

**From:** [Longacre, Jeannie CITZ:EX](#)  
**To:** [Cowan, Jim JTST:EX](#)  
**Cc:** [Budakoglu, Caner CSCD:EX](#); [Collins, Lori M CSCD:EX](#); [Swib, Lucy JTST:EX](#); [Turchet, Karin JTST:EX](#); [Calderhead, Steve JTST:EX](#)  
**Subject:** CLOSING: s 22  
**Date:** February-21-13 1:35:00 PM

---

Hi, folks. This email is only to advise that we have **closed** our file in the Privacy Investigations Unit on this matter, as it is being handled internally by the Ministry.

Please do not hesitate to contact us again if we can be of further assistance.

*Jeannie Longacre*

*CIPP/C (LAPP)*

*Privacy Investigations Analyst*

*[Office of the Chief Information Officer](#)*

*Privacy Reviews and Investigations Unit; Legislation, Privacy and Policy Branch*

*Ministry of Citizens' Services and Open Government*

*Ph: 250-356-0604; BB: s 17*

*email: [Jeannie.Longacre@gov.bc.ca](mailto:Jeannie.Longacre@gov.bc.ca)*

*This e-mail is intended only for the individual or organization to whom it is addressed and may contain confidential information. If you receive this email in error, please help us prevent further errors by informing the sender immediately by phone at 250-356-0604 or email at [Jeannie.Longacre@gov.bc.ca](mailto:Jeannie.Longacre@gov.bc.ca). We also ask that you refrain from disseminating or using the information in or accompanying the email and that you destroy all copies when requested.*

---

**From:** Cowan, Jim JTST:EX  
**Sent:** Thursday, February 21, 2013 12:56 PM  
**To:** Longacre, Jeannie CITZ:EX  
**Subject:** RE: s 22

Hi Jeannie, s 13 s 22 but we believe the s 13 s 22 has been addressed.  
Jim

---

**From:** Longacre, Jeannie CITZ:EX  
**Sent:** Thursday, February 21, 2013 12:01 PM  
**To:** Cowan, Jim JTST:EX  
**Subject:** FW: s 22

Hi, Jim.

I'm just checking in to see if this matter has been resolved. Any further s 13 s 22 or concerns since this last email and our conference call?

I will close my file and send an email if not.

Thank you.

*Jeannie Longacre*

CIPP/C (LAPP)  
Privacy Investigations Analyst  
Office of the Chief Information Officer  
Privacy Reviews and Investigations Unit; Legislation, Privacy and Policy Branch  
Ministry of Citizens' Services and Open Government  
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---

**From:** Budakoglu, Caner CSCD:EX  
**Sent:** Thursday, January 24, 2013 4:07 PM  
**To:** Turchet, Karin JTST:EX; Calderhead, Steve JTST:EX  
**Cc:** Cowan, Jim JTST:EX; Swib, Lucy JTST:EX; Longacre, Jeannie CITZ:EX  
**Subject:** RE: s 22

Thank you, Karin for the confirmation.

Regards,  
Caner

---

Caner "Jenner" Budakoglu, P.Eng., CISSP, CISA, CISM  
Information Security Manager,  
Ministry Information Security Officer (MISO), and A/Ministry Security Officer (MSO) for  
Ministry of Community, Sport & Cultural Development | Ministry of Jobs, Tourism & Skills Training and  
Responsible for Labour  
Province of British Columbia  
Phone: (250) 387-8034 Cell: s 17 Fax: (250) 387-1590

---

**From:** Turchet, Karin JTST:EX  
**Sent:** Thursday, January 24, 2013 3:45 PM  
**To:** Calderhead, Steve JTST:EX  
**Cc:** Cowan, Jim JTST:EX; Swib, Lucy JTST:EX; Longacre, Jeannie CITZ:EX; Budakoglu, Caner CSCD:EX  
**Subject:** RE: s 22

I just checked the s 22 and can confirm that they s 22  
s 22 Thanks!

**Karin Turchet**

Manager, Procurement and Contract Management  
(604) 775-0736

---

**From:** Calderhead, Steve JTST:EX  
**Sent:** Thursday, January 24, 2013 10:25 AM  
**To:** Swib, Lucy JTST:EX; Longacre, Jeannie CITZ:EX; Budakoglu, Caner CSCD:EX  
**Cc:** Cowan, Jim JTST:EX; Turchet, Karin JTST:EX  
**Subject:** RE: s 22

FYI

I have just sent an email to the ED for  
very least a description of what the

s 22  
s 22

or at the

Steve

---

**From:** Swib, Lucy JTST:EX  
**Sent:** Thursday, January 24, 2013 9:58 AM  
**To:** Longacre, Jeannie CITZ:EX; Budakoglu, Caner CSCD:EX  
**Cc:** Cowan, Jim JTST:EX; Turchet, Karin JTST:EX; Calderhead, Steve JTST:EX  
**Subject:** RE: s 22

Hi Jeannie, I understand that s 22 however the current ED (who is  
new) has not been able to locate s 22 – so not sure whether we can get  
s 22 for today's meeting. Steve, anything else to add/suggest? Thanks, Lucy

Lucy Swib  
Director  
Immigrant Integration Branch  
Ministry of Jobs, Tourism, Skills Training & Minister Responsible for Labour  
(p) 604 775-0458  
(f) 604 775-0670

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---

**From:** Longacre, Jeannie CITZ:EX  
**Sent:** Thursday, January 24, 2013 9:56 AM  
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**Cc:** Cowan, Jim JTST:EX; Turchet, Karin JTST:EX; Calderhead, Steve JTST:EX  
**Subject:** RE: s 22

Thank you, Lucy. Have you been able to determine whether the s 22  
s 22 In other words is s 22 If so, is it  
possible to have s 22 available for reference during our  
meeting?

*Jeannie Longacre*  
CIPP/C (LAPP)  
Privacy Investigations Analyst  
[Office of the Chief Information Officer](#)  
Privacy Reviews and Investigations Unit; Legislation, Privacy and Policy Branch  
Ministry of Citizens' Services and Open Government  
Ph: 250-356-0604; BB: s 17  
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*accompanying the email and that you destroy all copies when requested.*

---

**From:** Swib, Lucy JTST:EX  
**Sent:** Wednesday, January 23, 2013 4:27 PM  
**To:** Longacre, Jeannie CITZ:EX; Budakoglu, Caner CSCD:EX  
**Cc:** Cowan, Jim JTST:EX; Turchet, Karin JTST:EX; Calderhead, Steve JTST:EX  
**Subject:** s 22

Hi Jeannie and Caner, I am forwarding this on behalf of Jim s 22 as you asked for more detail on the type of s 22 Fyi in advance of our meeting tomorrow.  
Thanks, Lucy

Lucy Swib  
Director  
Immigrant Integration Branch  
Ministry of Jobs, Tourism, Skills Training & Minister Responsible for Labour  
(p) 604 775-0458  
(f) 604 775-0670

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**From:** Calderhead, Steve JTST:EX  
**Sent:** Wednesday, January 23, 2013 3:15 PM  
**To:** Cowan, Jim JTST:EX; Swib, Lucy JTST:EX; Turchet, Karin JTST:EX  
**Subject:** s 21

All,

FYI

I have spoken with staff at the agency and they describe s 21

s 21

Below is what it looks like.

Steve

---

**From:** Longacre, Jeannie CITZ:EX  
**Sent:** Tuesday, January 22, 2013 4:35 PM  
**To:** Cowan, Jim JTST:EX  
**Cc:** Budakoglu, Caner CSCD:EX; Collins, Lori M CSCD:EX; Mclean, Kenneth CITZ:EX; Swib, Lucy JTST:EX  
**Subject:** s 22

Hello, Jim. Thank you for our discussion regarding this matter.

As you described, the new Executive Director of your Ministry's Service Provider, Penticton Immigration Services, s 22

I have opened a file and assigned s 22 for documentation and coordination, and I will be your lead for this file. Please use this number in the subject line of emails.

As we have already discussed, I will arrange a conference call for Thursday morning, during which we will be discussing the use of s 22

Please also be advised that I have notified, by copy on this email, representatives of your Ministry Chief Information Officer, who may be in touch with you regarding ministry specific requirements, or to offer their assistance.

Thank you.

*Jeannie Longacre*

*CIPP/C (LAPP)*

*Privacy Investigations Analyst*

*Office of the Chief Information Officer*

*Privacy Reviews and Investigations Unit; Legislation, Privacy and Policy Branch*

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From: Cowan, Jim JTST:EX  
To: Longacre, Jeannie CITZ:EX  
Subject: RE: s 22  
Date: February-21-13 12:56:27 PM  
Attachments: image001.png  
image002.png

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**Jeannie Longacre**  
CIPP/C (IAPP)  
Privacy Investigations Analyst  
[Office of the Chief Information Officer](#)  
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Cc: Cowan, Jim JTST:EX; Swib, Lucy JTST:EX; Longacre, Jeannie CITZ:EX  
Subject: RE: s 22

Thank you, Karin for the confirmation.

Regards,  
Caner

Caner "Jenner" Budakoglu, P.Eng., CISSP, CISA, CISM  
Information Security Manager,  
[Ministry Information Security Officer \(MISO\)](#), and A/Ministry Security Officer (MSO) for  
Ministry of Community, Sport & Cultural Development | Ministry of Jobs, Tourism & Skills Training and Responsible for Labour  
Province of British Columbia  
Phone: (250) 387-8034 Cell: s 17 ax: (250) 387-1590

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**Karin Turchet**  
Manager, Procurement and Contract Management  
(604) 775-0736

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Lucy Swib  
Director  
Immigrant Integration Branch  
Ministry of Jobs, Tourism, Skills Training & Minister Responsible for Labour  
(p) 604 775-0458  
(f) 604 775-0670

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**Jeannie Longacre**  
CIPP/C (IAPP)  
Privacy Investigations Analyst  
[Office of the Chief Information Officer](#)  
Privacy Reviews and Investigations Unit; Legislation, Privacy and Policy Branch  
Ministry of Citizens' Services and Open Government  
Ple: 250-356-0604; BB: s 17  
email: [jeannie.longacre@gov.bc.ca](mailto:jeannie.longacre@gov.bc.ca)

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Lucy Swib  
Director  
Immigrant Integration Branch  
Ministry of Jobs, Tourism, Skills Training & Minister Responsible for Labour  
(p) 604 775-0458  
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**To:** Cowan, Jim JTST:EX; Swib, Lucy JTST:EX; Turchet, Karin JTST:EX  
**Subject:** s 21

All,

FYI

I have spoken with staff at the agency and they describe

s 21

Below is what it looks like.

Steve

---

**From:** Upkar Grewal [<mailto:settlement2@soics.ca>]  
**Sent:** Wednesday, January 23, 2013 2:53 PM  
**To:** Calderhead, Steve JTST:EX  
**Subject:** s 21

> Hi Steve,

s 21

s 21

Upkar Grewal  
Settlement Worker  
South Okanagan Immigrant & Community Services  
508 Main Street  
Penticton, BC V2A 5C7  
Phone: 250-492-6299 ext 204  
Fax: 250-490-4684  
[settlement2@soics.ca](mailto:settlement2@soics.ca)



**From:** [Longacre, Jeannie CITZ:EX](#)  
**To:** [Cowan, Jim JTST:EX](#); [Swib, Lucy JTST:EX](#); [Budakoglu, Caner CSCD:EX](#)  
**Subject:** s 22  
**Start:** January-24-13 2:30:00 PM  
**End:** January-24-13 3:00:00 PM  
**Location:** Please dial in  
**Attachments:** s 22  
[Privacy breach declaration shorter version 2.docx](#)

---

Dial In Phone Numbers:

s 15 s 17

Participant Conference ID: s 15 s 17

Sample s 15 s 17 templates attached for consideration (customization required):

Jeannie Longacre  
CIPP/C (IAPP)  
Privacy Investigations Analyst  
HYPERLINK "<http://www.cio.gov.bc.ca/>" Office of the Chief Information Officer  
Privacy Reviews and Investigations Unit; Legislation, Privacy and Policy Branch  
Ministry of Citizens' Services and Open Government  
Ph: 250-356-0604; BB: s 17  
email: HYPERLINK "<mailto:Jeannie.Longacre@gov.bc.ca>" Jeannie.Longacre@gov.bc.ca

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s 22

Notes from conference call January 24, 2013

In attendance:

Jeannie Longacre (Privacy Investigations Analyst, OCIO)

Jim Cowan (Mgr., Finance and Admin)

Lucy Swib (Jim Cowan's Director)

Caner Budakoglu (MISO)

Karin Turchet (Program Manager)

Steve Calderhead (Contract manager)

As this is a potential issue (no breach has occurred)

s 13, s 15

s 13, s 15

Ministry will take issue away and discuss.

/JL

**From:** [Swib, Lucy JTST:EX](#)  
**To:** [Longacre, Jeannie CITZ:EX](#); [Budakoglu, Caner CSCD:EX](#)  
**Cc:** [Calderhead, Steve JTST:EX](#); [Turchet, Karin JTST:EX](#); [Cowan, Jim JTST:EX](#)  
**Subject:** FW: SOICS s 22 For our Meeting at 2:30 p.m.  
**Date:** January-24-13 2:15:08 PM  
**Attachments:** [Svl4522c13012413280.pdf](#)  
**Importance:** High

---

Document re: s 22 to SOICS...

Lucy Swib  
Director  
Immigrant Integration Branch  
Ministry of Jobs, Tourism, Skills Training & Minister Responsible for Labour  
(p) 604 775-0458  
(f) 604 775-0670

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---

**From:** Anka Novosel [mailto:[ed@soics.ca](mailto:ed@soics.ca)]  
**Sent:** Thursday, January 24, 2013 12:32 PM  
**To:** Calderhead, Steve JTST:EX  
**Subject:** Fwd: SOICS s 22

Steve,

I hope this is everything you need for a clearer understanding. s 22  
s 22 Please let me know if  
anything is unclear or you require additional documentation. I'm leaving the office for a few  
minutes, but will be back shortly.

Thanks,  
Anka Novosel  
Executive Director  
South Okanagan Immigrant & Community Services  
508 Main Street  
Penticton, BC V2A 5C7  
Phone: 250-492-6299 ext 202  
Fax: 250-490-4684  
[ed@soics.ca](mailto:ed@soics.ca)

Begin forwarded message:

**From:** s 22  
**Date:** January 24, 2013 1:28:19 PM PST

**To:** [ed@soics.ca](mailto:ed@soics.ca)

**Subject: Message from** s 22

**Reply-To:** s 22



**South Okanagan Immigrant & Community Services**  
*(Penticton & District Multicultural Society)*

508 Main Street  
Penticton, BC  
V2A 5B7  
July 1, 2011

Phone (250) 492-6299  
Fax: (250) 490-4684  
[director@soics.ca](mailto:director@soics.ca)

**Contract between Penticton & District Multicultural Society: dba, South Okanagan**  
**Immigrant & Community Services and**

s 22

s 22

11/9/12

s 22

s 22

s 22

Policy Report -

s 22

Acceptance of policy report as presented

Moved, Seconded and Accepted Unanimously

Memberships and Nominations -

s 22

s 22

Moved, Seconded and Accepted Unanimously

Adjournment: 6:36

Evaluation: Supportive, One day at a time, Sad but connected

PDMS SOICS BOARD OF DIRECTORS'

MEETING MINUTES APRIL 26 2012

WELCOME:

Attendance: Linda Grant, Bonnie Lewis, Suzanne Martin  
Laurie Navrot

REGRETS: Poonam Chalal

Adoption of Agenda,  
Moved, Seconded and Accepted Unanimously

Adoption of Consensus Agenda  
Moved, Seconded and Accepted Unanimously  
Note: With the addition of the submission of s 22 Letter,  
acceptance of which is tabled

Approval of Minutes February 2012  
Moved, Seconded and Accepted Unanimously

Approval of in Camera minutes February 2012  
Moved Seconded and Accepted Unanimously

Financial Report – Laurie Navrot  
Acceptance of Financial Report as presented  
Moved Seconded and Accepted Unanimously

Acceptance of 2012 – 2013 Budget as presented  
Moved Seconded and Accepted Unanimously

Building Report – Linda Grant





## Adjournment

Next Meeting:

Committee Reports:

Laurie will present Financials.

**Motion required:** As our funding will be remaining stable:

Moved that the 2012-13 be adopted as per budget document shown.

**Motion required:** As recommended by TDH consulting.

s 22

Building Report – Linda.

Laurie contacted vendor and enquired into price of vacant lot. Very expensive. Subsequently 2 PDMS members spoke with 2 realtors who advised that the price was dropping considerably and that we should wait a little longer. We were also advised to contact City Hall, regarding any costs (taxes) on the lot even if it remains vacant.

Policy Report: - Suzanne

The Policy manual was thoroughly reviewed and compared against Kelowna Community Resources and Kamloops Immigrant Services manuals.

s 14

With the new Child minding licencing requirements – changes may have to be made. Anka Novosel is taking care of the fine details and working with Bev Guest, Licensing officer appointed by the Ministry of Health. Anka will advise me should any further changes be required.

**Motion required** To adopt the current February 2012 version of the PDMS/SOICS policy manual with changes noted.

Membership/Nominations: Bonnie

A new user friendly version of our membership brochure is being developed, which will include our by-law that members must be nominated by 2 current members in good standing.

I am asking that each board member recruit at least 2 new members who will attend the AGM in September. They must send their applications to the board for review by June 2012.

s 22

**From:** [ITIMS-Prod](#)  
**To:** [Longacre, Jeannie CITZ:EX](#)  
**Subject:** s 22 has been opened by ALEONARD.  
**Date:** January-22-13 3:17:02 PM

---

s 22 has been opened by ALEONARD.

Incident #: s 22  
Title: s 22  
Asset Tag: UNKNOWN  
Priority: 6  
Status: Open  
Alert Stage: open  
Hot Ticket: false

PLEASE DO NOT REPLY TO THIS EMAIL. IT IS AUTO-GENERATED