

Labour Program
Federal Contractors Program

OFFICIAL USE ONLY
Agreement N°:

Agreement to Implement Employment Equity

(All sections must be completed)

- New Agreement
 Revised Agreement

ORGANIZATION	
Legal Name of Organization The Canadian Cops of Commissionaires South Saskatchewan Division	Parent company is located outside Canada <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Operating Name (if different from Legal Name of Organization) Commissionaires South Saskatchewan Division	Business Number 306-757-0998
Organization's North American Industry Classification System (NAICS) Code Number To find your organization's four-digit NAICS code please visit: http://www.statcan.gc.ca/subjects-sujets/standard-norme/naics-scian/2007/list-liste-eng.htm 5616	<input type="checkbox"/> Federally Regulated <input checked="" type="checkbox"/> Provincially Regulated

HEAD OFFICE			
Address (building number, street, suite, etc.) 122 Albert Street	City Regina	Province Sask.	Postal Code S4R 2N2
Telephone Number 306-757-0998			

EMPLOYMENT EQUITY CONTACT			
Name (print) Dale Montgomery	Title Director of HR and Training	Telephone Number 306-757-0998	E-mail Address dmontgomery@commissionaires.sk.ca
Preferred Language of Correspondence <input checked="" type="checkbox"/> English <input type="checkbox"/> French			

CERTIFICATION	
The above-named organization:	
<ul style="list-style-type: none"> • having a combined workforce of 100 or more permanent full-time and permanent part-time employees in Canada, AND • 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) 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: http://www.esdc.gc.ca/eng/labour/equality/fcp/index.shtml	
<p>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.</p>	

SIGNATORY		
<p>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.</p>		
Name (print) Colin King	Title CEO	Telephone Number 306-757-0998
E-mail Address [Redacted]@commissionaires.sk.ca	Preferred Language of Correspondence <input checked="" type="checkbox"/> English <input type="checkbox"/> French	
Signature [Redacted]	Date (YYYY-MM-DD) 2017-11-21	

Privacy Notice
The information you provide is collected under the authority of section 42 of the <i>Employment Equity Act</i> to determine your eligibility for the Federal Contractors Program.
Completion of this form and the provision of 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 <i>Privacy Act</i> 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 <i>Info Source</i> , which is available at the following website address: http://www.infosource.gc.ca . <i>Info Source</i> may also be accessed online at any Service Canada Centre.

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



Workplace Equity Information Management System - The Canadian Corps of Commissionaires South Saskatchewan

Workforce Analysis - Detailed Report

Date: 2018-05-11

Women

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
01 : Senior Managers	National	5	1	20.0 %	27.4 %	1	0	National
02 : Middle and Other Managers	National	6	2	33.3 %	38.9 %	2	0	National
03 : Professionals		1	1	100.0 %	55.1 %	1	0	
1111 : Financial auditors and accountants	National	1	1	100.0 %	55.1 %	1	0	National
07 : Administrative and Senior Clerical Personnel		2	2	100.0 %	80.7 %	2	0	
Employment Equity Occupational Group	Regina	2	2	100.0 %	80.7 %	2	0	Regina
10 : Clerical Personnel		2	1	50.0 %	70.2 %	1	0	
Employment Equity Occupational Group	Regina	2	1	50.0 %	70.2 %	1	0	Regina
11 : Intermediate Sales and Service Personnel		542	148	27.3 %	21.0 %	114	34	
6463 : NOC 2006 - By-law Enforcement and Other Regulatory Officers, n.e.c.	Regina	24	8	33.3 %	65.7 %	16	-8	Regina
6541 : Security guards and related security service occupations	Regina	518	140	27.0 %	19.0 %	98	42	Regina
Total		558	155	27.8 %	21.7 %	121	34	

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 - The Canadian Corps of Commissionaires South Saskatchewan

Workforce Analysis - Detailed Report

Date: 2018-05-11

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples Representation		Aboriginal Peoples Availability		Gap #	Recruitment Area
			#	%	%	#		
01 : Senior Managers	National	5	0	0.0 %	2.9 %	0	0	National
02 : Middle and Other Managers	National	6	3	50.0 %	2.2 %	0	3	National
03 : Professionals		1	0	0.0 %	1.3 %	0	0	
1111 : Financial auditors and accountants	National	1	0	0.0 %	1.3 %	0	0	National
07 : Administrative and Senior Clerical Personnel		2	0	0.0 %	6.4 %	0	0	
Employment Equity Occupational Group	Regina	2	0	0.0 %	6.4 %	0	0	Regina
10 : Clerical Personnel		2	1	50.0 %	7.1 %	0	1	
Employment Equity Occupational Group	Regina	2	1	50.0 %	7.1 %	0	1	Regina
11 : Intermediate Sales and Service Personnel		542	83	15.3 %	11.6 %	63	20	
6463 : NOC 2006 - By-law Enforcement and Other Regulatory Officers, n.e.c.	Regina	24	5	20.8 %	9.2 %	2	3	Regina
6541 : Security guards and related security service occupations	Regina	518	78	15.1 %	11.7 %	61	17	Regina
Total		558	87	15.6 %	11.4 %	63	24	

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 - The Canadian Corps of Commissionaires South Saskatchewan

Workforce Analysis - Detailed Report

Date: 2018-05-11

Members of Visible Minorities

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities			Availability %	Gap #	Recruitment Area
			Representation #	Representation %	Availability #			
01 : Senior Managers	National	5	0	0.0 %	10.1 %	1	-1	National
02 : Middle and Other Managers	National	6	1	16.7 %	15.0 %	1	0	National
03 : Professionals		1	0	0.0 %	27.5 %	0	0	
1111 : Financial auditors and accountants	National	1	0	0.0 %	27.5 %	0	0	National
07 : Administrative and Senior Clerical Personnel		2	0	0.0 %	5.3 %	0	0	
Employment Equity Occupational Group	Regina	2	0	0.0 %	5.3 %	0	0	Regina
10 : Clerical Personnel		2	1	50.0 %	6.7 %	0	1	
Employment Equity Occupational Group	Regina	2	1	50.0 %	6.7 %	0	1	Regina
11 : Intermediate Sales and Service Personnel		542	94	17.3 %	8.2 %	44	50	
6463 : NOC 2006 - By-law Enforcement and Other Regulatory Officers, n.e.c.	Regina	24	4	16.7 %	11.9 %	3	1	Regina
6541 : Security guards and related security service occupations	Regina	518	90	17.4 %	8.0 %	41	49	Regina
Total		558	96	17.2 %	8.3 %	46	50	

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 - The Canadian Corps of Commissionaires South Saskatchewan

Workforce Analysis - Detailed Report

Date: 2018-05-11

Persons with Disabilities

Employment Equity Occupational Group	Internal Location	All Employees #	Persons with Disabilities			Gap #	Recruitment Area	
			Representation #	%	Availability %			
01/02 : Managers	National	11	3	27.3 %	4.3 %	0	3	National
03 : Professionals	National	1	0	0.0 %	3.8 %	0	0	National
07 : Administrative and Senior Clerical Personnel	National	2	1	50.0 %	3.4 %	0	1	National
10 : Clerical Personnel	National	2	1	50.0 %	7.0 %	0	1	National
11 : Intermediate Sales and Service Personnel	National	542	85	15.7 %	5.6 %	30	55	National
Total		558	90	16.1 %	5.6 %	30	60	

Total may not equal sum of components due to rounding.

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



Workforce Analysis - Detailed Report

Date: 2018-05-11

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

We are not part of Commissionaires National. We do all our own hiring, promoting and recruiting within South Saskatchewan.

WFA Defaults - Women, Aboriginal Peoples and Visible Minorities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01 : Senior Managers	EEOG	National
02 : Middle and Other Managers	EEOG	National
03 : Professionals	NOC	National
07 : Administrative and Senior Clerical Personnel	EEOG	CMA
10 : Clerical Personnel	EEOG	CMA
11 : Intermediate Sales and Service Personnel	NOC (default EEOG)	CMA



Workforce Analysis - Detailed Report

Date: 2018-05-11

WFA Defaults - Persons with Disabilities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01/02 : Managers	EEOG	National
03 : Professionals	EEOG	National
07 : Administrative and Senior Clerical Personnel	EEOG	National
10 : Clerical Personnel	EEOG	National
11 : Intermediate Sales and Service Personnel	EEOG	National



Workplace Equity Information Management System - The Canadian Corps of Commissionaires South Saskatchewan

Workforce Analysis - Summary Report

Date: 2018-05-11

Women

Employment Equity Occupational Group	All Employees #	Representation		Women Availability		Gap #
		#	%	%	#	
01 : Senior Managers	5	1	20.0 %	27.4 %	1	0
02 : Middle and Other Managers	6	2	33.3 %	38.9 %	2	0
03 : Professionals	1	1	100.0 %	55.1 %	1	0
07 : Administrative and Senior Clerical Personnel	2	2	100.0 %	80.7 %	2	0
10 : Clerical Personnel	2	1	50.0 %	70.2 %	1	0
11 : Intermediate Sales and Service Personnel	542	148	27.3 %	21.0 %	114	34
Total	558	155	27.8 %	21.7 %	121	34

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - The Canadian Corps of Commissionaires South Saskatchewan

Workforce Analysis - Summary Report

Date: 2018-05-11

Aboriginal Peoples

Employment Equity Occupational Group	All Employees #	Aboriginal Peoples Representation		Aboriginal Peoples Availability		Gap #
		#	%	%	#	
01 : Senior Managers	5	0	0.0 %	2.9 %	0	0
02 : Middle and Other Managers	6	3	50.0 %	2.2 %	0	3
03 : Professionals	1	0	0.0 %	1.3 %	0	0
07 : Administrative and Senior Clerical Personnel	2	0	0.0 %	6.4 %	0	0
10 : Clerical Personnel	2	1	50.0 %	7.1 %	0	1
11 : Intermediate Sales and Service Personnel	542	83	15.3 %	11.6 %	63	20
Total	558	87	15.6 %	11.4 %	63	24

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - The Canadian Corps of Commissionaires South Saskatchewan

Workforce Analysis - Summary Report

Date: 2018-05-11

Members of Visible Minorities

Employment Equity Occupational Group	All Employees #	Members of Visible Minorities Representation		Members of Visible Minorities Availability		Gap #
		#	%	%	#	
01 : Senior Managers	5	0	0.0 %	10.1 %	1	-1
02 : Middle and Other Managers	6	1	16.7 %	15.0 %	1	0
03 : Professionals	1	0	0.0 %	27.5 %	0	0
07 : Administrative and Senior Clerical Personnel	2	0	0.0 %	5.3 %	0	0
10 : Clerical Personnel	2	1	50.0 %	6.7 %	0	1
11 : Intermediate Sales and Service Personnel	542	94	17.3 %	8.2 %	44	50
Total	558	96	17.2 %	8.3 %	46	50

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - The Canadian Corps of Commissionaires South Saskatchewan

Workforce Analysis - Summary Report

Date: 2018-05-11

Persons with Disabilities

Employment Equity Occupational Group	All Employees #	Persons with Disabilities Representation		Persons with Disabilities Availability		Gap #
		#	%	%	#	
01/02 : Managers	11	3	27.3 %	4.3 %	0	3
03 : Professionals	1	0	0.0 %	3.8 %	0	0
07 : Administrative and Senior Clerical Personnel	2	1	50.0 %	3.4 %	0	1
10 : Clerical Personnel	2	1	50.0 %	7.0 %	0	1
11 : Intermediate Sales and Service Personnel	542	85	15.7 %	5.6 %	30	55
Total	558	90	16.1 %	5.6 %	30	60

Total may not equal sum of components due to rounding.



Workforce Analysis - Summary Report

Date: 2018-05-11

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

We are not part of Commissionaires National. We do all our own hiring, promoting and recruiting within South Saskatchewan.

WFA Defaults - Women, Aboriginal Peoples and Visible Minorities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01 : Senior Managers	EEOG	National
02 : Middle and Other Managers	EEOG	National
03 : Professionals	NOC	National
07 : Administrative and Senior Clerical Personnel	EEOG	CMA
10 : Clerical Personnel	EEOG	CMA
11 : Intermediate Sales and Service Personnel	NOC (default EEOG)	CMA



Workforce Analysis - Summary Report

Date: 2018-05-11

WFA Defaults - Persons with Disabilities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01/02 : Managers	EEOG	National
03 : Professionals	EEOG	National
07 : Administrative and Senior Clerical Personnel	EEOG	National
10 : Clerical Personnel	EEOG	National
11 : Intermediate Sales and Service Personnel	EEOG	National

Short-term Goal Setting Tool
COMMISSIONAIRES SOUTH SASKATCHEWAN
24-May-18

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Data entry from from Workforce Analysis	Date entry	B x C x 3	Data entry	B x E x 3	D + F	Data entry from from Workforce Analysis	Equivalent to E	H x I x 3	(D x N) - O x J	G x M	Data entry	Data entry from from Workforce Analysis	Data entry from from Workforce Analysis	(H - J + L) - ((B + D) x N)	H - B	(H - J + L) - (B + D)

Employment Equity Occupational Group (EEOG)	All Employees 2018/05/11	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years	WOMEN										
		Annually	Over 3 Years	Annually	Over 3 Years		Number	Turnover (Replacement of Terminated Employees)		Hires Required	3 Year Goals 2019-2021		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
								Annually	Over 3 Years		#	%					
#	%	#	%	#	%	#	%	%	%	%	%	#	#	%	%		
Senior Managers			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Middle & Other Managers			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Professionals			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Semi-Professionals & Technicians			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Supervisors			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Supervisors Crafts & Trades			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Skilled Sales & Service Personnel			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Skilled Crafts & Trades Workers			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Clerical Personnel			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Intermediate Sales & Service Personnel			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Semi-Skilled Manual Workers			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Other Sales & Service Personnel			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!
Other Manual Workers			0		0	0		0.0%	0	0	0	0			0	#DIV/0!	#DIV/0!

Short-term Goal Setting Tool

2018/05/24
43244

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Data entry from from Workforce Analysis	Date entry	B x C x 3	Data entry	B x E x 3	D + F	Data entry from from Workforce Analysis	Equivalent to E	H x I x 3	(D x N) - O + J	G x M	Data entry	Data entry from from Workforce Analysis	Data entry from from Workforce Analysis	(H - J + L) - ((B + D) x N)	H - B	(H - J + L) - (B + D)

Employment Equity Occupational Group (EEOG)	All Employees 2018/05/11	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years	ABORIGINAL PEOPLES										
		Annually	Over 3 Years	Annually	Over 3 Years		Number	Turnover (Replacement of Terminated Employees)		Hires Required	3 Year Goals 2019-2021		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
								Annually	Over 3 Years		#	%					
Senior Managers			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Middle & Other Managers			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Professionals			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Semi-Professionals & Technicians			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Supervisors			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Supervisors: Crafts & Trades			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Skilled Sales & Service Personnel			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Skilled Crafts & Trades Workers			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Clerical Personnel			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Intermediate Sales & Service Personnel			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Semi-Skilled Manual Workers			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Other Sales & Service Personnel			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Other Manual Workers			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!

Short-term Goal Setting Tool
COMMISSIONAIRES SOUTH SASKATCHEWAN
 2018-05-24

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Data entry from from Workforce Analysis	Data entry	B x C x 3	Data entry	B x E x 3	D + F	Data entry from from Workforce Analysis	Equivalent to E	H x I x 3	(D x N) - O + J	G x M	Data entry	Data entry from from Workforce Analysis	Data entry from from Workforce Analysis	(H - J + L) - ((B + D) x N)	H - B	(H - J + L) - (B + D)

Employment Equity Occupational Group (EEOG)	All Employees 2018/05/11	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years	PERSONS WITH DISABILITIES											
		Annually	Over 3 Years	Annually	Over 3 Years		Number	Turnover (Replacement of Terminated Employees)		Hires Required	3 Year Goals 2019-2021		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years	
		#	%	#	%			#	%		#	%						#
Senior Managers			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Middle & Other Managers			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Professionals			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Semi-Professionals & Technicians			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Supervisors			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Supervisors Crafts & Trades			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Skilled Sales & Service Personnel			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Skilled Crafts & Trades Workers			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Clerical Personnel			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Intermediate Sales & Service Personnel			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Semi-Skilled Manual Workers			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Other Sales & Service Personnel			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!
Other Manual Workers			0		0	0		0 0%	0	0	0	0			0		#DIV/0!	#DIV/0!

Short-term Goal Setting Tool
COMMISSIONAIRES SOUTH SASKATCHEWAN
 2018-05-24

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Data entry from from Workforce Analysis	Date entry	B x C x 3	Data entry	B x E x 3	D + F	Data entry from from Workforce Analysis	Equivalent to E	H x I x 3	(D x N) - O + J	G x M	Data entry	Data entry from from Workforce Analysis	Data entry from from Workforce Analysis	(H - J + L) - ((B + D) x N)	H - B	(H - J + L) + (B + D)

Employment Equity Occupational Group (EEOG)	All Employees 2018/05/11	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years	MEMBERS OF VISIBLE MINORITIES											
		Annually	Over 3 Years	Annually	Over 3 Years		Number	Turnover (Replacement of Terminated Employees)		Hires Required	3 Year Goals 2019-2021		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years	
								Annually	Over 3 Years		#	%						#
		#	%	#	%		#	%	#	%	#	%	%	#	#	%	%	
Senior Managers	5		0	1.0%	0	0	0	0	1.0%	0	1	0	10.0%	10.1%	-1	-1	0.0%	0.0%
Middle & Other Managers			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!
Professionals			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!
Semi-Professionals & Technicians			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!
Supervisors			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!
Supervisors Crafts & Trades			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!
Skilled Sales & Service Personnel			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!
Skilled Crafts & Trades Workers			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!
Clerical Personnel			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!
Intermediate Sales & Service Personnel			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!
Semi-Skilled Manual Workers			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!
Other Sales & Service Personnel			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!
Other Manual Workers			0		0	0	0	0.0%	0	0	0	0					#DIV/0!	#DIV/0!

SELF – IDENTIFICATION QUESTIONNAIRE

Commissionaires South Saskatchewan

Instructions

As part of our Employment Equity Program, we are collecting data about our workforce. Identifying yourself as a member of one or more designated groups (women, aboriginal, persons with disabilities and visible minorities) will help create an accurate picture of our workforce.

PRIVACY NOTICE

The responses that you provide are collected under the authority of sections 18 and 42 of the *Employment Equity Act*. The information you provide will be grouped with other employees' data and shared with the Labour Program of Employment and Social Development Canada (ESDC) for the purpose of complying with employment equity legislation under the Federal Contractors Program.

Participation in the self-identification survey is voluntary. Refusal to provide personal information will result in the incomplete and/or inaccurate capture of our workforce data.

Your personal information is administered by ESDC 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 729. 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.

A. Name: _____

Section/Branch: _____

Position: _____

Employment Status: Full-time Part-time Spare

B. Gender M F

After reading the descriptions in each of the next three sections, answer “Yes” if any of the following apply to you. Please note that you may self-identify in more than one group.

C. Are you Aboriginal (Indian, Inuit or Metis) Yes No

D. Are you a person with a disability yes No

Persons with disabilities (long-term or recurring physical, mental, sensory, psychiatric or learning impairment and you consider yourself to be at a disadvantage in employment by reason of that impairment)

Examples: difficulty grasping objects or using keyboard with hands or arms; walking difficulty, difficulty climbing stairs, visual difficulties, speech impairment, hearing deficit, learning disabilities, etc) THIS DOES NOT AFFECT YOUR EMPLOYMENT

F. Please identify how the organization could possibly assist you with your disability, in participating fully in the workforce.

D. Are you a member of a visible minority? Yes No

visible minority are people in Canada (other than Aboriginal peoples) who are non-white in colour or non-Caucasian in race, regardless of their place of birth or citizenship.

Examples of visible minorities include, but are not limited to:

- Black
- Non-white Latin American (including Indigenous people from Central and South America)
- East Asian (e.g., Chinese, Japanese, Korean)
- South Asian/East Indian (e.g., Indian, Pakistani, Bangladeshi, or East Indian from Guyana, Trinidad or East Africa)
- Southeast Asian (e.g., Burmese, Cambodian, Filipino, Laotian, Thai, Vietnamese)
- Non-white West Asian, North African or Arab (e.g., Iranian, Lebanese, Egyptian, Libyan)

People of mixed origin (e.g., with one parent member of a visible minority group).

G. As part of our ongoing employment equity program, we sometimes ask employees to participate in various activities (committees or focus groups) to provide feedback on new programs. Would you agree to be contacted directly by the employment equity contact or local human resources manager for this kind of activity? Yes No

H. If you have any comments/feedback on our employment equity program, we would like to hear from you. Please contact our Human Resources department 306-757-0998 or send a letter. Also note that you may contact Human Resources at any time to update the information provided in this Self Identification Questionnaire.

Signature: _____ Date: _____

Commissionaires South Saskatchewan 122 Albert St Regina, Sk S4R 2N2

Federal Contractors Program Report of the First Compliance Assessment

Employer Name: The Canadian Corps of Commissionaires South Saskatchewan

Primary Location: 122 Albert, Regina, Saskatchewan S4R 2N2

Number of Employees: 709 – all located in Regina, Saskatchewan

Organization Overview: The Commissionaires are a private, not-for-profit Canadian security company, primarily composed of former military and RCMP.

The various offices/branches of the Canadian Corps of Commissionaires across Canada report on employment equity separately. This submission is for The Canadian Corps of Commissionaires of South Saskatchewan.

Key Dates – First Year Assessment

Initiated: January 12th, 2017

Received: April 18th, 2018

WFA: April 16th, 2018

COLLECTION OF WORKFORCE INFORMATION

	#	%
Number of Surveys Handed Out:	709	
Number of Surveys Returned:	558	79
Number of Completed Surveys Returned:	558	79

- 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.
- The questionnaire indicates that employees can update or change information about themselves at any time.

Observations:

The employer previously had a response rate from their Self-ID Questionnaire of 67%. They were asked to implement a follow up strategy to improve their response rate, and through follow-up efforts they were able to raise their response rate to 79%. Their survey is now being included in packages for new hires, and they are confident that with continued follow-up they will be able to raise their response rate.

The following requirements were previously missing from their Self-ID Questionnaire, but have now been added to the new version (note that the new version of the survey was resent to all staff, and a subsequent follow up was done with staff who did not respond):

- 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 indicates that it is available in alternate formats upon request.
- The questionnaire indicates that employees can update or change information about themselves at any time.

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:

As this organization employs the majority of their workforce under EEOG 11 – NOC 6541 where the LMA is predominately male, the occupational default for EEOG 11 in their WFA was set at NOC level.

SUMMARY OF GOALS**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	0.0	10.1

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:

- The Canadian Corps of Commissionaires of South Saskatchewan have demonstrated through their first compliance assessment submission that they are successfully achieving employment equity in the majority of their workforce. We recommend that this organization continue to implement hiring practices that encourage recruitment in the four designated groups to avoid creating new gaps. It would also be beneficial for this organization to focus efforts on retention of staff and to continue eliminating barriers to employment equity.
- Given that The Canadian Corps of Commissionaires received a response rate of slightly below 80% from their Self-Identification Questionnaire, the Workforce Analysis conducted for the organizations first Compliance Assessment may not have captured a truly accurate representation of their current workforce. We recommend that this organization continue their follow-up efforts with staff who did not return the survey, and to encourage staff to self-identify as a member of one or more designated groups. The Self-Identification Questionnaire should also continue to be given to new employees at the time of hiring to ensure that employees are given the opportunity to self-identify at the time of hiring.

Name of Analyst: Alicia Dobney

Date: May 24, 2018

Nyirasafari, Ange AN [NC]

From: Dobney, Alicia A on behalf of EE-EME
Sent: June 4, 2018 1:35 PM
To: 'cking@commissionaires.sk.ca'
Cc: 'Eileen Longney'; Dobney, Alicia A
Subject: Government of Canada Agreement Number: 10000649 – Notification of Compliance with the Federal Contractors Program

Cette information est également disponible en français sur demande.

Dear Colin King:

I am writing to inform you that the compliance assessment initiated on March 20th, 2018 has been completed. As a result of the assessment, The Canadian Corps of Commissionaires South Saskatchewan 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 The Canadian Corps of Commissionaires South Saskatchewan's employment equity program.

- We recommend that this organization continue to implement hiring practices that encourage recruitment in the four designated groups to avoid creating new gaps in representation. It would also be beneficial for the organization to continue focusing efforts on retention of staff to ensure a welcoming and inclusive workplace for all employees.
- Given that The Canadian Corps of Commissionaires received a response rate of slightly below 80% from their self-identification questionnaire, the workforce analysis conducted for the organizations first compliance assessment may not have captured a truly accurate representation of their current workforce. We recommend that this organization continue their follow-up efforts with staff who did not return the survey, and to encourage staff to complete the survey. The self-identification questionnaire should also continue to be given to new employees at the time of hiring to ensure that employees are given the opportunity to self-identify at the time of hiring.

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 The Canadian Corps of Commissionaires South Saskatchewan is notified of a subsequent assessment to be initiated on March 20, 2020, the following information will be required:

1. Workforce data (Form 1 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, The Canadian Corps of Commissionaires South Saskatchewan 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 Alicia Dobney at alicia.dobney@labour-travail.gc.ca.

Your cooperation during the course of this compliance assessment was appreciated and we wish The Canadian Corps of Commissioners South Saskatchewan continued success in achieving a diverse and inclusive workplace.

Workplace Equity Team

Workplace Equity Division, Labour Program
Employment and Social Development Canada / Government of Canada
ee-eme@hrsdc-rhdcc.gc.ca



Joignez-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!