b>02 : Middle and Other Managers</b>	National	44	1	2.3 %	2.2 %	1	National
<b>03 : Professionals</b>		42	0	0.0 %	1.3 %	1	-1
1111 : Financial auditors and accountants	National	6	0	0.0 %	1.3 %	0	National
1112 : Financial and investment analysts	National	4	0	0.0 %	0.9 %	0	National
1122 : Professional occupations in business management consulting	National	2	0	0.0 %	1.6 %	0	National
2171 : Information systems analysts and consultants	National	17	0	0.0 %	1.1 %	0	National
2172 : Database analysts and data administrators	National	1	0	0.0 %	1.3 %	0	National
2173 : Software engineers and designers	National	1	0	0.0 %	0.6 %	0	National
2174 : Computer programmers and interactive media developers	National	5	0	0.0 %	1.0 %	0	National
2175 : Web designers and developers	National	1	0	0.0 %	1.5 %	0	National
4021 : College and other vocational instructors	National	5	0	0.0 %	2.4 %	0	National
<b>04 : Semi-Professionals and Technicians</b>		10	0	0.0 %	1.5 %	0	
2281 : Computer network technicians	Ontario	8	0	0.0 %	1.4 %	0	Ontario
2282 : User support technicians	Ontario	1	0	0.0 %	1.6 %	0	Ontario
5241 : Graphic designers and illustrators	Ontario	1	0	0.0 %	1.6 %	0	Ontario
<b>05 : Supervisors</b>		36	1	2.8 %	4.2 %	2	-1
Employment Equity Occupational Group	Alta. less CMAs	1	0	0.0 %	6.5 %	0	Alta. less CMAs
Employment Equity Occupational Group	B.C. less CMAs	1	0	0.0 %	8.4 %	0	B.C. less CMAs
Employment Equity Occupational Group	Calgary	1	0	0.0 %	3.1 %	0	Calgary
Employment Equity Occupational Group	Edmonton	1	0	0.0 %	4.6 %	0	Edmonton
Employment Equity Occupational Group	Halifax	1	0	0.0 %	2.2 %	0	Halifax
Employment Equity Occupational Group	Kingston	1	0	0.0 %	2.2 %	0	Kingston
Employment Equity Occupational Group	Man. less CMA	1	0	0.0 %	17.5 %	0	Man. less CMA



Workplace Equity Information Management System - BGRS

Workforce Analysis - Detailed Report

Date: 2017-09-01

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples Representation		Aboriginal Peoples Availability		Gap #	Recruitment Area
			#	%	%	#		
Employment Equity Occupational Group	N.B. less CMA	1	0	0.0 %	2.9 %	0	0	N.B. less CMA
Employment Equity Occupational Group	N.S. less CMA	8	0	0.0 %	4.6 %	0	0	N.S. less CMA
Employment Equity Occupational Group	Nfld.Lab. less CMA	1	0	0.0 %	10.8 %	0	0	Nfld.Lab. less CMA
Employment Equity Occupational Group	Ont. less CMAs	3	0	0.0 %	4.9 %	0	0	Ont. less CMAs
Employment Equity Occupational Group	Ottawa - Gatineau	4	1	25.0 %	2.7 %	0	1	Ottawa - Gatineau
Employment Equity Occupational Group	Que. less CMAs	2	0	0.0 %	2.8 %	0	0	Que. less CMAs
Employment Equity Occupational Group	Saguenay	1	0	0.0 %	0.0 %	0	0	Saguenay
Employment Equity Occupational Group	Toronto	7	0	0.0 %	1.0 %	0	0	Toronto
Employment Equity Occupational Group	Victoria	1	0	0.0 %	4.9 %	0	0	Victoria
Employment Equity Occupational Group	Winnipeg	1	0	0.0 %	11.8 %	0	0	Winnipeg
<b>07 : Administrative and Senior Clerical Personnel</b>		8	0	0.0 %	2.2 %	0	0	
Employment Equity Occupational Group	Kingston	2	0	0.0 %	1.2 %	0	0	Kingston
Employment Equity Occupational Group	N.S. less CMA	1	0	0.0 %	3.3 %	0	0	N.S. less CMA
Employment Equity Occupational Group	Ont. less CMAs	1	0	0.0 %	4.1 %	0	0	Ont. less CMAs
Employment Equity Occupational Group	Ottawa - Gatineau	2	0	0.0 %	3.2 %	0	0	Ottawa - Gatineau
Employment Equity Occupational Group	Toronto	2	0	0.0 %	0.8 %	0	0	Toronto
<b>08 : Skilled Sales and Service Personnel</b>		4	0	0.0 %	1.1 %	0	0	
6232 : Real estate agents and salespersons	Ontario	3	0	0.0 %	1.0 %	0	0	Ontario
6232 : Real estate agents and salespersons	Québec	1	0	0.0 %	1.1 %	0	0	Québec
<b>10 : Clerical Personnel</b>		31	0	0.0 %	2.5 %	1	-1	
Employment Equity Occupational Group	Kingston	1	0	0.0 %	3.4 %	0	0	Kingston
Employment Equity Occupational Group	Montréal	1	0	0.0 %	0.8 %	0	0	Montréal
Employment Equity Occupational Group	N.B. less CMA	1	0	0.0 %	3.0 %	0	0	N.B. less CMA
Employment Equity Occupational Group	N.S. less CMA	10	0	0.0 %	3.5 %	0	0	N.S. less CMA



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Workforce Analysis - Detailed Report

Date: 2017-09-01

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples Representation		Aboriginal Peoples Availability		Gap #	Recruitment Area
			#	%	%	#		
Employment Equity Occupational Group	Ont. less CMAs	3	0	0.0 %	4.7 %	0	0	Ont. less CMAs
Employment Equity Occupational Group	Ottawa - Gatineau	3	0	0.0 %	2.8 %	0	0	Ottawa - Gatineau
Employment Equity Occupational Group	Saguenay	1	0	0.0 %	2.4 %	0	0	Saguenay
Employment Equity Occupational Group	Toronto	10	0	0.0 %	0.7 %	0	0	Toronto
Employment Equity Occupational Group	Victoria	1	0	0.0 %	4.3 %	0	0	Victoria
<b>11 : Intermediate Sales and Service Personnel</b>		<b>92</b>	<b>2</b>	<b>2.2 %</b>	<b>3.9 %</b>	<b>4</b>	<b>-2</b>	
Employment Equity Occupational Group	Alta. less CMAs	1	0	0.0 %	7.7 %	0	0	Alta. less CMAs
Employment Equity Occupational Group	B.C. less CMAs	1	0	0.0 %	9.6 %	0	0	B.C. less CMAs
Employment Equity Occupational Group	Calgary	4	0	0.0 %	2.5 %	0	0	Calgary
Employment Equity Occupational Group	Edmonton	3	0	0.0 %	4.8 %	0	0	Edmonton
Employment Equity Occupational Group	Halifax	2	0	0.0 %	3.2 %	0	0	Halifax
Employment Equity Occupational Group	Kingston	6	0	0.0 %	3.1 %	0	0	Kingston
Employment Equity Occupational Group	Man. less CMA	1	1	100.0 %	21.9 %	0	1	Man. less CMA
Employment Equity Occupational Group	Montréal	1	0	0.0 %	0.9 %	0	0	Montréal
Employment Equity Occupational Group	N.B. less CMA	7	0	0.0 %	3.4 %	0	0	N.B. less CMA
Employment Equity Occupational Group	N.S. less CMA	26	0	0.0 %	4.0 %	1	-1	N.S. less CMA
Employment Equity Occupational Group	Nfld.Lab. less CMA	1	0	0.0 %	11.0 %	0	0	Nfld.Lab. less CMA
Employment Equity Occupational Group	Ont. less CMAs	10	0	0.0 %	4.9 %	0	0	Ont. less CMAs
Employment Equity Occupational Group	Ottawa - Gatineau	7	0	0.0 %	3.0 %	0	0	Ottawa - Gatineau
Employment Equity Occupational Group	Que. less CMAs	4	0	0.0 %	3.1 %	0	0	Que. less CMAs
Employment Equity Occupational Group	Saguenay	1	0	0.0 %	2.9 %	0	0	Saguenay
Employment Equity Occupational Group	Toronto	8	0	0.0 %	0.6 %	0	0	Toronto
Employment Equity Occupational Group	Vancouver	2	0	0.0 %	2.3 %	0	0	Vancouver
Employment Equity Occupational Group	Victoria	6	1	16.7 %	4.2 %	0	1	Victoria





Workplace Equity Information Management System - BGRS

Workforce Analysis - Detailed Report

Date: 2017-09-01

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples			Gap #	Recruitment Area	
			Representation #	Availability %	Availability #			
Employment Equity Occupational Group	Winnipeg	1	0	0.0 %	9.8 %	0	0	Winnipeg
Total		277	4	1.5 %	2.9 %	9	-5	

Total may not equal sum of components due to rounding.

Sources: 2011 National Household Survey and employer's internal data



Workplace Equity Information Management System - BGRS

Workforce Analysis - Detailed Report

Date: 2017-09-01

Members of Visible Minorities

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities Representation		Members of Visible Minorities Availability		Gap #	Recruitment Area
			#	%	%	#		
<b>01 : Senior Managers</b>	National	10	0	0.0 %	10.1 %	1	-1	National
<b>02 : Middle and Other Managers</b>	National	44	12	27.3 %	15.0 %	7	5	National
<b>03 : Professionals</b>		42	12	28.6 %	28.7 %	12	0	
1111 : Financial auditors and accountants	National	6	2	33.3 %	27.5 %	2	0	National
1112 : Financial and investment analysts	National	4	2	50.0 %	35.4 %	1	1	National
1122 : Professional occupations in business management consulting	National	2	0	0.0 %	21.6 %	0	0	National
2171 : Information systems analysts and consultants	National	17	4	23.5 %	31.4 %	5	-1	National
2172 : Database analysts and data administrators	National	1	1	100.0 %	32.3 %	0	1	National
2173 : Software engineers and designers	National	1	0	0.0 %	40.5 %	0	0	National
2174 : Computer programmers and interactive media developers	National	5	1	20.0 %	31.5 %	2	-1	National
2175 : Web designers and developers	National	1	0	0.0 %	22.8 %	0	0	National
4021 : College and other vocational instructors	National	5	2	40.0 %	13.4 %	1	1	National
<b>04 : Semi-Professionals and Technicians</b>		10	3	30.0 %	33.3 %	3	0	
2281 : Computer network technicians	Ontario	8	2	25.0 %	34.1 %	3	-1	Ontario
2282 : User support technicians	Ontario	1	0	0.0 %	35.9 %	0	0	Ontario
5241 : Graphic designers and illustrators	Ontario	1	1	100.0 %	24.0 %	0	1	Ontario
<b>05 : Supervisors</b>		36	3	8.3 %	14.2 %	5	-2	
Employment Equity Occupational Group	Alta. less CMAs	1	0	0.0 %	11.9 %	0	0	Alta. less CMAs
Employment Equity Occupational Group	B.C. less CMAs	1	0	0.0 %	5.2 %	0	0	B.C. less CMAs
Employment Equity Occupational Group	Calgary	1	0	0.0 %	27.4 %	0	0	Calgary
Employment Equity Occupational Group	Edmonton	1	0	0.0 %	21.6 %	0	0	Edmonton
Employment Equity Occupational Group	Halifax	1	0	0.0 %	4.6 %	0	0	Halifax
Employment Equity Occupational Group	Kingston	1	0	0.0 %	3.3 %	0	0	Kingston
Employment Equity Occupational Group	Man. less CMA	1	1	100.0 %	3.8 %	0	1	Man. less CMA



Workplace Equity Information Management System - BGRS

Workforce Analysis - Detailed Report

Date: 2017-09-01

Members of Visible Minorities

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities Representation		Members of Visible Minorities Availability		Gap #	Recruitment Area
			#	%	%	#		
Employment Equity Occupational Group	N.B. less CMA	1	0	0.0 %	2.2 %	0	0	N.B. less CMA
Employment Equity Occupational Group	N.S. less CMA	8	0	0.0 %	2.2 %	0	0	N.S. less CMA
Employment Equity Occupational Group	Nfld.Lab. less CMA	1	0	0.0 %	0.0 %	0	0	Nfld.Lab. less CMA
Employment Equity Occupational Group	Ont. less CMAs	3	0	0.0 %	1.9 %	0	0	Ont. less CMAs
Employment Equity Occupational Group	Ottawa - Gatineau	4	1	25.0 %	14.7 %	1	0	Ottawa - Gatineau
Employment Equity Occupational Group	Que. less CMAs	2	0	0.0 %	0.7 %	0	0	Que. less CMAs
Employment Equity Occupational Group	Saguenay	1	0	0.0 %	0.0 %	0	0	Saguenay
Employment Equity Occupational Group	Toronto	7	1	14.3 %	45.8 %	3	-2	Toronto
Employment Equity Occupational Group	Victoria	1	0	0.0 %	13.2 %	0	0	Victoria
Employment Equity Occupational Group	Winnipeg	1	0	0.0 %	15.9 %	0	0	Winnipeg
<b>07 : Administrative and Senior Clerical Personnel</b>		8	0	0.0 %	13.6 %	1	-1	
Employment Equity Occupational Group	Kingston	2	0	0.0 %	3.4 %	0	0	Kingston
Employment Equity Occupational Group	N.S. less CMA	1	0	0.0 %	1.2 %	0	0	N.S. less CMA
Employment Equity Occupational Group	Ont. less CMAs	1	0	0.0 %	1.6 %	0	0	Ont. less CMAs
Employment Equity Occupational Group	Ottawa - Gatineau	2	0	0.0 %	12.2 %	0	0	Ottawa - Gatineau
Employment Equity Occupational Group	Toronto	2	0	0.0 %	37.3 %	1	-1	Toronto
<b>08 : Skilled Sales and Service Personnel</b>		4	0	0.0 %	20.2 %	1	-1	
6232 : Real estate agents and salespersons	Ontario	3	0	0.0 %	24.2 %	1	-1	Ontario
6232 : Real estate agents and salespersons	Québec	1	0	0.0 %	8.3 %	0	0	Québec
<b>10 : Clerical Personnel</b>		31	2	6.5 %	18.7 %	6	-4	
Employment Equity Occupational Group	Kingston	1	0	0.0 %	3.0 %	0	0	Kingston
Employment Equity Occupational Group	Montréal	1	0	0.0 %	17.4 %	0	0	Montréal
Employment Equity Occupational Group	N.B. less CMA	1	0	0.0 %	1.9 %	0	0	N.B. less CMA
Employment Equity Occupational Group	N.S. less CMA	10	0	0.0 %	1.9 %	0	0	N.S. less CMA



Workplace Equity Information Management System - BGRS

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Date: 2017-09-01

Members of Visible Minorities

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities Representation		Members of Visible Minorities Availability		Gap #	Recruitment Area
			#	%	%	#		
Employment Equity Occupational Group	Ont. less CMAs	3	0	0.0 %	1.7 %	0	0	Ont. less CMAs
Employment Equity Occupational Group	Ottawa - Gatineau	3	0	0.0 %	14.7 %	0	0	Ottawa - Gatineau
Employment Equity Occupational Group	Saguenay	1	0	0.0 %	0.4 %	0	0	Saguenay
Employment Equity Occupational Group	Toronto	10	2	20.0 %	48.1 %	5	-3	Toronto
Employment Equity Occupational Group	Victoria	1	0	0.0 %	8.6 %	0	0	Victoria
<b>11 : Intermediate Sales and Service Personnel</b>		<b>92</b>	<b>6</b>	<b>6.5 %</b>	<b>12.3 %</b>	<b>11</b>	<b>-5</b>	
Employment Equity Occupational Group	Alta. less CMAs	1	0	0.0 %	6.7 %	0	0	Alta. less CMAs
Employment Equity Occupational Group	B.C. less CMAs	1	0	0.0 %	5.3 %	0	0	B.C. less CMAs
Employment Equity Occupational Group	Calgary	4	2	50.0 %	29.7 %	1	1	Calgary
Employment Equity Occupational Group	Edmonton	3	0	0.0 %	24.8 %	1	-1	Edmonton
Employment Equity Occupational Group	Halifax	2	0	0.0 %	8.5 %	0	0	Halifax
Employment Equity Occupational Group	Kingston	6	0	0.0 %	6.3 %	0	0	Kingston
Employment Equity Occupational Group	Man. less CMA	1	0	0.0 %	2.7 %	0	0	Man. less CMA
Employment Equity Occupational Group	Montréal	1	0	0.0 %	22.2 %	0	0	Montréal
Employment Equity Occupational Group	N.B. less CMA	7	0	0.0 %	1.7 %	0	0	N.B. less CMA
Employment Equity Occupational Group	N.S. less CMA	26	1	3.8 %	2.4 %	1	0	N.S. less CMA
Employment Equity Occupational Group	Nfld.Lab. less CMA	1	0	0.0 %	0.8 %	0	0	Nfld.Lab. less CMA
Employment Equity Occupational Group	Ont. less CMAs	10	0	0.0 %	2.3 %	0	0	Ont. less CMAs
Employment Equity Occupational Group	Ottawa - Gatineau	7	1	14.3 %	22.0 %	2	-1	Ottawa - Gatineau
Employment Equity Occupational Group	Que. less CMAs	4	0	0.0 %	0.9 %	0	0	Que. less CMAs
Employment Equity Occupational Group	Saguenay	1	0	0.0 %	0.8 %	0	0	Saguenay
Employment Equity Occupational Group	Toronto	8	2	25.0 %	48.9 %	4	-2	Toronto
Employment Equity Occupational Group	Vancouver	2	0	0.0 %	47.5 %	1	-1	Vancouver
Employment Equity Occupational Group	Victoria	6	0	0.0 %	12.9 %	1	-1	Victoria



Workplace Equity Information Management System - BGRS

Workforce Analysis - Detailed Report

Date: 2017-09-01

Members of Visible Minorities

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities Representation		Members of Visible Minorities Availability		Gap #	Recruitment Area
			#	%	%	#		
Employment Equity Occupational Group	Winnipeg	1	0	0.0 %	23.2 %	0	0	Winnipeg
Total		277	38	13.7 %	17.0 %	47	-9	

Total may not equal sum of components due to rounding.

Sources: 2011 National Household Survey and employer's internal data



Workplace Equity Information Management System - BGRS

Workforce Analysis - Detailed Report

Date: 2017-09-01

Persons with Disabilities

Employment Equity Occupational Group	Internal Location	All Employees #	Persons with Disabilities Representation		Persons with Disabilities Availability		Gap #	Recruitment Area
			#	%	%	#		
01/02 : Managers	National	54	0	0.0 %	4.3 %	2	-2	National
03 : Professionals	National	42	0	0.0 %	3.8 %	2	-2	National
04 : Semi-Professionals and Technicians	National	10	0	0.0 %	4.6 %	0	0	National
05 : Supervisors	National	36	1	2.8 %	13.9 %	5	-4	National
07 : Administrative and Senior Clerical Personnel	National	8	0	0.0 %	3.4 %	0	0	National
08 : Skilled Sales and Service Personnel	National	4	0	0.0 %	3.5 %	0	0	National
10 : Clerical Personnel	National	31	1	3.2 %	7.0 %	2	-1	National
11 : Intermediate Sales and Service Personnel	National	92	0	0.0 %	5.6 %	5	-5	National
<b>Total</b>		<b>277</b>	<b>2</b>	<b>0.7 %</b>	<b>6.2 %</b>	<b>16</b>	<b>-14</b>	

Total may not equal sum of components due to rounding.

Sources: 2012 Canadian Survey on Disability and employer's internal data



Workplace Equity Information Management System - BGRS

**Workforce Analysis - Detailed Report**

Date: 2017-09-01

**Reasons for selecting a different analysis scope, recruitment area or recruitment location:**

**Need a list of NOCs and what EEOG they fall under temporarily**

**WFA Defaults - Women, Aboriginal Peoples and Visible Minorities**

<b>Employment Equity Occupational Group</b>	<b>Perform Analysis By</b>	<b>Recruitment Area</b>
<b>01 : Senior Managers</b>	<b>EEOG</b>	<b>National</b>
<b>02 : Middle and Other Managers</b>	<b>EEOG</b>	<b>National</b>
<b>03 : Professionals</b>	<b>NOC</b>	<b>National</b>
<b>04 : Semi-Professionals and Technicians</b>	<b>NOC</b>	<b>Provincial</b>
<b>05 : Supervisors</b>	<b>EEOG</b>	<b>CMA</b>
<b>07 : Administrative and Senior Clerical Personnel</b>	<b>EEOG</b>	<b>CMA</b>
<b>08 : Skilled Sales and Service Personnel</b>	<b>NOC</b>	<b>Provincial</b>
<b>10 : Clerical Personnel</b>	<b>EEOG</b>	<b>CMA</b>
<b>11 : Intermediate Sales and Service Personnel</b>	<b>EEOG</b>	<b>CMA</b>



Workplace Equity Information Management System - BGRS

**Workforce Analysis - Detailed Report**

Date: 2017-09-01

**WFA Defaults - Persons with Disabilities**

<b>Employment Equity Occupational Group</b>	<b>Perform Analysis By</b>	<b>Recruitment Area</b>
<b>01/02 : Managers</b>	<b>EEOG</b>	<b>National</b>
<b>03 : Professionals</b>	<b>EEOG</b>	<b>National</b>
<b>04 : Semi-Professionals and Technicians</b>	<b>EEOG</b>	<b>National</b>
<b>05 : Supervisors</b>	<b>EEOG</b>	<b>National</b>
<b>07 : Administrative and Senior Clerical Personnel</b>	<b>EEOG</b>	<b>National</b>
<b>08 : Skilled Sales and Service Personnel</b>	<b>EEOG</b>	<b>National</b>
<b>10 : Clerical Personnel</b>	<b>EEOG</b>	<b>National</b>
<b>11 : Intermediate Sales and Service Personnel</b>	<b>EEOG</b>	<b>National</b>





Workplace Equity Information Management System - BGRS

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Women

Employment Equity Occupational Group	All Employees #	Representation		Women Availability		Gap #
		#	%	%	#	
01 : Senior Managers	10	3	30.0 %	27.4 %	3	0
02 : Middle and Other Managers	44	23	52.3 %	38.9 %	17	6
03 : Professionals	42	25	59.5 %	36.7 %	15	10
04 : Semi-Professionals and Technicians	10	1	10.0 %	23.6 %	2	-1
05 : Supervisors	36	32	88.9 %	60.7 %	22	10
07 : Administrative and Senior Clerical Personnel	8	8	100.0 %	81.9 %	7	1
08 : Skilled Sales and Service Personnel	4	4	100.0 %	44.6 %	2	2
10 : Clerical Personnel	31	28	90.3 %	68.5 %	21	7
11 : Intermediate Sales and Service Personnel	92	85	92.4 %	68.9 %	63	22
<b>Total</b>	<b>277</b>	<b>209</b>	<b>75.5 %</b>	<b>55.0 %</b>	<b>152</b>	<b>57</b>

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - BGRS

Workforce Analysis - Summary Report

Date: 2017-09-01

Aboriginal Peoples

Employment Equity Occupational Group	All Employees #	Aboriginal Peoples				Gap #
		Representation		Availability		
		#	%	%	#	
01 : Senior Managers	10	0	0.0 %	2.9 %	0	0
02 : Middle and Other Managers	44	1	2.3 %	2.2 %	1	0
03 : Professionals	42	0	0.0 %	1.3 %	1	-1
04 : Semi-Professionals and Technicians	10	0	0.0 %	1.5 %	0	0
05 : Supervisors	36	1	2.8 %	4.2 %	2	-1
07 : Administrative and Senior Clerical Personnel	8	0	0.0 %	2.2 %	0	0
08 : Skilled Sales and Service Personnel	4	0	0.0 %	1.1 %	0	0
10 : Clerical Personnel	31	0	0.0 %	2.5 %	1	-1
11 : Intermediate Sales and Service Personnel	92	2	2.2 %	3.9 %	4	-2
<b>Total</b>	<b>277</b>	<b>4</b>	<b>1.5 %</b>	<b>2.9 %</b>	<b>9</b>	<b>-5</b>

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - BGRS

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Date: 2017-09-01

Members of Visible Minorities

Employment Equity Occupational Group	Members of Visible Minorities					
	All Employees	Representation		Availability		Gap
		#	#	%	%	
01 : Senior Managers	10	0	0.0 %	10.1 %	1	-1
02 : Middle and Other Managers	44	12	27.3 %	15.0 %	7	5
03 : Professionals	42	12	28.6 %	28.7 %	12	0
04 : Semi-Professionals and Technicians	10	3	30.0 %	33.3 %	3	0
05 : Supervisors	36	3	8.3 %	14.2 %	5	-2
07 : Administrative and Senior Clerical Personnel	8	0	0.0 %	13.6 %	1	-1
08 : Skilled Sales and Service Personnel	4	0	0.0 %	20.2 %	1	-1
10 : Clerical Personnel	31	2	6.5 %	18.7 %	6	-4
11 : Intermediate Sales and Service Personnel	92	6	6.5 %	12.3 %	11	-5
<b>Total</b>	<b>277</b>	<b>38</b>	<b>13.7 %</b>	<b>17.0 %</b>	<b>47</b>	<b>-9</b>

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - BGRS

Workforce Analysis - Summary Report

Date: 2017-09-01

Persons with Disabilities

Employment Equity Occupational Group	All Employees #	Persons with Disabilities				Gap #
		Representation		Availability		
		#	%	%	#	
01/02 : Managers	54	0	0.0 %	4.3 %	2	-2
03 : Professionals	42	0	0.0 %	3.8 %	2	-2
04 : Semi-Professionals and Technicians	10	0	0.0 %	4.6 %	0	0
05 : Supervisors	36	1	2.8 %	13.9 %	5	-4
07 : Administrative and Senior Clerical Personnel	8	0	0.0 %	3.4 %	0	0
08 : Skilled Sales and Service Personnel	4	0	0.0 %	3.5 %	0	0
10 : Clerical Personnel	31	1	3.2 %	7.0 %	2	-1
11 : Intermediate Sales and Service Personnel	92	0	0.0 %	5.6 %	5	-5
<b>Total</b>	<b>277</b>	<b>2</b>	<b>0.7 %</b>	<b>6.2 %</b>	<b>16</b>	<b>-14</b>

Total may not equal sum of components due to rounding.



**Workforce Analysis - Summary Report**

Date: 2017-09-01

**Reasons for selecting a different analysis scope, recruitment area or recruitment location:**

Need a list of NOCs and what EEOG they fall under temporarily

**WFA Defaults - Women, Aboriginal Peoples and Visible Minorities**

<b>Employment Equity Occupational Group</b>	<b>Perform Analysis By</b>	<b>Recruitment Area</b>
01 : Senior Managers	EEOG	National
02 : Middle and Other Managers	EEOG	National
03 : Professionals	NOC	National
04 : Semi-Professionals and Technicians	NOC	Provincial
05 : Supervisors	EEOG	CMA
07 : Administrative and Senior Clerical Personnel	EEOG	CMA
08 : Skilled Sales and Service Personnel	NOC	Provincial
10 : Clerical Personnel	EEOG	CMA
11 : Intermediate Sales and Service Personnel	EEOG	CMA



Workplace Equity Information Management System - BGRS

**Workforce Analysis - Summary Report**

Date: 2017-09-01

**WFA Defaults - Persons with Disabilities**

<b>Employment Equity Occupational Group</b>	<b>Perform Analysis By</b>	<b>Recruitment Area</b>
<b>01/02 : Managers</b>	<b>EEOG</b>	<b>National</b>
<b>03 : Professionals</b>	<b>EEOG</b>	<b>National</b>
<b>04 : Semi-Professionals and Technicians</b>	<b>EEOG</b>	<b>National</b>
<b>05 : Supervisors</b>	<b>EEOG</b>	<b>National</b>
<b>07 : Administrative and Senior Clerical Personnel</b>	<b>EEOG</b>	<b>National</b>
<b>08 : Skilled Sales and Service Personnel</b>	<b>EEOG</b>	<b>National</b>
<b>10 : Clerical Personnel</b>	<b>EEOG</b>	<b>National</b>
<b>11 : Intermediate Sales and Service Personnel</b>	<b>EEOG</b>	<b>National</b>

<b>Summary of Goals</b>
<b>BGRS Ltd.</b>
<b>September 18, 2017</b>

**Women**

Workforce Analysis Results			Goals		
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	Comments
#	Description	#	# or %	# or %	
1	Semi-Professionals & Technicians	-1	0.0%	0.0%	We do not currently anticipate growth in this EEOG within the next 3 years.

**Aboriginal Peoples**

Workforce Analysis Results			Goals		
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	Comments
#	Description	#	# or %	# or %	
0	Professionals	-1	0.0%	0.0%	Further analysis of the NOCs that make up this EEOG and that have incumbents at BGRS reveal that there are no gaps at the NOC level.
1	Supervisors	1	0.0%	0.0%	As a result of the new contract award with the Government of Canada, a new business model is being implemented. Offices containing the majority of NOCs indicated in this EEOG are being closed in late 2017. A large portion of the remainder of the NOCs in this EEOG, are being eliminated over time, with no replacement expected in this area.
0	Clerical Personnel	-1	0.0%	0.0%	The NOCs in this EEOG are being gradually eliminated; no replacements are expected at this time.
2	Intermediate Sales & Service Personnel	-2	0.0%	0.0%	As a result of the new contract award with the Government of Canada, a new business model is being implemented. Offices containing the majority of NOCs indicated in this EEOG are being closed in late 2017.

## Persons with Disabilities

Workforce Analysis Results			Goals		
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	Comments
#	Description	#	# or %	# or %	
0	Managers	-2	0.5%	0.5%	
0	Professionals	-2	0.5%	0.5%	
1	Supervisors	-4	0.0%	0.0%	As a result of the new contract award with the Government of Canada, a new business model is being implemented Offices containing the majority of NOCs indicated in this EEOG are being closed in late 2017. The remainder of the roles in this EEOG are being eliminated over time, no replacement expected in this area.
1	Clerical Personnel	-1	0.0%	0.0%	Offices containing the majority of NOCs indicated in this EEOG are being closed in late 2017. The remainder of the roles in this EEOG are being eliminated over time, no replacement expected in this area.

## Members of Visible Minorities

Workforce Analysis Results			Goals		
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	Comments
#	Description	#	# or %	# or %	
0	Senior Managers	-1	0.0%	0.0%	Not anticipating turnover or growth this EEOG within the next 3 years.
3	Supervisors	-2	0.0%	0.0%	As a result of the new contract award with the Government of Canada, a new business model is being implemented. The majority of NOCs indicated in this EEOG are being terminated in late 2017. A large portion of the remainder of the NOCs in this EEOG, are being eliminated over time, no replacement expected in this area.
0	Intermediate Sales & Services Personnel	-5			A large portion of the remainder of the NOCs in this EEOG, are being eliminated over time, no replacement expected in this area.



**Employment Equity**

Brookfield Global Relocation Services is committed to employment equity in the workplace to ensure that women, Aboriginal peoples, persons with disabilities and visible minorities are represented in the workforce. As part of our Employment Equity program, we are required to collect information about our workforce through a workforce survey.

**WE GUARANTEE:**

- The information you supply to us will be kept **STRICTLY CONFIDENTIAL**.
- The information will be used for reporting purposes in summary form only; you will not be personally identified.

Members of Visible Minorities:	<input type="checkbox"/>	Visible Minorities: For the purposes of employment equity, "members of visible minorities" means persons, other than aboriginal peoples, who are non-Caucasian in race or non-white in colour. Based on this definition, do you self-identify as a "visible minority"?
Aboriginal Peoples:	<input type="checkbox"/>	Aboriginal Persons: For the purposes of employment equity, an "Aboriginal person" is a North American Indian (status, non-status, treaty or non-treaty), Métis or Inuit. Based on this definition, do you self-identify as an Aboriginal person?
Persons With Disabilities:	<input type="checkbox"/>	Persons with Disabilities: For the purposes of employment equity, "persons with disabilities" means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment AND A. Who consider themselves to be disadvantaged in employment by reasons of that impairment OR B. Who believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reasons of that impairment.  This includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace. Based on this definition, do you self-identify as a person with a disability?
Don't identify as any of above:	<input type="checkbox"/>	I do not identify as any of the designated groups above.
Survey Completed?:	<input type="checkbox"/>	

**COUNT YOURSELF IN FOR EMPLOYMENT EQUITY!**

BGRS is a member of the Federal Contractors’ Program due to our Canadian Government relocation contracts. As such, we are required to report employment equity statistics about our workforce as part of the Federal Contractors’ Program. Information you provide through the employment equity survey in HR Self-Service helps us to compile the data for those reports.

We are committed to achieving employment equity in the workplace to ensure that Women, Aboriginal peoples, Persons with Disabilities and Visible Minorities are equitably represented in the workforce. The Federal Contractors’ program compares the designated groups’ representation in BGRS relative to their representation in the Canadian population, based on census data.

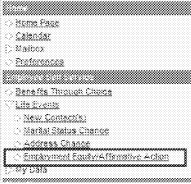
We are asking all employees to access the HR Self-Service portal by (DATE) to complete the survey or, if you already completed it in the past, please review your responses to ensure they are accurate. The whole process typically takes less than five minutes.

**WE GUARANTEE:**

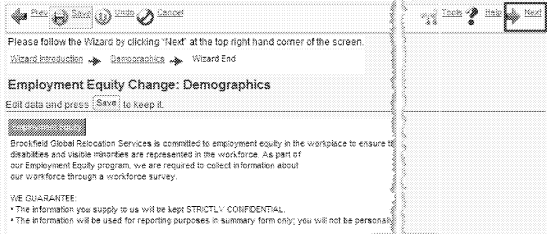
- The information you supply to us will be kept **STRICTLY CONFIDENTIAL** and accessible only by select Human Resources employees through HRWare.
- Any information used for reporting purposes will be in aggregate or summary form only; you will not be personally identified on any reports, nor will the information be stored in your personnel file.

You can help our Employment Equity Program by completing the Questionnaire via the HR Self-Service portal at [www.hr-selfservice.com](http://www.hr-selfservice.com). It should take you less than five minutes to complete the Questionnaire.

- Go to “Employee Self-Service” and select “Life Events→Employment Equity/Affirmative Action”:



- Click the “Next” button (the green arrow in the upper right hand corner) to access the Employment Equity Questionnaire Wizard:



- Check each box that you feel applies to you (definitions of each Designated Group are below – if you identify with multiple designated groups, please tick the box for each one that you identify with).
- Once your choices are made, check the “Survey Completed” box and select “Save”.
- Click the “Next” button.
- Click “Finish” to exit the wizard.

**Please complete the Questionnaire by (DATE). If you require a paper copy of the questionnaire, or if you have any questions, please contact [humanresources@bgrs.com](mailto:humanresources@bgrs.com). Thank you for helping us ensure we have accurate data, and for counting yourself in for Employment Equity.**



### **Definitions of Designated Groups**

**Visible Minorities:** For the purposes of employment equity, “member of visible minorities” means persons, other than aboriginal peoples, who are non-Caucasian in race or non-white in colour.

**Aboriginal Persons:** For the purposes of employment equity, an “Aboriginal person” is a North American Indian (status, non-status, treaty or non-treaty), Métis or Inuit.

**Persons with Disabilities:** For the purposes of employment equity, “persons with disabilities” means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment AND

- A. Who consider themselves to be disadvantaged in employment by reasons of that impairment OR
- B. Who believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reasons of that impairment.

This includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

## Federal Contractors Program Report of the First Compliance Assessment

**Employer Name :** BGRS Limited

**Primary Location:** 39 Wynford Drive, Toronto, Ontario.

**Number of Employees:** 196 employees on December 14, 2017.

Employees are located in Ontario (136 employees), Nova Scotia (45 employees), Alberta (5 employees), Quebec (5 employees), British Columbia (4 employees) and New Brunswick (1 employee).

**Organization Overview:** BGRS provides real estate and relocation services to both corporate and government clients.

### Key Dates – First Year Assessment

Initiated: 2017/08/18  
Received: 2017/09/18  
WFA: 2017/12/14

### COLLECTION OF WORKFORCE INFORMATION

	#	%
Number of Surveys Handed Out:	364	100.0
Number of Surveys Returned:	364	69.4
Number of Completed Surveys Returned:	210	69.4

- The questionnaire includes appropriate definitions.
- The questionnaire or accompanying documentation indicates that an employee may self-identify as being a member of more than one group.
- The questionnaire has an employee identifier.
- The questionnaire includes a question on gender if this information cannot be obtained from payroll or personnel records.
- The questionnaire indicates that it is available in alternate formats upon request.
- The questionnaire indicates that answering the self-identification questions is voluntary.
- The questionnaire indicates that the information gathered is confidential and will only be shared with others within the organization in order to carry-out employment equity obligations.

Observations:

A revised questionnaire is on file indicating that it is available in alternate formats upon request.

**WORKFORCE ANALYSIS & GOAL SETTING**

- The workforce analysis was done using WEIMS.
- The organization selected the occupational defaults for establishing external availability estimates or provided reasonable justifications.
- The organization selected the geographic defaults for establishing external availability estimates or provided reasonable justifications.
- The organization appears to have properly coded its positions using the 2011 National Occupational Classification (NOC).
- The organization has set a goal for every designated group in every occupational group where a gap was identified.
- The organization has demonstrated that it has considered the following in setting its short-term goals: the degree of under-representation, the availability, anticipated growth or reduction and anticipated turnover in order to set a goal in each occupational group where a gap was identified.
- The goals set are sufficient to ensure reasonable progress by being above, or at minimum, equal to availability.

Observations:

**SUMMARY OF GOALS****Women**

Workforce Analysis Results			Goals		Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term	Long-term		
#	Description		#	(1 to 3 years)	(3 years or more)	%
4	Semi-Professionals & Technicians	-1	23.6%	23.6%	10%	23.6%

Observations:

The organization does not currently anticipate growth in EEOG 04 in the next 3 years. Short and long term goals are as per the availability.

**Aboriginal Peoples**

Workforce Analysis Results			Goals		Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term	Long-term		
#	Description		#	(1 to 3 years)	(3 years or more)	%
2	Middle & Other Managers	-1	2.2%	2.2%	0	2.2%
3	Professionals	-1	1.3%	0%	0	1.3%
11	Intermediate Sales & Service Personnel	-2	3.9%	0%	0	3.2%

## Observations:

EEOG 11: As a result of a new contract awarded by the Government of Canada, a new business model is being implemented and offices containing the majority of NOCs in EEOG 11 will be closed in 2017.

**Members of Visible Minorities**

Workforce Analysis Results			Goals		Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term	Long-term		
#	Description		#	(1 to 3 years)	(3 years or more)	%
1	Senior Managers	-1	10.1%	10.1%	0	10.1%
5	Supervisors	-1	17.7%	17.7%	14.3%	17.7%
7	Administrative & Senior Clerical Personnel	-1	11.6%	11.6%	0%	11.6%
8	Skilled Sales & Service Personnel	-1	20.2%	20.2%	0%	20.2%
10	Clerical Personnel	-3	22.9%	22.9%	6.3%	22.9%
11	Intermediate Sales & Service Personnel	-2	14.0%	14.0%	9.6%	14.0%

## Observations:

EEOG 01: The organization does not anticipate turnover or growth within the next 3 years. Short and long term goals are set as per the availability.

EEOG 05 and EEOG 11: As a result of a new contract awarded by the Government of Canada, a new business model is being implemented and offices containing the majority of NOCs in these occupational groups will be closed in 2017.

**Persons with Disabilities**

Workforce Analysis Results			Goals		Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term	Long-term		
#	Description		#	(1 to 3 years) # or %	(3 years or more) # or %	%
1&2	Senior & Other Managers	-2	4.3%	4.3%	0	4.3%
3	Professionals	-1	3.8%	3.8%	0	3.8%
5	Supervisors	-2	13.9%	13.9%	4.8%	13.9%
10	Clerical Personnel	-1	7%	7%	0	7%
11	Intermediate Sales & Service Personnel	-1	5.6%	5.6%	3.8%	5.6%

**Observations:**

EEOG 05, 10, and 11: As a result of a new contract awarded by the Government of Canada, a new business model is being implemented and offices containing the majority of NOCs in these EEOGs will be closed in 2017.

**RECOMMENDATION**

I recommend that the employer be found:

in compliance    in non-compliance

Having assessed the data submitted by the employer regarding its workforce and considered its unique circumstances, I recommend that the closing letter include the following to improve the survey's response rate:

- hold an information campaign to explain to all employees the advantages of self-identification;
- create an employment equity committee that includes members from senior management and employee representatives to improve awareness of the organization's employment equity program;
- prepare an action plan to track progress of implementation of employment equity; and
- follow-up with employees that have not completed the self-identification questionnaire and update records accordingly to improve data.

**Name of Analyst: Sylvie Fortin**

**Date: 2018/04/18**

**From:** Fortin, Sylvie SY [NC] **On Behalf Of** EE-EME  
**Sent:** May 3, 2018 3:23 PM  
**To:** 'traci.morris@bgrs.com' <traci.morris@bgrs.com>  
**Cc:** 'Krista.Arneaud@bgrs.com' <Krista.Arneaud@bgrs.com>  
**Subject:** Government of Canada Agreement Number: V060763 – Notification of Compliance with the Federal Contractors Program

**Subject: Government of Canada Agreement Number: V060763 – Notification of Compliance with the Federal Contractors Program**

*Cette information est également disponible en français sur demande.*

Dear Traci Morris:

I am writing to inform you that the compliance assessment initiated on July 8, 2017 has been completed. As a result of the assessment, BGRS Limited has been found to be in compliance with the requirements of the Federal Contractors Program (FCP) under the Employment Equity Act.

The purpose of this initial assessment was to verify that your organization has taken steps to achieve employment equity by surveying its workforce, conducting a workforce analysis and setting hiring and promotion goals where gaps in the representation of the designated groups were identified.

Based on a review of the information submitted by your organization, you will find recommendations below for your consideration to ensure the ongoing success of BGRS Limited's employment equity program.

We noted that the self-identification survey response rate was below the expected rate of 80%. To improve the survey's response rate, you may wish to design a follow-up strategy aimed at:

- explaining the purpose of the survey, informing employees the purpose of self-identification and answering questions that employees may have on employment equity
- communicating with employees who have not completed the self-identification questionnaire to provide additional information and answer any questions they may have while respecting the voluntary aspect of self-identification

BGRS Limited may also want to consider creating an employment equity committee that could include members of senior management and employee representatives to develop and implement an action plan with measures to attract and retain designated group members in your workforce.

### **Next Steps**

Under the terms of the FCP, your organization will be subject to a subsequent compliance assessment four years after the award date of your initial goods or services contract and every three years thereafter. Future compliance assessments will focus on the achievement of reasonable progress in meeting the goals established in your organization's initial or updated employment equity submission.

When BGRS Limited is notified of a subsequent assessment, the following information will be required:

1. Workforce data (Form1 to 6) at the national level.
2. A current workforce analysis; and



3. A completed Achievement Report that includes revised short-term and long-term numerical goals for any remaining gaps in representation.

These documents will allow the Labour Program to assess whether or not reasonable progress has been made since the previous assessment. If reasonable progress has not been made, BGRS Limited will be required to demonstrate that it has made reasonable efforts to achieve its goals. We encourage your organization to develop an action plan to ensure that goals will be met.

The FCP does not prescribe measures to be undertaken. Each federal contractor is encouraged to implement employment equity in ways that are meaningful and relevant to their organization. Evidence of reasonable efforts could include:

- the implementation of initiatives to foster a diverse and inclusive workplace;
- measures to remove employment barriers;
- tailored programs to attract and retain designated group members in areas where they are under-represented; and
- the establishment of accountability mechanisms supported by senior management to ensure that goals are met.

You may also visit our website to access a number of tools. In particular, we encourage your organization to continue using the Workplace Equity Information Management System (WEIMS). WEIMS can assist you in generating your workforce analysis and contains other data analysis tools, including the Achievement Report, as well as a series of training modules.

Should you require any further information regarding your organization's obligations under the FCP, please contact us by email at [ee-eme@hrscd-rhdcc.gc.ca](mailto:ee-eme@hrscd-rhdcc.gc.ca).

Your cooperation during the course of this compliance assessment was appreciated and we wish BGRS Limited continued success in achieving a diverse and inclusive workplace.

Sincerely,

Workplace Equity Team

Workplace Equity Division, Labour Program  
Employment and Social Development Canada / Government of Canada  
[ee-eme@hrscd-rhdcc.gc.ca](mailto:ee-eme@hrscd-rhdcc.gc.ca)



Rejoignez-vous au **Forum de l'équité, la diversité et l'inclusion en milieu de travail (FEDIMT)** en ligne, un espace collaboratif pour employeurs. Envoyez-nous un courriel pour vous joindre!  
Join the online **Workplace Equity, Diversity and Inclusion Forum (WEDIF)**, a collaborative space for employers. Send us an email to join!

**From:** Colleen Chance <colleen.chance@bgrs.com>

**Sent:** September 18, 2017 4:28 PM

**To:** EE-EME <ee-eme@hrsdc-rhdcc.gc.ca>

**Subject:** Government of Canada Agreement V060763 – First Compliance Assessment under the Federal Contractors Program

Good Afternoon,

As part of the first compliance assessment for the Federal Contractors Program (FCP) under the Employment Equity Act, please find attached the requested documents:

1. The self-identification questionnaire used to conduct your workforce survey. **(Attached PDF - 'Employment Equity Questionnaire')**
2. The results of your workforce survey including:
  - the number of employees that were surveyed – **A total of 364 employees**
  - the combined number of self-identification questionnaires that were returned blank, partially and fully completed – **154 employees did not complete and/or partially completed the questionnaire**
  - the number of fully completed and returned self-identification questionnaires – **210 fully completed questionnaires**
3. The workforce analysis results (Summary Report and Detailed Report). **(Attached PDF documents)**
4. Short- and long-term numerical goals to address the representation gaps identified through your workforce analysis **(Attached PDF document)**

If you have any questions, please do not hesitate to contact me.

Regards,

**Colleen Chance - CHRL**

Manager, Human Resources, Canada

T: +1.416.510.5768 | F: +1.416.510.5667 | V: 41.5768

**BGRS** 39 Wynford Drive  
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**From:** Colleen Chance <colleen.chance@bgrs.com>  
**Sent:** May 18, 2017 1:43 PM  
**To:** Begg, Suzanne SV [NC] <suzanne.begg@labour-travail.gc.ca>  
**Subject:** RE: A new account has been created for you.

Hi Suzanne,

We have recently gone through a name change. Please note our new Company Name is now BGRS Limited.

Thank you for following up.

Have a good day,

**Colleen Chance - CHRL**

Manager, Human Resources, Canada  
BGRS  
T: +1.416.510.5768 | V: 41.5768

**From:** [suzanne.begg@labour-travail.gc.ca](mailto:suzanne.begg@labour-travail.gc.ca) [<mailto:suzanne.begg@labour-travail.gc.ca>] **On Behalf Of** [ee-eme@hrsdc-rhdcc.gc.ca](mailto:ee-eme@hrsdc-rhdcc.gc.ca)  
**Sent:** Thursday, May 18, 2017 12:25 PM  
**To:** Colleen Chance  
**Subject:** RE: A new account has been created for you.

Good afternoon,

Your employer number is: V060763. Just to confirm, your company name is Brookfield Global Relocation Services?

Kind regards,

Suzanne Begg

Agent de programmes, Programme du travail  
Emploi et Développement social Canada / Gouvernement du Canada  
[suzanne.begg@labour-travail.gc.ca](mailto:suzanne.begg@labour-travail.gc.ca) / Tél. : 819-654-4323

Program Officer, Labour Program  
Employment and Social Development Canada / Government of Canada  
[suzanne.begg@labour-travail.gc.ca](mailto:suzanne.begg@labour-travail.gc.ca) / Tel: 819-654-4323

**From:** Colleen Chance [<mailto:colleen.chance@bgrs.com>]  
**Sent:** 2017-05-17 3:01 PM  
**To:** EE-EME  
**Subject:** RE: A new account has been created for you.

Good Afternoon,

I am trying to access the WEIMS system, and it is requesting our 'Employer Number' – can you let me know what you are referring to or where I can find this information?

The screenshot shows a web browser window with the following elements:

- Browser tabs: "HRW@RE HRMS - www" and "Welcome to the Workpl".
- Address bar: "https://equite.edsc.gc.ca/sgiemt-weims/emp/WeimsMaintLogin.jsp"
- Text: "By pressing the 'Login' button, you are confirming that you have read and confirming that you agree with the terms of use and conditions for access to providing your personal and/or business information in accordance with the"
- Important Notice: "IMPORTANT NOTICE: If you are a new user, please complete the [Authorizati](#) System (WEIMS)." (The word 'Authorization' is partially cut off).
- Text: "Any fields marked with an asterisk (\*) are required fields."
- Form fields: A field labeled "\*Employer Number" and a field labeled "User N".
- Text: "I have forgotten" (partially cut off).
- Button: "Logi" (partially cut off).
- Text: "If you experience difficulties working with WEIMS, please send an email to [ee-eme](#)" (The email address is partially cut off).
- Button: "Report a problem or mistake on this page"
- Text: "Date modified: 2017-03-28"

Thanks,

**Colleen Chance - CHRL**  
Manager, Human Resources, Canada  
BGRS  
T: +1.416.510.5768 | V: 41.5768

**From:** ee-eme@hrsdcc-rhdcc.gc.ca [mailto:ee-eme@hrsdcc-rhdcc.gc.ca]  
**Sent:** Tuesday, May 16, 2017 3:59 PM  
**To:** Colleen Chance  
**Subject:** A new account has been created for you.

(Le message français suit)

### English Message

An account has been created for you for the EDSC Workplace Equity Information Management System (WEIMS).

Username: [REDACTED]

Please use the following link to set-up your new password <https://equite.edsc.gc.ca/sgiemt-weims/emp/WeimsMaintPasswordReset.jsp?token=lz4E1yAANhapQ56LYuD99fSdED41187WZTd893SutIqpmWXNPIB0HEiTDDSh&USERID=colleen.chance&EMAIL=colleen.chance@bgrs.com&lang=eng>.

Note: This link will be valid for the next 60 minutes only. If you have missed your opportunity please access the application directly <https://equite.edsc.gc.ca/sgiemt-weims/emp> and select this link: I have forgotten my password

If you have been sent this in error, please contact the administrator at [ee-eme@hrsdcc-rhdcc.gc.ca](mailto:ee-eme@hrsdcc-rhdcc.gc.ca).

---

### Message en français

Un compte a été créé pour vous pour le Système de gestion de l'information sur l'équité en milieu de travail (SGIEMT).

Nom d'utilisateur [REDACTED]

Allez à l'adresse suivante pour initialiser votre nouveau mot de passe :

<https://equite.edsc.gc.ca/sgiemt-weims/emp/WeimsMaintPasswordReset.jsp?token=lz4E1yAANhapQ56LYuD99fSdED41187WZTd893SutIqpmWXNPIB0HEiTDDSh&USERID=colleen.chance&EMAIL=colleen.chance@bgrs.com&lang=fra>.

Note: Ce lien sera valide seulement pour les 60 prochaines minutes. Si le temps est écoulé veuillez accéder l'application directement <https://equite.edsc.gc.ca/sgiemt-weims/emp> et choisissez le lien : J'ai oublié mon mot de passe

Si vous avez reçu ce courriel par erreur, s'il vous plaît, communiquer avec l'administrateur à l'adresse suivante : [ee-eme@hrsdcc-rhdcc.gc.ca](mailto:ee-eme@hrsdcc-rhdcc.gc.ca).

**From:** Krista Arneaud <Krista.Arneaud@bgrs.com>  
**Sent:** April 17, 2018 12:54 PM  
**To:** Fortin, Sylvie SY [NC] <sylvie.g.fortin@labour-travail.gc.ca>  
**Subject:** RE: Employment Equity Survey- ACTION REQUIRED

Hi Sylvie,

Our revised documents are attached for your review.

Thanks,  
Krista

**From:** [sylvie.g.fortin@labour-travail.gc.ca](mailto:sylvie.g.fortin@labour-travail.gc.ca) [<mailto:sylvie.g.fortin@labour-travail.gc.ca>]  
**Sent:** Tuesday, April 17, 2018 8:39 AM  
**To:** Krista Arneaud <Krista.Arneaud@bgrs.com>  
**Subject:** RE: Employment Equity Survey- ACTION REQUIRED

Thanks Krista, if you can just send me a revised copy of your Self Id – your file will be ready to be discuss in our committee.

Regards.

Sylvie

**From:** Krista Arneaud [<mailto:Krista.Arneaud@bgrs.com>]  
**Sent:** 16 avril 2018 14:44  
**To:** Fortin, Sylvie SY [NC]  
**Subject:** RE: Employment Equity Survey- ACTION REQUIRED

Hi Sylvie,

That would be an error – we would have intended to set the goal at the availability rate.

Thanks,  
Krista

**From:** [sylvie.g.fortin@labour-travail.gc.ca](mailto:sylvie.g.fortin@labour-travail.gc.ca) [<mailto:sylvie.g.fortin@labour-travail.gc.ca>]  
**Sent:** Monday, April 16, 2018 11:19 AM  
**To:** Krista Arneaud <Krista.Arneaud@bgrs.com>  
**Subject:** RE: Employment Equity Survey- ACTION REQUIRED

Hi Krista,

I reviewed your summary of goals and under Members of Visible minorities, your short and long term goal for EEOG 10:Clerical Personnel is set at 14%. However, we recommend that you set a goal at least at the availability rate . The availability rate in this category is 22.9%. Can you please provide an explanation or if you want to change your goal to match the availability, please let me know.

Sylvie

**From:** Fortin, Sylvie SY [NC]  
**Sent:** 16 avril 2018 10:08  
**To:** 'Krista Arneaud'  
**Subject:** RE: Employment Equity Survey- ACTION REQUIRED  
**Importance:** High

Hi Krista,

I review your Self Identification questionnaire and there is 2 missing elements:

The questionnaire has to be made available in an alternate format upon request and the questionnaire or accompanying documentation has to indicate that an employee may self-identify as being a member of more than one group.

Can you please update your Self Id accordingly and send me a copy please.

Regards.

Sylvie

**From:** Human Resources [<mailto:humanresources@bgrs.com>]  
**Sent:** 23 novembre 2017 15:24  
**To:** Human Resources  
**Subject:** Employment Equity Survey- ACTION REQUIRED

Hi All,

Further to the earlier memo on this, we are still a long way off from our goal of an 80% response rate. To ensure we're providing the most accurate reporting, it is imperative that all BGRS Canadian employees participate. Please take 5 minutes to log in to [hr-selfservice.com](http://hr-selfservice.com) to complete the survey – even if only to check off the box that reads “survey completed”.

Please complete the survey by **Friday, December 1, 2017**.

If you have any questions, please contact [humanresources@bgrs.com](mailto:humanresources@bgrs.com).

Thanks,  
Krista

**Krista Arneaud - B.Sc., CHRL**  
Director, Human Resources & HRIS  
BGRS  
T: +1.416.510.5774 | M: +1.647.273.3267 | F: +1.416.510.5774 | V: 41.5774

**From:** Krista Arneaud  
**Sent:** Tuesday, October 24, 2017 11:10 AM  
**To:** Human Resources  
**Subject:** Employment Equity Survey- Action Required

Hello,

BGRS is a member of the Federal Contractors' Program due to our Canadian Government relocation contracts. As such, we are required to report employment equity statistics about our workforce as part of the Federal Contractors' Program. Information you provide through the employment equity survey in HR Self Service helps us to compile the data for those reports.

We are committed to achieving employment equity in the workplace to ensure that Women, Aboriginal Peoples, Persons with Disabilities and Visible Minorities are equitably represented in the workforce. The Federal Contractors' program compares the designated groups' representation in BGRS relative to their representation in the Canadian population, based on census data.

To be successful, we are aiming to achieve the **federally-recommended 80% response rate** for the workforce survey. We are asking all employees to access the HR Self Service portal **by October 31, 2017** to complete the survey or, if you have already completed it in the past, please review your responses to ensure they are accurate. The whole process typically takes less than five minutes.

The completion of this survey is entirely voluntary and this information is kept strictly confidential. Any information used for reporting purposes will be in aggregate or summary form only; you will not be personally identified on any reports, nor will the information be stored in your personnel file

Attached is a memo with instructions on how to access the Employment Equity Questionnaire, as well as a Frequently Asked Questions (FAQ) document. Please complete the questionnaire by October 31, 2017.

If you have any questions, please email [humanresources@bgrs.com](mailto:humanresources@bgrs.com).

Thank you for counting yourself in for Employment Equity!

Regards,

**Krista Arneaud - B.Sc., CHRL**

Director, Human Resources & HRIS

T: +1.416.510.5774 | M: +1.647.273.3267 | F: +1.416.510.5774 | V: 41.5774

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**From:** Krista Arneaud <Krista.Arneaud@bgrs.com>  
**Sent:** April 11, 2018 2:16 PM  
**To:** Fortin, Sylvie SY [NC] <sylvie.g.fortin@labour-travail.gc.ca>  
**Subject:** revised goals summary

Hello Sylvie,

Thank you again for your time this afternoon. Please find attached our revised goals summary document.

Regarding changes to our process that will (hopefully) get us to the expected response and return rates, we will be conducting a follow up with all current employees who have not completed the survey, and changing the messaging to them that, while self-identifying is voluntary, completing the survey is mandatory. Going forward, follow up with be done on a monthly basis with new hires, to ensure that they have returned their surveys.

Please let me know if there is any additional information that you require.

Thanks,  
Krista

**Krista Arneaud, B.Sc., CHRL**

Director, Human Resources and HRIS

**BGRS**

39 Wynford Drive, Toronto, ON M3C 3K5

T: 416.510.5774 | M: 647.273.3267 | F: 416.510.5667 | V: 41.5774

E: [krista.arneaud@bgrs.com](mailto:krista.arneaud@bgrs.com)

[www.bgrs.com](http://www.bgrs.com)

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# **Workforce Analysis and Summary of Findings**

**for**

**BGRS Limited**

Prepared by: Colleen Chance & Krista Arneaud

Date: December 15, 2017

Employee Data as of: December 2017

Federal Contractor's Program

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## Introduction

Due to its relocation work with the Canadian Government, BGRS Limited is part of the Federal Contractors' Program. The following is a detailed Workforce Analysis report for 2016, with comparisons to the Workforce Analysis report for 2015.

## Methodology

The number of women in each occupational group was determined based on employment records. The number of employees in the rest of the designated groups was determined based on confidential self-identification. The response rate for BGRS is 69.4%. This includes those who completed the questionnaire and those who declined to self-identify. This is an 1.045% increase over the 2015 response rate of 66.4%.

The analysis was completed using the government-proprietary Workplace Equity Information Management System (WEIMS). The North American Industry Classification System code (NAICS code) that was used for the entire workforce is 5313, which is the code used for the Real Estate Industry. All positions in HRWare were coded as per the National Occupational Classification method 2011 (NOC).

The employee data was extracted from HRW@RE, BGRS' HRIS, and imported into WEIMS.

## Terms Used in This Report

The following terms are used in this report:

- EEOG – Employment Equity Occupational Group
- NOC – National Occupation Classification
- CMA – Census Metropolitan Area

## The Workforce Analysis

The workforce analysis is a key component of an effective employment equity program. The intention of the workforce analysis is to determine if designated group members are under-represented in any occupational group. This is achieved by comparing the representation of designated group members by occupational group in the employer's internal workforce to the availability of qualified designated group members in the external workforce based on the 2011 National Household Survey and the 2012 Canadian Survey on Disability. Information about areas of underrepresentation identifies potential problem areas and provides an indication of barriers that may exist in the employer's employment systems, policies and practices. An underrepresentation in any of the Employment Equity Occupational Groups (EEOG) is important for two other employer obligations under the act:

1. Employment systems review: It triggers the requirement to undertake a review of all employment systems, policies and practices relating to that occupational group, to identify any barriers that could be responsible for the under representation.

2. Numerical Goals: It triggers the requirement to set numerical goals for the hiring and promotion of designated group members in that occupational group.

The workforce analysis also reveals the severity of the under representation in any given occupational group. It should be noted that the accuracy of the analysis is only as good as the self-identification responses – i.e. if members of a particular group have not self-identified, the workforce analysis may reveal a gap, when in fact there is none or it may reveal a larger gap than there actually is.

The analysis of workforce data has been conducted both at the EEOG (Occupational group) level and the NOC level (National Occupation Codes).

There are 14 EEOGs in all. The following EEOGs are represented within the BGRS workforce:

- 01 Senior Managers
- 02 Middle and Other Managers
- 03 Professionals
- 04 Semi-Professionals and Technicians
- 05 Supervisors
- 07 Administrative and Senior Clerical Personnel
- 08 Skilled Sales and Service Personnel
- 10 Clerical Personnel
- 11 Intermediate Sales and Service Personnel

A complete list of positions within Brookfield GRS and their corresponding EEOG and NOC Code has been attached as Appendix A of this report.

### **Workforce Analysis – Detailed Tables**

The Workforce Analysis was performed based on The Workforce Analysis – Summary Report and Workforce Analysis – Detailed Report, extracted from the WEIMS application. These reports are attached as Appendix B of this report.

#### Explanation of terms listed in the tables:

1. Representation #: number of employees in a particular occupational group in the organization
2. Representation %: percentage of employees in a particular occupational group in the organization

3. Availability %: percentage of people with experience in this occupational group based on 2006 Census information
4. Availability #: Total # of employees in this occupational group times the availability percentage based on 2006 Census information
5. GAP #: expected number minus actual number rounded to the nearest integer. A positive gap indicates that the internal representation exceeds the external availability
6. Gap %: expected number minus actual number divided by expected number. The larger the percentage gap, the greater the likelihood that a significant under representation exists within the workforce. Normally, where the percentage gap reaches 20 percent, this is a warning signal that there may be a significant under representation. It is a signal that barriers may exist. Such a gap indicates that an employer should proceed to an employment systems review for that particular occupational group.

# Examination of gaps in the workforce data for BGRS

## Designated Group - Women

EEOG	Gap #	Gap %	Diff From 2015
<b>01 Senior Managers</b>	<b>0</b>	<b>0%</b>	<b>-4</b>
Women are adequately represented within this EEOG. There is a 0% gap i.e., the number of BGRS employees in this EEOG is the same as the number of available employees based on 2011 National Household Survey figures. Although the number dropped from 2015, there is still a good representation.			
<b>02 Middle Managers</b>	<b>6</b>	<b>35%</b>	<b>-3</b>
Although the number of women within this EEOG dropped slightly from 2015, there is still a good representation. There are significantly more women (>20%) than availability in the workforce with a positive gap of 35%.			
<b>03 Professionals</b>	<b>10</b>	<b>67%</b>	<b>0</b>
Overall women are significantly overrepresented (>20%) in this EEOG with a positive gap of 67%. However, further analysis reveals a negative gap of 100% (0/1 employees) for NOC 2174: Computer Programmers and Interactive Media Developers.			
<b>04 Semi Professionals and Technicians</b>	<b>-1</b>	<b>50%</b>	<b>+2</b>
Women are underrepresented within this EEOG. There is a significant gap (>20%) of 50%. Further analysis reveals there continues to be an underrepresentation within 1 of the 2 NOCs within the EEOG.			
<b>05 Supervisors</b>	<b>10</b>	<b>45%</b>	<b>0</b>
There is a good representation of women within this EEOG. There are significantly more women (>20%) than availability in the workforce with a positive gap of 45%.			
<b>07 Administrative and Senior Clerical Personnel</b>	<b>1</b>	<b>14%</b>	<b>0</b>
Women are well represented within this EEOG. There is a positive gap of 14% which is satisfactory but not significant (>20%).			
<b>08 Skilled Sales and Services</b>	<b>2</b>	<b>100%</b>	<b>-3</b>
Women are significantly overrepresented (>20%) within this EEOG with a positive gap of 100%. It should be noted that this EEOG is made up of mainly of Real Estates Specialists and a high level of female representations within this area is standard throughout the industry.			
<b>10 Clerical Personnel</b>	<b>7</b>	<b>33%</b>	<b>-6</b>
Although the number of women within this EEOG dropped from 2015, there is still a good representation. Women are overrepresented (>20%) within this EEOG with a positive gap of 33%.			
<b>11 intermediate Sales and Service Personnel</b>	<b>22</b>	<b>35%</b>	<b>-2</b>

EEOG	Gap #	Gap %	Diff From 2015
Women are significantly overrepresented (>20%) within this EEOG with a positive gap of 35%. It should be noted that Consultants and Advisors are captured in this EEOG, and a high level of female representations within these positions is standard throughout the industry.			

### Designated Group – Visible Minorities

EEOG	Gap #	Gap %	Diff From 2015
<b>01 Senior Managers</b>	<b>-1</b>	<b>100%</b>	<b>-1</b>
Visible minorities are underrepresented within this EEOG. However, further analysis of the CMA breakdown for this EEOG reveals there are no gaps in representation at any locations and, therefore in that light, this is not a significant gap.			
<b>02 Middle Managers</b>	<b>5</b>	<b>71%</b>	<b>+6</b>
Visible minorities are significantly overrepresented (>20%) within this EEOG with a positive gap of 71%.			
<b>03 Professionals</b>	<b>0</b>	<b>0%</b>	<b>-1</b>
<p>Although the number visible minorities within this EEOG dropped slightly from 2015, there is still a good representation within this EEOG. There is a 0% gap i.e., the number of BGRS employees in this EEOG is the same as the number of available employees based on 2006 Census data.</p> <p>Visible Minorities are adequately represented within this EEOG as a whole, with a 0% gap. However, further analysis reveals significant negative gaps (&gt;20%) within four of the NOC codes that make up this EEOG:</p> <ul style="list-style-type: none"> <li>NOC 2174 – Computer programmers and interactive media developers – 50% gap (1/2 employees)</li> </ul> <p>While, overall, there is a positive gap, this should be monitored going forward.</p>			
<b>04 Semi Professionals and Technicians</b>	<b>0</b>	<b>0%</b>	<b>+3</b>
Visible Minorities are adequately represented within this EEOG. There has been an increase in representation in this EEOG when compared to 2015.			
<b>05 Supervisors</b>	<b>-2</b>	<b>40%</b>	<b>+1</b>
Visible Minorities are significantly underrepresented (>20%) in this EEOG with a negative gap of 40%. There was an increase in representation in this EEOG when compared to 2015. Further analysis reveals this gap exists solely within the Toronto CMA.			
<b>07 Administrative and Senior Clerical Personnel</b>	<b>-1</b>	<b>100%</b>	<b>0</b>
Visible Minorities are underrepresented at the overall EEOG level. There appears to be a significant gap (>20%) of 100%. Further analysis reveals this gap exists solely within the Toronto CMA.			



EEOG	Gap #	Gap %	Diff From 2015
<b>08 Skilled Sales and Services</b>	<b>-1</b>	<b>100%</b>	<b>0</b>
Visible Minorities are underrepresented within this EEOG, with a significant gap (>20%) of 100%.			
<b>10 Clerical Personnel</b>	<b>-4</b>	<b>67%</b>	<b>+1</b>
Visible Minorities are underrepresented within this EEOG. The gap increased from 29% in 2015 there is still a significant gap (>20%) of 67%. Further analysis reveals gaps in particular locations, listed below.			
<b>Edmonton</b>	<b>-1</b>	<b>100%</b>	<b>0</b>
Visible Minorities are underrepresented within this EEOG in Edmonton. Further, there appears to be significant gap (>20%) of 100%. However, further analysis reveals that there are only 3 positions within this EEOG in Edmonton. An availability of 24.8% (from the 2011 National Household Survey) rounds up to 1 person (from 0.75) from this designated group. In that light, this does not represent a significant gap.			
<b>Toronto</b>	<b>-3</b>	<b>60%</b>	<b>+1</b>
Visible Minorities are underrepresented within this EEOG in Toronto. Although this gap decreased from 35% in 2014 there is still a significant gap (>20%) of 60%.			
<b>11 Intermediate Sales and Service Personnel</b>	<b>-5</b>	<b>45%</b>	<b>+2</b>
Visible Minorities are underrepresented within this EEOG. This gap increased from 33% in 2015. Further analysis reveals gaps in particular locations, listed below. It should be noted that Consultants and Advisors are included in this EEOG.			
<b>Edmonton</b>	<b>-1</b>	<b>100%</b>	<b>0</b>
Visible Minorities are underrepresented within this EEOG in Edmonton, where there is a significant gap (>20%) of 100%. Further analysis reveals that there are 3 positions within this EEOG in Edmonton. An availability of 24.8% (from the 2011 National Household Survey) rounds up to 1 person (from 0.75) from this designated group.			
<b>Ottawa – Gatineau</b>	<b>-1</b>	<b>50%</b>	<b>0</b>
Visible Minorities are underrepresented within this EEOG in Ottawa – Gatineau. Further, there is a significant gap (>20%) of 50%.			
<b>Toronto</b>	<b>-2</b>	<b>50%</b>	<b>+1</b>
Visible Minorities are underrepresented within this EEOG in Toronto. Further, there is a significant gap (>20%) of 50%.			
<b>Victoria</b>	<b>-1</b>	<b>100%</b>	<b>-1</b>
Visible Minorities are underrepresented within this EEOG in Edmonton. Further, there appears to be significant gap (>20%) of 100%. However, further analysis reveals that there are only 6 positions within this EEOG in Edmonton. An availability of 12.9% (from the 2011 National Household Survey) rounds up to 1 person (from 0.75) from this designated group. In that light, this does not represent a significant gap.			

Designated Group – Persons with Disabilities

EEOG	Gap #	Gap %	Diff From 2015
<b>01/02 Senior Managers/Middle Managers</b>	<b>-2</b>	<b>100%</b>	<b>+1</b>
Persons with Disabilities are underrepresented within this EEOG. Further, there is a significant gap (>20%) of 100%.			
<b>03 Professionals</b>	<b>-2</b>	<b>100%</b>	<b>-2</b>
Persons with Disabilities are underrepresented within this EEOG. There is a decrease in representation when compared to 2015.			
<b>04 Semi-Professionals and Technicians</b>	<b>0</b>	<b>0%</b>	<b>+1</b>
Persons with Disabilities are adequately represented within this EEOG. There is a 0% gap i.e., the number of BGRS employees in this EEOG is the same as the number of available employees based on 2012 Canadian Survey on Disability figures.			
<b>05 Supervisors</b>	<b>-4</b>	<b>80%</b>	<b>0</b>
Persons with Disabilities are underrepresented within this EEOG. Further, there is a significant gap (>20%) of 100%.			
<b>07 Administrative and Senior Clerical Personnel</b>	<b>0</b>	<b>0%</b>	<b>0</b>
Persons with Disabilities are adequately represented within this EEOG. There is a 0% gap i.e., the number of BGRS employees in this EEOG is the same as the number of available employees based on 2012 Canadian Survey on Disability figures.			
<b>08 Skilled Sales and Services</b>	<b>0</b>	<b>0%</b>	<b>0</b>
Persons with Disabilities are adequately represented within this EEOG. There is a 0% gap i.e., the number of BGRS employees in this EEOG is the same as the number of available employees based on 2012 Canadian Survey on Disability figures.			
<b>10 Clerical Personnel</b>	<b>-1</b>	<b>50%</b>	<b>+2</b>
Although there has been an increase in representation since 2015, Persons with Disabilities are underrepresented within this EEOG. Further, there is a significant gap (>20%) of 75%.			
<b>11 Intermediate Sales and Service Personnel</b>	<b>-5</b>	<b>100%</b>	<b>-2</b>
Persons with Disabilities are underrepresented within this EEOG. Further, there is a significant gap (>20%) of 100%.			

Designated Group – Aboriginals

EEOG	Gap #	Gap %	Diff From 2015
<b>01 Senior Managers</b>	<b>0</b>	<b>0%</b>	<b>0</b>
Aboriginals are adequately represented within this EEOG. There is a 0% gap i.e., the number of BGRS employees in this EEOG is the same as the number of available employees based on 2011 National Household Survey figures.			
<b>02 Middle Managers</b>	<b>0</b>	<b>0%</b>	<b>0</b>
Aboriginals are represented within this EEOG.			
<b>03 Professionals</b>	<b>-1</b>	<b>100%</b>	<b>+1</b>
Aboriginals are underrepresented within this EEOG. There appears to be a significant gap (>20%) of 100%. However, further analysis of the NOCs that make up this EEOG and that have incumbents at BGRS reveal that there are no gaps at the NOC level and, therefore in that light, this is not a significant gap.			
<b>04 Semi-Professionals and Technicians</b>	<b>0</b>	<b>0%</b>	<b>0</b>
Aboriginals are adequately represented within this EEOG. There is a 0% gap i.e., the number of BGRS employees in this EEOG is the same as the number of available employees based on 2011 National Household Survey figures.			
<b>05 Supervisors</b>	<b>-1</b>	<b>50%</b>	<b>+1</b>
Aboriginals are underrepresented within this EEOG. However, further analysis of the CMA breakdown for this EEOG reveals there are no gaps in representation at any locations and, therefore in that light, this is not a significant gap.			
<b>07 Administrative and Senior Clerical Personnel</b>	<b>0</b>	<b>0%</b>	<b>0</b>
Aboriginals are adequately represented within this EEOG. There is a 0% gap i.e., the number of BGRS employees in this EEOG is the same as the number of available employees based on 2011 National Household Survey figures.			
<b>08 Skilled Sales and Services</b>	<b>0</b>	<b>0%</b>	<b>0</b>
Aboriginals are adequately represented within this EEOG. There is a 0% gap i.e., the number of BGRS employees in this EEOG is the same as the number of available employees based on 2011 National Household Survey figures.			
<b>10 Clerical Personnel</b>	<b>-1</b>	<b>100%</b>	<b>0</b>
Aboriginals are underrepresented within this EEOG. However, further analysis of the CMA breakdown for this EEOG reveals there are no gaps in representation at any locations and, therefore in that light, this is not a significant gap.			

EEOG	Gap #	Gap %	Diff From 2015
<b>11 Intermediate Sales and Service Personnel</b>	<b>-2</b>	<b>50%</b>	<b>+2</b>
Aboriginals are underrepresented (>20%) within this EEOG with a negative gap of 50%. Further analysis reveals gaps in particular locations, listed below.			
<b>Nova Scotia excluding Halifax</b>	<b>-1</b>	<b>100%</b>	<b>0</b>
Aboriginals are underrepresented within this EEOG in Nova Scotia with a significant (>20%) negative gap of 100%.			
<b>Victoria</b>	<b>1</b>	<b>100</b>	<b>+1</b>
There is good representation of Aboriginals in this EEOG, with a significant (>20%) positive gap of 100%.			
<b>Manitoba excluding Winnipeg</b>	<b>1</b>	<b>100%</b>	<b>0</b>
There is good representation of Aboriginals in this EEOG, with a significant (>20%) positive gap of 100%.			

## Conclusion

In conclusion, while there have been gains in representation since the 2015 Workforce Analysis and Summary Report, some gaps still exist within the BGRS workforce:

### Designated Group – Women

- There is a significant gap in representation (50%) in the Semi Professional and Technician EEOG.

### Designated Group – Visible Minorities

- There is a significant gap in representation in the following EEOGs:
  - Supervisors (40%). This gap is solely in the Toronto CMA.
  - Skilled Sales and Service (100%).
  - Clerical Personnel (67%). This gap is primarily in Ontario locations.
  - Intermediate Sales and Service Personnel (45%)

### Designated Group – Persons with Disabilities

- There is a significant gap in representation in the following EEOGs:
  - Senior Managers/Middle Managers (100%)
  - Professionals (100%)
  - Supervisors (80%)
  - Clerical Personnel (50%)
  - Intermediate Sales and Service Personnel (100%)

### Designated Group – Aboriginals

- There is a significant gap in representation (50%) in the Intermediate Sales and Service and Supervisors EEOG