

All records regarding the full cost (to March 18, 2013) of the Ministry's Discover Your School and ERASE Bullying website and app.

ERASE Bullying Website and App:

ERASE Web Site	
Activity	Cost
Site development/content population	No cost – developed in-house
URL Registration	\$80/every 2 years to register the domain; \$200 for the annual SSL certification
Text Translation	\$5,989.48

Reporting Tool/App	
Activity	Cost
Reporting system and web site development/implementation	\$17,000
Ongoing client/system support, monitoring, maintenance, troubleshooting	\$90,000



Ministry of
Labour, Citizens' Services
and Open Government

Strategic Initiatives Division Proposal

Project #:13-006 – SCHOOL CHOICES APPLICATION (PHASE 1)

Ministry of Labour, and Citizens'
Services and Open Government

Version#	3.0
Date	June 11 th , 2012

SID| solutions that work



Version History

Date	Version	Author	Changes
May 28, 2012	0.1	P. Hooper	Initial
May 30, 2012	0.2	Matthew Byer	Revision
June 1, 2012	0.3	Matthew Byer	Final
June 1, 2012	1.0	Karen Smith	Final Pkg, formatting
June 5, 2012	2.0	Matthew Byer	Final Revision



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1 INTRODUCTION

1.1 What is the Proposal?

This proposal describes Strategic Initiatives Division (SID) commitment to deliver the School Choices Application Phase 1 (the Project) for the Ministry of Education (EDUC). It outlines the project scope, deliverables, roles & responsibilities, timelines, and costs.

Signing of this proposal formalizes initiation of the project and that both parties agree to fulfill the responsibilities outlined in this document.

1.2 Business Objectives

The business objectives of the project are for the Strategic Initiatives Division to support the Ministry of Education to complete the following:

- ✓ Provide accurate, authoritative data, in a format that can be correctly interpreted by parents when making decisions regarding schools and options for their children. The product will provide the information in a stimulating and visual way that will allow them to focus on schools within their particular region through the use of an electronic map. This approach is in keeping with popular approaches used by private industry, such as Google. This will ensure that the two primary goals of educating parents on all factors that influence the education system and engaging parents in decisions about the education of their child are realized.
- ✓ To bring together or present existing data sets in new ways, and design it to be scalable to expand in a phase 2 product that will support more datasets and functionality

1.3 Project Background

BC's Education Plan has five key elements:

1. Personalized Learning for Every Student
2. Quality Teaching and Learning
3. Flexibility and Choice
4. High Standards
5. Learning Empowered by Technology

s.17

A number of strategies are being implemented to support this work. BC's education data is being released on a regular basis on the Open Data site for the public to access and mash up to find meaning in the data in new ways. The uptake on the public accessing and using this data has been slow to date.

Research is also being conducted both at the local school district level and at the provincial level to explore aspects of quality teaching practice within the BC context. The Ministry is in partnership with a variety of universities, partner groups and stakeholders to develop policies to support teachers, from teacher training programs, to mentoring and professional development structures. School districts are being engaged in the process, by working with them to identify and share successful teacher supports with other districts.

This project supports the work needed to advance the Education Plan's second element (Quality Teaching and Learning) as well as government's commitment to provide services to citizens to engage them in the broader discussion around teacher quality. The Education Plan represents a significant shift in thinking, and we need to build a shared understanding of the need for change as well as support for the policy shifts to come. The School Choices web tool will not only provide a user-friendly way for parents to make local choices about their child's education, but it will also support the public to use education data to increase their understanding of the factors and interconnections that affect the future of the education system.

2 WORK BREAKDOWN

2.1 Assumptions & Dependencies

- Existing User Experience / Parent requirements will be leveraged but supplemented with limited new focus group research.
- Public and Independent schools will be included.
- SID and EDUC have the resources (funding and human) to satisfy the scope and schedule of this project.

2.2 Scope

To achieve the business objectives, SID commits to the following:

Phase	Description	Start / End
Analysis	User Research, Web and Service Strategy, Environmental Scan and Comparative Analysis	May 9, 2012 -June 11, 2012
Content	Facilitate integration of data content	May 11, 2012 -June 8, 2012
Design	Develop Interactive Wireframes, Provide Style Guides and Compositions	May 11, 2012 – June 7, 2012

Development	Provide Iterative Development and Design:	Ongoing in June
Technical Configuration	CMS, Web Analytics Setup and Hosting Setup	Mid-June
Build	Page Build	June 15, 2012 - June 22, 2012
Validation/Test	Site review	June 22, 2012 - June 25, 2012
Training	Data services to provide access and hands on training using the map web application to identified Ministry of Education staff.	June 29, 2012
Launch		June 29, 2012
Project Management	Status Reports, Issues Log, Risk Management, Resource/Budget/Schedule/Scope/Quality Management	Ongoing for May & June

2.3 Out of Scope

- Communication Plan (Completed by Ministry of Education)
- The development of a platform or environment which would allow citizens to provide any feedback of any kind.

2.4 Client Responsibilities

- ✓ Be available to provide feedback and review deliverables during the lifespan of the project.
- ✓ Provide existing data that is easily accessible while, addressing data quality issues
- ✓ Deliver Phase 1 data no later than June 8, 2012.
- ✓ Provide contextual page content.
- ✓ Provided feedback, direction, technical constraints, content material, and requirements.
- ✓ Perform user testing and validation.
- ✓ Provide final sign-off.

3 SCHEDULE & BUDGET

Changes to tasks, deliverables, roles, budget or timelines will be managed with a change request to ensure that both EDUC and SID project teams are in agreement.

3.1 Project schedule

Please refer to the milestone schedule in the Scope Section.

3.2 Project budget

The overall project budget is the following:

Breakdown	Cost
UX Design (which will also inform Phase 2 Design), Validation, Validation, and Delivery.	\$54,500.00
Project Management, Contract Management	\$19,000.00
Enterprise Data Services (Data Integration and knowledge transfer for Map /Data Enablement)	\$7,500.00
Hosting Services, CMS Setup and Architectural Review	\$5,000.00
Total	\$86,000.00
<i>Expenses occurred (not planned) and those related to travel, will be charged based on invoiced amount</i>	

4 APPROVALS & CODING

4.1 Proposal Approval

Approved by:



Date June 11, 2012

Project
Sponsor

Paige MacFarlane
Assistant Deputy Minister
Open Government and Community Partnerships Division
Ministry of Education

Approved by:

Date

CITZ Executive
Sponsor

Jay Schlosar
Assistant Deputy Minister
Strategic Initiatives Division
Ministry of Labour Citizens' Services and Open Government

4.2 Project Coding

Client Contact for Billing	Name	<i>Eve Gaudet</i>				
	Title	<i>Director, Citizen Engagement</i>				
	Phone Number	<i>250 415-7545</i>				
	Email	<i>Eve.Gaudet@gov.bc.ca</i>				
Journal Voucher Coding	Name of Program/Service Line	Client	Responsibility Centre	Service Line	STOB	Project
		062	22560	06500	6001	2200000

Billing Period:	Apr. 1/12 - July 13/12	Project Completed:	Yes	No <input checked="" type="checkbox"/>
Project Name:	Education - School Choices Application			
Project Number:	13-006			
Project Manager:	Dominique Bohn			

Task	Amount to be Billed this Period
UX Design prior to project reset	\$37,560.00 OX
Total	\$37,560.00

Client Information		
Client Contact for Billing	Program Name	Education -
	Contact Name	Eve Gaudet
	Title	Director, Open Government and Community Partnerships Division
	Phone Number	250 415-7545
	Email	Eve.Gaudet@gov.bc.ca

Journal Voucher Coding	Client	Resp	Service Line	STOB	Project
	62	22560	06500	6001	2200000

Please submit the above form to OCO Financial Officer for each active project



Strategic Initiatives Division Project Change Request

Project Details			
Project Number:	13-006	Change ID:	13-006-113
Project Name:	School Choices Application		
Project Manager:	Matthew Byer	Sponsor:	Eve Gaudet
Change Request Details			
Summary:	Due to various concerns expressed by LCTZ and Education, the 13-006 School Choices Application underwent a project reset. Consequently the roles that both LCTZ and Education are to fulfill have changed as have the deliverables and budgetary responsibilities.		
Initiation Date:	July 17 th , 2012	Priority:	Critical
Initiator:	Eve Gaudet / Dominique Bohn	Date Required By:	July 17 th , 2012
Type of Change:	Scope / Budget / Schedule / Quality	Status:	Open
Description of Proposed Change:	<p>The 13-006 School Choices Application project as it was originally envisioned was a partnership between LCTZ and Education which involved two phases. The first phase would have been scheduled for launch at the end of June 2012, while the second phase would have been scheduled for launch on September 1st, 2012. The original idea for the application was to display schools and districts through the use of a graphical map which could then be queried and also display detailed information about a particular school or district. For Phase 2 the ability to compare the metrics between schools would have been added. LCTZ under the original approach for the project would have handled the design, research and build for the end products for both Phase 1 and Phase 2.</p> <p>However, due to various concerns expressed by LCTZ and Education, the 13-006 School Choices Application underwent a project reset wherein the approach was changed. Consequently the roles that both LCTZ and Education are to fulfill have changed as have the deliverables and the budget.</p>		

Impact of Proposed Change:	<p>There is now only one deliverable for September 1st, 2012 and as of July 16th, 2012, the BC Ministry of Education will be proceeding with both the design and build for the product. All costs for the design and build of the product will be incurred by Education.</p> <p>LCTZ's UX team will provide limited support to both the research and design as follows:</p> <ul style="list-style-type: none"> - Mentoring and design support through weekly review sessions over the design phase – approximately 40 hours (Dominique Bohn) - Support on work related to research – approximately 60 hours (Dominique Bohn and Ashley Johnston) <p>LCTZ will also instruct the contractor who has been hired to work on the design of the product to cease effective immediately.</p> <p>Budgetary responsibilities between Education and LCTZ will be as follows:</p> <p>Education:</p> <ul style="list-style-type: none"> - Contractor Design Work up to July 13th, 2012 - \$37,560.00. - Travel and participant incentives expenses for July 16th, 2012 to September 1st, 2012 incurred by LCTZ staff – approximately \$2,500.00. - LCTZ staff costs for July 16th, 2012 to September 1st, 2012 to complete the design and research – \$9500.00 - Education staff costs and expenses. <p>LCTZ:</p> <ul style="list-style-type: none"> - Project Management (Contracting and LCTZ staff cost) - \$19,000.00. - LCTZ Enterprise Data Services (Data Integration and knowledge transfer for Map/data enablement) cost up to July 13th, 2012 - \$3,750.00 - LCTZ staff costs associated with research deliverable up to July 13th, 2012 - \$2,500.00. - LCTZ remaining staff cost and expenses up to July 13th, 2012. <p>Due to the Ministry of Education change in direction with respect to building the September 1st deliverable themselves, the Hosting Services, CMS Setup and Architectural Review cost of \$5,000.00 will no longer be necessary since they will be hosting the application themselves.</p>
Justification:	Project reset and change in approach was necessary to ensure that an end product can be delivered for September 1 st , 2012.
Consequences if not approved:	End product deliverable for September 1 st , 2012 may not be achieved.
Allocation Details:	Please see 'Impact of Proposed Change' for allocation details.
Corporate Data and Web Services Assessment:	
Recommendations:	Proceed with change request.

Proposed Changes Communicated to Project Team			Date:		
Project Manager Approval:			Date:		
Comments/ Additional Documentation:					
Comments:					
Additional Documents Attached:		Yes		No	
Privacy Impact		Yes		No	
		If yes list:			

Change Approvers

The following signatures represent an understanding of the materials contained in this change request and an agreement to the direction and costs described therein.

Approved
by:

Date July 17, 2012



Eve Gaudet
Director, Open Government and Community Partnerships Division
Ministry of Education

Approved
by:

Date _____

SID

Sponsor

Walter Moser
Executive Director, Corporate Online Services, Strategic Initiatives,
Ministry of Citizens' Services and Open Government

Carroll, Scott CITZ:EX

From: Ford, Rebekah R EDUC:EX
Sent: Wednesday, August 15, 2012 1:19 PM
To: s.22
Cc: Doak, Sherry A EDUC:EX; Charleson, Christopher EDUC:EX; Shaw, Beverley EDUC:EX; Wensley, Stacey EDUC:EX
Subject: Contract for Web Writing Services for the Ministry of Education
Importance: High

Hi Sarah,

We are looking forward to get going on our projects quickly! As such, I have attached a PDFed version of contract C13/2443.

Please print, sign, scan & email the signed document back to Sherry Doak at the earliest opportunity.



C13-2443
media Business So

We require the paper version of the document eventually, but having the electronic one hand will allow us to start our projects. If you will be meeting with one of us soon, you can simply bring the paper version in with you. Alternatively, you can mail it to:

Attention: Sherry Doak
Ministry of Education
Financial Services Branch
PO.Box 9178 Stn Prov Govt
Victoria BC V8W 9H8

Should you have any questions, please don't hesitate to contact Sherry Doak via email or at (250) 387-1862.

Thank you for your patience.

R.

Rebekah Ford
Internal Communications Officer
Open Government
Ministry of Education
☎ 250.882.6840



GENERAL SERVICE AGREEMENT

CONTRACT NO. C13/2443

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THIS AGREEMENT is dated for reference the 3rd day of August 2012.

BETWEEN:

Remedia Business Solutions Inc.
671 Lampson Street
Victoria BC V9A 6A5

Contact Person: Sarah Bolduc
Telephone Number: 250-888-6172
Email: s.22

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Education (the "Province") with the following specified address and fax number:

Open Government
Open Government and Community Partnerships
PO Box 9161 Stn Prov Govt
Victoria, BC V8W 9H3

Contact Person: Rebekah Ford
Telephone Number: 250-882-6640
Email: rebekah.ford@gov.bc.ca

The Province wishes to retain the Contractor to provide the Services specified in Schedule A and, in consideration for the remuneration set out in Schedule B, the Contractor has agreed to provide those Services, on the Terms and conditions set out in this Agreement.

As a result, the Province and the Contractor agree as follows:

1 DEFINITIONS

General

1.1 In this Agreement, unless the context otherwise requires:

- (a) "Business Day" means a day on which Provincial government offices are open for normal business in British Columbia;
- (b) "Incorporated Material" means any material in existence prior to the start of the Term or developed independently of this Agreement, and that is incorporated or embedded in the Produced Material by the Contractor or a Subcontractor;
- (c) "Material" means the Produced Material and the Received Material;
- (d) "Produced Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are produced by the Contractor or a Subcontractor and may include the Incorporated Material;
- (e) "Received Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are received by the Contractor or a Subcontractor from the Province or any other person;
- (f) "Services" means the services described in Part 2 of Schedule A;
- (g) "Subcontractor" means a person described in paragraph (a) or (b) of section 13.4; and
- (h) "Term" means the term of the Agreement described in Part 1 of Schedule A subject to that term ending earlier in accordance with this Agreement.

Meaning of "record"

1.2 The definition of "record" in the *Interpretation Act* is incorporated into this Agreement and "records" will bear a corresponding meaning.

2 SERVICES

Provision of Services

2.1 The Contractor must provide the Services in accordance with this Agreement.

Term

2.2 Regardless of the date of execution or delivery of this Agreement, the Contractor must provide the Services during the Term.

Supply of various items

2.3 Unless the parties otherwise agree in writing, the Contractor must supply and pay for all labour, materials, equipment, tools, facilities, approvals and licenses necessary or advisable to perform the Contractor's obligations under this Agreement, including the license under section 6.4.

Standard of care

- 2.4 Unless otherwise specified in this Agreement, the Contractor must perform the Services to a standard of care, skill and diligence maintained by persons providing, on a commercial basis, services similar to the Services.

Standards in relation to persons performing Services

- 2.5 The Contractor must ensure that all persons employed or retained to perform the Services are qualified and competent to perform them and are properly trained, instructed and supervised.

Instructions by Province

- 2.6 The Province may from time to time give the Contractor reasonable instructions (in writing or otherwise) as to the performance of the Services. The Contractor must comply with those instructions but, unless otherwise specified in this Agreement, the Contractor may determine the manner in which the instructions are carried out.

Confirmation of non-written instructions

- 2.7 If the Province provides an instruction under section 2.6 other than in writing, the Contractor may request that the instruction be confirmed by the Province in writing, which request the Province must comply with as soon as it is reasonably practicable to do so.

Effectiveness of non-written instructions

- 2.8 Requesting written confirmation of an instruction under section 2.7 does not relieve the Contractor from complying with the instruction at the time the instruction was given.

Applicable laws

- 2.9 In the performance of the Contractor's obligations under this Agreement, the Contractor must comply with all applicable laws.

3 PAYMENT

Fees and expenses

- 3.1 If the Contractor complies with this Agreement, then the Province must pay to the Contractor at the times and on the conditions set out in Schedule B:
- (a) the fees described in that Schedule, plus any applicable taxes; and
 - (b) the expenses, if any, described in that Schedule if they are supported, where applicable, by proper receipts and, in the Province's opinion, are necessarily incurred by the Contractor in providing the Services.
- The Province is not obliged to pay to the Contractor more than the "Maximum Amount" specified in Schedule B on account of fees and expenses.

Statements of accounts

- 3.2 In order to obtain payment of any fees and expenses under this Agreement, the Contractor must submit to the Province a written statement of account in a form satisfactory to the Province upon completion of the Services or at other times described in Schedule B.

Withholding of amounts

- 3.3 Without limiting section 9.1, the Province may withhold from any payment due to the Contractor an amount sufficient to indemnify, in whole or in part, the Province and its employees and agents against any liens or other third-party claims that have arisen or could arise in connection with the provision of the Services. An amount withheld under this section must be promptly paid by the Province to the Contractor upon the basis for withholding the amount having been fully resolved to the satisfaction of the Province.

Appropriation

- 3.4 The Province's obligation to pay money to the Contractor is subject to the *Financial Administration Act*, which makes that obligation subject to an appropriation being available in the fiscal year of the Province during which payment becomes due.

Currency

- 3.5 Unless otherwise specified in this Agreement, all references to money are to Canadian dollars.

Non-resident income tax

- 3.6 If the Contractor is not a resident in Canada, the Contractor acknowledges that the Province may be required by law to withhold income tax from the fees described in Schedule B and then to remit that tax to the Receiver General of Canada on the Contractor's behalf.

Prohibition against committing money

- 3.7 Without limiting section 13.10(a), the Contractor must not in relation to performing the Contractor's obligations under this Agreement commit or purport to commit the Province to pay any money except as may be expressly provided for in this Agreement.

Refunds of taxes

- 3.8 The Contractor must apply for and, immediately on receipt, remit to the Province any available refund, rebate or remission of federal or provincial tax or duty that the Province has paid or reimbursed to the Contractor or agreed to pay or reimburse to the Contractor under this Agreement.

4 REPRESENTATIONS AND WARRANTIES

- 4.1 As at the date this Agreement is executed and delivered by, or on behalf of, the parties, the Contractor represents and warrants to the Province as follows:
- (a) except to the extent the Contractor has previously disclosed otherwise in writing to the Province,
 - (i) all information, statements, documents and reports furnished or submitted by the Contractor to the Province in connection with this Agreement (including as part of any competitive process resulting in this Agreement being entered into) are in all material respects true and correct,
 - (ii) the Contractor has sufficient trained staff, facilities, materials, appropriate equipment and approved subcontractual agreements in place and available to enable the Contractor to fully perform the Services, and
 - (iii) the Contractor holds all permits, licenses, approvals and statutory authorities issued by any government or government agency that are necessary for the performance of the Contractor's obligations under this Agreement; and
 - (b) if the Contractor is not an individual,
 - (i) the Contractor has the power and capacity to enter into this Agreement and to observe, perform and comply with the Terms of this Agreement and all necessary corporate or other proceedings have been taken and done to authorize the execution and delivery of this Agreement by, or on behalf of, the Contractor, and
 - (ii) this Agreement has been legally and properly executed by, or on behalf of, the Contractor and is legally binding upon and enforceable against the Contractor in accordance with its Terms except as enforcement may be limited by bankruptcy, insolvency or other laws affecting the rights of creditors generally and except that equitable remedies may be granted only in the discretion of a court of competent jurisdiction.

5 PRIVACY, SECURITY AND CONFIDENTIALITY

Privacy

- 5.1 The Contractor must comply with the Privacy Protection Schedule, if attached, as Schedule E.

Security

- 5.2 The Contractor must:
- (a) make reasonable security arrangements to protect the Material from unauthorized access, collection, use, disclosure, alteration or disposal; and
 - (b) comply with the Security Schedule, if attached, as Schedule G.

Confidentiality

- 5.3 The Contractor must treat as confidential all information in the Material and all other information accessed or obtained by the Contractor or a Subcontractor (whether verbally, electronically or otherwise) as a result of this Agreement, and not permit its disclosure or use without the Province's prior written consent except:
- (a) as required to perform the Contractor's obligations under this Agreement or to comply with applicable laws;
 - (b) if it is information that is generally known to the public other than as result of a breach of this Agreement; or
 - (c) if it is information in any Incorporated Material.

Public announcements

- 5.4 Any public announcement relating to this Agreement will be arranged by the Province and, if such consultation is reasonably practicable, after consultation with the Contractor.

Restrictions on promotion

- 5.5 The Contractor must not, without the prior written approval of the Province, refer for promotional purposes to the Province being a customer of the Contractor or the Province having entered into this Agreement.

6 MATERIAL AND INTELLECTUAL PROPERTY

Access to Material

- 6.1 If the Contractor receives a request for access to any of the Material from a person other than the Province, and this Agreement does not require or authorize the Contractor to provide that access, the Contractor must promptly advise the person to make the request to the Province.

Ownership and delivery of Material

- 6.2 The Province exclusively owns all property rights in the Material which are not intellectual property rights. The Contractor must deliver any Material to the Province immediately upon the Province's request.

Matters respecting intellectual property

- 6.3 The Province exclusively owns all intellectual property rights, including copyright, in:
- (a) Received Material that the Contractor receives from the Province; and
 - (b) Produced Material, other than any Incorporated Material.
- Upon the Province's request, the Contractor must deliver to the Province documents satisfactory to the Province that irrevocably waive in the Province's favour any moral rights which the Contractor (or employees of the Contractor) or a Subcontractor (or employees of a Subcontractor) may have in the Produced Material and that confirm the vesting in the Province of the copyright in the Produced Material, other than any Incorporated Material.

Rights in relation to Incorporated Material

- 6.4 Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, the Contractor grants to the Province:
- (a) a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to use, reproduce, modify and distribute that Incorporated Material; and
 - (b) the right to sublicense to third-parties the right to use, reproduce, modify and distribute that Incorporated Material.

7 RECORDS AND REPORTS

Work reporting

- 7.1 Upon the Province's request, the Contractor must fully inform the Province of all work done by the Contractor or a Subcontractor in connection with providing the Services.

Time and expense records

- 7.2 If Schedule B provides for the Contractor to be paid fees at a daily or hourly rate or for the Contractor to be paid or reimbursed for expenses, the Contractor must maintain time records and books of account, invoices, receipts and vouchers of expenses in support of those payments, in form and content satisfactory to the Province. Unless otherwise specified in this Agreement, the Contractor must retain such documents for a period of not less than seven years after this Agreement ends.

8 AUDIT

- 8.1 In addition to any other rights of inspection the Province may have under statute or otherwise, the Province may at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy any of the Material and the Contractor must permit, and provide reasonable assistance to, the exercise by the Province of the Province's rights under this section.

9 INDEMNITY AND INSURANCE

Indemnity

- 9.1 The Contractor must indemnify and save harmless the Province and the Province's employees and agents from any losses, claims, damages, actions, causes of action, costs and expenses that the Province or any of the Province's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, including any claim of infringement of third-party intellectual property rights, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission by the Contractor or by any of the Contractor's agents, employees, officers, directors or Subcontractors in connection with this Agreement, excepting always liability arising out of the independent acts or omissions of the Province and the Province's employees and agents.

Insurance

- 9.2 The Contractor must comply with the Insurance Schedule, if attached, as Schedule D.

Workers compensation

- 9.3 Without limiting the generality of section 2.9, the Contractor must comply with, and must ensure that any Subcontractors comply with, all applicable occupational health and safety laws in relation to the performance of the Contractor's obligations under this Agreement, including the *Workers Compensation Act* in British Columbia or similar laws in other jurisdictions.

Personal optional protection

- 9.4 The Contractor must apply for and maintain personal optional protection insurance (consisting of income replacement and medical care coverage) during the Term at the Contractor's expense if:
- (a) the Contractor is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the *Workers Compensation Act* or similar laws in other jurisdictions; and
 - (b) such personal optional protection insurance is available for the Contractor from WorkSafeBC or other sources.

Evidence of coverage

- 9.5 Within 10 Business Days of being requested to do so by the Province, the Contractor must provide the Province with evidence of the Contractor's compliance with sections 9.3 and 9.4.

10 FORCE MAJEURE

Definitions relating to force majeure

- 10.1 In this section and sections 10.2 and 10.3:
- (a) "Event of Force Majeure" means one of the following events:
 - (i) a natural disaster, fire, flood, storm, epidemic or power failure,
 - (ii) a war (declared and undeclared), insurrection or act of terrorism or piracy,
 - (iii) a strike (including illegal work stoppage or slowdown) or lockout, or
 - (iv) a freight embargoif the event prevents a party from performing the party's obligations in accordance with this Agreement and is beyond the reasonable control of that party; and
 - (b) "Affected Party" means a party prevented from performing the party's obligations in accordance with this Agreement by an Event of Force Majeure.

Consequence of Event of Force Majeure

- 10.2 An Affected Party is not liable to the other party for any failure or delay in the performance of the Affected Party's obligations under this Agreement resulting from an Event of Force Majeure and any time periods for the performance of such obligations are automatically extended for the duration of the Event of Force Majeure provided that the Affected Party complies with the requirements of section 10.3.

Duties of Affected Party

- 10.3 An Affected Party must promptly notify the other party in writing upon the occurrence of the Event of Force Majeure and make all reasonable efforts to prevent, control or limit the effect of the Event of Force Majeure so as to resume compliance with the Affected Party's obligations under this Agreement as soon as possible.

11 DEFAULT AND TERMINATION

Definitions relating to default and termination

- 11.1 In this section and sections 11.2 to 11.4:
- (a) "Event of Default" means any of the following:
 - (i) an Insolvency Event,
 - (ii) the Contractor fails to perform any of the Contractor's obligations under this Agreement, or
 - (iii) any representation or warranty made by the Contractor in this Agreement is untrue or incorrect; and
 - (b) "Insolvency Event" means any of the following:
 - (i) an order is made, a resolution is passed or a petition is filed, for the Contractor's liquidation or winding up,
 - (ii) the Contractor commits an act of bankruptcy, makes an assignment for the benefit of the Contractor's creditors or otherwise acknowledges the Contractor's insolvency,
 - (iii) a bankruptcy petition is filed or presented against the Contractor or a proposal under the *Bankruptcy and Insolvency Act* (Canada) is made by the Contractor,
 - (iv) a compromise or arrangement is proposed in respect of the Contractor under the *Companies' Creditors Arrangement Act* (Canada),
 - (v) a receiver or receiver-manager is appointed for any of the Contractor's property, or
 - (vi) the Contractor ceases, in the Province's reasonable opinion, to carry on business as a going concern.

Province's options on default

- 11.2 On the happening of an Event of Default, or at any time thereafter, the Province may, at its option, elect to do any one or more of the following:
- (a) by written notice to the Contractor, require that the Event of Default be remedied within a time period specified in the notice;
 - (b) pursue any remedy or take any other action available to it at law or in equity; or
 - (c) by written notice to the Contractor, terminate this Agreement with immediate effect or on a future date specified in the notice, subject to the expiration of any time period specified under section 11.2(a).

Delay not a waiver

- 11.3 No failure or delay on the part of the Province to exercise its rights in relation to an Event of Default will constitute a waiver by the Province of such rights.

Province's right to terminate other than for default

- 11.4 In addition to the Province's right to terminate this Agreement under section 11.2(c) on the happening of an Event of Default, the Province may terminate this Agreement for any reason by giving at least 10 days' written notice of termination to the Contractor.

Payment consequences of termination

- 11.5 Unless Schedule B otherwise provides, if the Province terminates this Agreement under section 11.4:
- (a) the Province must, within 30 days of such termination, pay to the Contractor any unpaid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that was completed to the Province's satisfaction before termination of this Agreement; and
 - (b) the Contractor must, within 30 days of such termination, repay to the Province any paid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that the Province has notified the Contractor in writing was not completed to the Province's satisfaction before termination of this Agreement.

Discharge of liability

- 11.6 The payment by the Province of the amount described in section 11.5(a) discharges the Province from all liability to make payments to the Contractor under this Agreement.

Notice in relation to Events of Default

- 11.7 If the Contractor becomes aware that an Event of Default has occurred or anticipates that an Event of Default is likely to occur, the Contractor must promptly notify the Province of the particulars of the Event of Default or anticipated Event of Default. A notice under this section as to the occurrence of an Event of Default must also specify the steps the Contractor proposes to take to address, or prevent recurrence of, the Event of Default. A notice under this section as to an anticipated Event of Default must specify the steps the Contractor proposes to take to prevent the occurrence of the anticipated Event of Default.

12 DISPUTE RESOLUTION

Dispute resolution process

- 12.1 In the event of any dispute between the parties arising out of or in connection with this Agreement, the following dispute resolution process will apply unless the parties otherwise agree in writing:
- (a) the parties must initially attempt to resolve the dispute through collaborative negotiation;
 - (b) if the dispute is not resolved through collaborative negotiation within 15 Business Days of the dispute arising, the parties must then attempt to resolve the dispute through mediation under the rules of the British Columbia Mediator Roster Society; and
 - (c) if the dispute is not resolved through mediation within 30 Business Days of the commencement of mediation, the dispute must be referred to and finally resolved by arbitration under the *Commercial Arbitration Act*.

Location of arbitration or mediation

- 12.2 Unless the parties otherwise agree in writing, an arbitration or mediation under section 12.1 will be held in Victoria, British Columbia.

Costs of mediation or arbitration

- 12.3 Unless the parties otherwise agree in writing or, in the case of an arbitration, the arbitrator otherwise orders, the parties must share equally the costs of a mediation or arbitration under section 12.1 other than those costs relating to the production of expert evidence or representation by counsel.

13 MISCELLANEOUS

Delivery of notices

13.1 Any notice contemplated by this Agreement, to be effective, must be in writing and delivered as follows:

- (a) by fax to the addressee's fax number specified on the first page of this Agreement, in which case it will be deemed to be received on the day of transmittal unless transmitted after the normal business hours of the addressee or on a day that is not a Business Day, in which cases it will be deemed to be received on the next following Business Day;
- (b) by hand to the addressee's address specified on the first page of this Agreement, in which case it will be deemed to be received on the day of its delivery; or
- (c) by prepaid post to the addressee's address specified on the first page of this Agreement, in which case if mailed during any period when normal postal services prevail, it will be deemed to be received on the fifth Business Day after its mailing.

Change of address or fax number

13.2 Either party may from time to time give notice to the other party of a substitute address or fax number, which from the date such notice is given will supersede for purposes of section 13.1 any previous address or fax number specified for the party giving the notice.

Assignment

13.3 The Contractor must not assign any of the Contractor's rights under this Agreement without the Province's prior written consent.

Subcontracting

13.4 The Contractor must not subcontract any of the Contractor's obligations under this Agreement to any person without the Province's prior written consent, excepting persons listed in the attached Schedule C. No subcontract, whether consented to or not, relieves the Contractor from any obligations under this Agreement. The Contractor must ensure that:

- (a) any person retained by the Contractor to perform obligations under this Agreement; and
- (b) any person retained by a person described in paragraph (a) to perform those obligations fully complies with this Agreement in performing the subcontracted obligations.

Waiver

13.5 A waiver of any term or breach of this Agreement is effective only if it is in writing and signed by, or on behalf of, the waiving party and is not a waiver of any other term or breach.

Modifications

13.6 No modification of this Agreement is effective unless it is in writing and signed by, or on behalf of, the parties.

Entire agreement

13.7 This Agreement (including any modification of it) constitutes the entire agreement between the parties as to performance of the Services.

Survival of certain provisions

13.8 Sections 2.9, 3.1 to 3.4, 3.7, 3.8, 5.1 to 5.5, 6.1 to 6.4, 7.1, 7.2, 8.1, 9.1, 9.2, 9.5, 10.1 to 10.3, 11.2, 11.3, 11.5, 11.6, 12.1 to 12.3, 13.1, 13.2, 13.8, and 13.10, any accrued but unpaid payment obligations, and any other sections of this Agreement (including schedules) which, by their terms or nature, are intended to survive the completion of the Services or termination of this Agreement, will continue in force indefinitely, even after this Agreement ends.

Schedules

13.9 The schedules to this Agreement (including any appendices or other documents attached to, or incorporated by reference into, those schedules) are part of this Agreement.

Independent contractor

13.10 In relation to the performance of the Contractor's obligations under this Agreement, the Contractor is an independent contractor and not:

- (a) an employee or partner of the Province; or
- (b) an agent of the Province except as may be expressly provided for in this Agreement.

The Contractor must not act or purport to act contrary to this section.

Personnel not to be employees of Province

13.11 The Contractor must not do anything that would result in personnel hired or used by the Contractor or a Subcontractor in relation to providing the Services being considered employees of the Province.

Key Personnel

- 13.12 If one or more individuals are specified as "Key Personnel" of the Contractor in Part 4 of Schedule A, the Contractor must cause those individuals to perform the Services on the Contractor's behalf, unless the Province otherwise approves in writing, which approval must not be unreasonably withheld.

Pertinent information

- 13.13 The Province must make available to the Contractor all information in the Province's possession which the Province considers pertinent to the performance of the Services.

Conflict of interest

- 13.14 The Contractor must not provide any Services to any person in circumstances which, in the Province's reasonable opinion, could give rise to a conflict of interest between the Contractor's duties to that person and the Contractor's duties to the Province under this Agreement.

Time

- 13.15 Time is of the essence in this Agreement and, without limitation, will remain of the essence after any modification or extension of this Agreement, whether or not expressly restated in the document effecting the modification or extension.

Conflicts among provisions

- 13.16 Conflicts among provisions of this Agreement will be resolved as follows:
- (a) a provision in the body of this Agreement will prevail over any conflicting provision in, attached to or incorporated by reference into a schedule, unless that conflicting provision expressly states otherwise; and
 - (b) a provision in a schedule will prevail over any conflicting provision in a document attached to or incorporated by reference into a schedule, unless the schedule expressly states otherwise.

Agreement not permit nor fetter

- 13.17 This Agreement does not operate as a permit, license, approval or other statutory authority which the Contractor may be required to obtain from the Province or any of its agencies in order to provide the Services. Nothing in this Agreement is to be construed as interfering with, or fettering in any manner, the exercise by the Province or its agencies of any statutory, prerogative, executive or legislative power or duty.

Remainder not affected by invalidity

- 13.18 If any provision of this Agreement or the application of it to any person or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other person or circumstance will not be affected or impaired and will be valid and enforceable to the extent permitted by law.

Further assurances

- 13.19 Each party must perform the acts, execute and deliver the writings, and give the assurances as may be reasonably necessary to give full effect to this Agreement.

Additional Terms

- 13.20 Any additional Terms set out in the attached Schedule F apply to this Agreement.

Governing law

- 13.21 This Agreement is governed by, and is to be interpreted and construed in accordance with, the laws applicable in British Columbia.

14 INTERPRETATION

14.1 In this Agreement:

- (a) "includes" and "including" are not intended to be limiting;
- (b) unless the context otherwise requires, references to sections by number are to sections of this Agreement;
- (c) the Contractor and the Province are referred to as "the parties" and each of them as a "party";
- (d) "attached" means attached to this Agreement when used in relation to a schedule;
- (e) unless otherwise specified, a reference to a statute by name means the statute of British Columbia by that name, as amended or replaced from time to time;
- (f) the headings have been inserted for convenience of reference only and are not intended to describe, enlarge or restrict the scope or meaning of this Agreement or any provision of it;
- (g) "person" includes an individual, partnership, corporation or legal entity of any nature; and
- (h) unless the context otherwise requires, words expressed in the singular include the plural and *vice versa*.

15 EXECUTION AND DELIVERY OF AGREEMENT

- 15.1 This Agreement may be entered into by a separate copy of this Agreement being executed by, or on behalf of, each party and that executed copy being delivered to the other party by a method provided for in section 13.1 or any other method agreed to by the parties.

The parties have executed this Agreement as follows:

SIGNED on the ____ day of _____, 20__ by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):	SIGNED on the ____ day of _____, 20__ on behalf of the Province by its duly authorized representative:
_____ Signature(s)	_____ Signature
_____ Print Name(s)	_____ Print Name
_____ Print Title(s)	_____ Print Title

Schedule A – Services

PART 1. TERM:

1. The term of this Agreement commences on **August 3, 2012** and ends on **October 31, 2012**.

PART 2. SERVICES:

1. Deliverables:

1.1 Background

Citizens @ the Centre's direction is to evolve Government's websites to a modernized, citizen centric, service focused web presence. We need to move beyond passive, promotional and broadcast messaging to a more meaningful interaction with citizens and help them find the relevant services and information they need.

PROJECT OBJECTIVES:

The Ministry of Education is working with Citizen Services in a partnership agreement to onboard ministry content into the new gov.bc.ca structure. Existing content will be identified as relevant content based on evidence-based design approach, analysis and environmental scan. Content will be integrated into an information architecture under the Education theme on gov.bc.ca. This content will require relentless vetting and re-writing.

RATIONALE FOR CONTRACTING:

The ministry currently does not have staff with sufficient web content writing expertise. Given the nature of the timelines for some of the Phase 2 content for this project, we need a writer with extensive web writing knowledge and experience to ensure we meet our deadlines and to continue the training necessary for us to build web writing capacity internally.

This contractor has recently worked on this project collaboratively with our ministry via the Ministry of Labour, Citizen Services and Open Government. She has an excellent understanding of the ministry's new direction as outlined in the Education Plan and was the only successful candidate to apply for inclusion on Ministry's recently established Qualified Supplier List.

1.2 Description of Work

The professional web content writing services of the Contractor will include communications advice, writing, editing and research for the development of the content for the Ministry of Education's new web presence on the internet as deemed necessary by the Project Director and Ministry staff.

The following describes the services that will be provided through this contract to ensure the Ministry of Education's new web presence on the internet meets the stringent requirements of the Ministry of Education.

1. Participate in content development, including (but not limited to) subject areas such as Early Learning, Adult Learning, Science Innovation, International Education and the BC School Choices tool.
2. Responsibility for style, tone and voice of all written content
3. Develop web writing capacity within the ministry
4. Write and edit web content
5. Provide fact-checking liaison with program area leads
6. Apply meta-tagging strategy to designed pages
7. Consult on page designs
8. Weekly 1 hour meetings as needed

1.3 Project Deliverables

Under the direction of the Project Director, the Contractor will provide the following services to the satisfaction of the Province:

Deliverable:	Timeline
Participate in web content development, writing & editing services in support of Phase 2 of the ministry's new web presence.	August 3 rd , 2012 – October 31 st , 2012
Provide advice & guidance & training to enable ministry staff to learn & practice effective web writing techniques to build internal capacity.	August 3 rd , 2012 – October 31 st , 2012
Enhanced Online Presence 2 nd Phase: Content Development & Revision. Write or assist with writing content that may need to be written or re-written as required for the ministry's new web presence.	August 3 rd , 2012 – October 31 st , 2012

PART 3. RELATED DOCUMENTATION:

Not applicable

PART 4. KEY PERSONNEL:

Sarah Bolduc

CONTRACT MANAGER FOR THE PROVINCE:

Contract management, monitoring and invoice certification will be done by:

Rebekah Ford
Telephone Number: 250.882.6840
rebekah.ford@gov.bc.ca

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$19,200.00 is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement.

2. FEES:

Fees: to a maximum of \$19,000.00 for performing the Services during the Term.

Fees will be based on a rate of \$95.00 per hour (and in a proportioned amount for part hours) and will be payable to the Contractor for those hours of the Term during which the Contractor is engaged in the fulfillment of the Services under this Agreement.

Payment of fees will be made a monthly basis, based on fulfillment of the obligations under this Agreement as set out in part 2, paragraph 1.3 of schedule "A".

3. EXPENSES:

Expenses:

The following expenses, less the Harmonized Sales Tax ("HST") component, to a maximum of \$200.00 will be paid to the Contractor with submission of receipts:

- a. Travel and meal expenses for travel greater than 32 kilometers away from Victoria, British Columbia on the same basis as the Province pays its Group I employees when they are on travel status (Appendix 1 to Schedule "B"); and
- b. the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses.

Any HST paid on expenses under this Agreement and not recoverable by the Contractor from the Government of Canada may be reimbursed by us.

4. STATEMENT OF ACCOUNT: In order to obtain payment of any fees and expenses under this Agreement, the Contractor must deliver to the Province a written statement of account in a form satisfactory to the Province containing:

- (a) the Contractor's legal name and address;
- (b) the date of the statement;
- (c) the Contractor's calculation of all fees claimed under this Agreement, including a declaration that the Services for which the Contractor claims fees have been completed;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor with receipts attached, if applicable;
- (e) the Contractor's calculation of all applicable taxes payable by the Province in relation to the Services;
- (f) a description of this Agreement to which the statement relates;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

Payments Due: Within 30 days of our receipt of your written statement of account delivered in accordance with this Schedule, we must pay you the fees (plus all applicable taxes) and expenses, claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by us as required to obtain the discount.

6. HARMONIZED SALES TAX:

Within 30 days of our receipt and approval of your written statement of account, we will pay you the fees (plus any applicable taxes) and expenses claimed in the statement, if they are in accordance with this Schedule. Statements of account offering an early payment discount may be paid by us as required to obtain the discount.

Schedule C – Approved Subcontractor(s)

Not applicable

Schedule D – Insurance

Not applicable

Schedule E – Privacy Protection Schedule

Definitions

1. In this Schedule,

- (a) “access” means disclosure by the provision of access;
- (b) “Act” means the *Freedom of Information and Protection of Privacy Act* (British Columbia), as amended from time to time;
- (c) “contact information” means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
- (d) “personal information” means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the “control of a public body” within the meaning of the Act.

Purpose

2. The purpose of this Schedule is to:

- (a) enable the Province to comply with the Province’s statutory obligations under the Act with respect to personal information; and
- (b) ensure that, as a service provider, the Contractor is aware of and complies with the Contractor’s statutory obligations under the Act with respect to personal information.

Collection of personal information

- 3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor’s obligations, or the exercise of the Contractor’s rights, under the Agreement.
- 4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
- 5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Contractor’s collection of personal information.

Accuracy of personal information

- 6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Province to make a decision that directly affects the individual the information is about.

Requests for access to personal information

- 7. If the Contractor receives a request for access to personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province unless the Agreement expressly requires the Contractor to provide such access and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official’s name or title and contact information to the person making the request.

Correction of personal information

8. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Contractor must correct or annotate the information in accordance with the direction.
9. When issuing a written direction under section 8, the Province must advise the Contractor of the date the correction request to which the direction relates was received by the Province in order that the Contractor may comply with section 10.
10. Within 5 Business Days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Contractor disclosed the information being corrected or annotated.
11. If the Contractor receives a request for correction of personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

12. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

13. Unless the Province otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

14. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

Use of personal information

15. Unless the Province otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Disclosure of personal information

16. Unless the Province otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
17. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

18. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in the custody or under the control of the Contractor, the Contractor:
 - (a) receives a foreign demand for disclosure;
 - (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure

the Contractor must immediately notify the Province and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in the custody or under the control of the Contractor, the Contractor must immediately notify the Province. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to the Contractor's management of personal information or the Contractor's compliance with this Schedule, and the Contractor must permit and provide reasonable assistance to any such inspection.

Compliance with the Act and directions

21. The Contractor must in relation to personal information comply with:
- (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
 - (b) any direction given by the Province under this Schedule.
22. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

23. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Province of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

24. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
26. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.
30. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

Schedule F – Additional Terms

Not applicable.

Schedule G – Security Schedule

Definitions

1. In this Schedule,

- (a) "Equipment" means any equipment, including interconnected systems or subsystems of equipment, software and networks, used or to be used by the Contractor to provide the Services;
- (b) "Facilities" means any facilities at which the Contractor provides or is to provide the Services;
- (c) "Information" means information
 - (i) in the Material, or
 - (ii) accessed, produced or obtained by the Contractor (whether verbally, electronically or otherwise) as a result of the Agreement;
- (d) "Record" means a "record" as defined in the *Interpretation Act* (British Columbia);
- (e) "Sensitive Information" means
 - (i) Information that is "personal information" as defined in the *Freedom of Information and Protection of Privacy Act* (British Columbia), or
 - (ii) any other Information specified as "Sensitive Information" in Appendix G6, if attached; and
- (f) "Services Worker" means an individual involved in providing the Services for or on behalf of the Contractor and, for greater certainty, may include
 - (i) the Contractor or a Subcontractor if an individual, or
 - (ii) an employee or volunteer of the Contractor or of a Subcontractor.

Schedule contains additional obligations

2. The obligations of the Contractor in this Schedule are in addition to any other obligations in the Agreement or the schedules attached to it relating to security including, without limitation, the obligations of the Contractor in the Privacy Protection Schedule, if attached.

Services Worker confidentiality agreements

3. The Contractor must not permit a Services Worker who is an employee or volunteer of the Contractor to have access to Sensitive Information unless the Services Worker has first entered into a confidentiality agreement with the Contractor to keep Sensitive Information confidential on substantially similar terms as those that apply to the Contractor under the Agreement.

Services Worker security screening

3. The Contractor may only permit a Services Worker who is an employee or a volunteer of the Contractor to have access to Sensitive Information or otherwise be involved in providing the Services if, after having subjected the Services Worker to the personnel security screening requirements set out in Appendix G1 and any additional requirements the Contractor may consider appropriate, the Contractor is satisfied that the Services Worker does not constitute an unreasonable security risk. The Contractor must create, obtain and retain Records documenting the Contractor's compliance with the security screening requirements set out in Appendix G1 in accordance with the provisions of that appendix.

Services Worker activity logging

5. Subject to section 6, the Contractor must create and maintain detailed Records logging the activities of all Service Workers in relation to:
 - (a) their access to Sensitive Information; and
 - (b) other matters specified by the Province in writing for the purposes of this section.
6. The Records described in section 5 must be made and maintained in a manner, and contain information, specified in Appendix G2, if attached.

Facilities and Equipment protection and access control

7. The Contractor must create, maintain and follow a documented process to:
 - (a) protect Facilities and Equipment of the Contractor required by the Contractor to provide the Services from loss, damage or any other occurrence that may result in any of those Facilities and Equipment being unavailable when required to provide the Services; and
 - (b) limit access to Facilities and Equipment of the Contractor
 - (i) being used by the Contractor to provide the Services; or
 - (ii) that may be used by someone to access Informationto those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons.
8. If the Province makes available to the Contractor any Facilities or Equipment of the Province for the use of the Contractor in providing the Services, the Contractor must comply with any policies and procedures provided to it by the Province on acceptable use, protection of, and access to, such Facilities or Equipment.

Sensitive Information access control

9. The Contractor must:
 - (a) create, maintain and follow a documented process for limiting access to Sensitive Information to those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons; and
 - (b) comply with the information access control requirements set out in Appendix G3, if attached.

Integrity of Information

10. The Contractor must:
 - (a) create, maintain and follow a documented process for maintaining the integrity of Information while possessed or accessed by the Contractor; and
 - (b) comply with the information integrity requirements set out in Appendix G4, if attached.
11. For the purposes of section 10, maintaining the integrity of Information means that, except to the extent expressly authorized by the Agreement or approved in writing by the Province, the Information has:
 - (a) remained as complete as when it was acquired or accessed by the Contractor; and
 - (b) not been altered in any material respect.

Documentation of changes to processes

12. The Contractor must create and maintain detailed Records logging any changes it makes to the processes described in sections 7, 9 and 10.

Notice of security breaches

13. If Contractor becomes aware that:
 - (a) unauthorized access, collection, use, disclosure, alteration or disposal of Information or Records containing Information; or
 - (b) unauthorized access to Facilities or Equipment

has occurred or is likely to occur (whether or not related to a failure by the Contractor to comply with this Schedule or the Agreement), the Contractor must immediately notify the Province of the particulars of that occurrence or likely occurrence. If the Contractor provides a notification under this section other than in writing, that notification must be confirmed in writing to the Province as soon as it is reasonably practicable for the Contractor to do so.

Review of security breaches

14. If the Province decides to conduct a review of a matter described in section 13 (whether or not the matter came to the attention of the Province as a result of a notification under section 13), the Contractor must, on the request of the Province, participate in the review to the extent that it is reasonably practicable for the Contractor to do so.

Retention of Records

15. Unless the Agreement otherwise specifies, the Contractor must retain all Records in the Contractor's possession that contain Information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

Storage of Records

16. Until disposed of or delivered in accordance with section 15, the Contractor must store any Records in the Contractor's possession that contain Information in accordance with the provisions of Appendix G5, if attached.

Audit

17. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy:
 - (a) any Records in the possession of the Contractor containing Information; or
 - (b) any of the Contractor's Information management policies or processes (including the processes described in sections 7, 9 and 10 and the logs described in sections 5 and 12) relevant to the Contractor's compliance with this Schedule

and the Contractor must permit, and provide reasonable assistance to the exercise by the Province of the Province's rights under this section.

Termination of Agreement

18. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

19. In this Schedule, unless otherwise specified:
 - (a) references to sections are to sections of this Schedule; and
 - (b) references to appendices are to the appendices attached to this Schedule.
20. Any reference to the "Contractor" in this Schedule includes any Subcontractor retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such Subcontractors comply with this Schedule.
21. The appendices attached to this Schedule are part of this Schedule.
22. If there is a conflict between a provision in an appendix attached to this Schedule and any other provision of this Schedule, the provision in the appendix is inoperative to the extent of the conflict unless the appendix states that it operates despite a conflicting provision of this Schedule.
23. If there is a conflict between:
 - (a) a provision of the Agreement, this Schedule or an appendix attached to this Schedule; and
 - (b) a documented process required by this Schedule to be created or maintained by the Contractorthe provision of the Agreement, Schedule or appendix will prevail to the extent of the conflict.
24. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.

SCHEDULE G – Appendix G1 – Security screening requirements

The personnel security screening requirements set out in this Appendix G1 are for the purpose of assisting the Contractor determine whether or not a Services Worker constitutes an unreasonable security risk.

Verification of name, date of birth and address

1. The Contractor must verify the name, date of birth and current address of a Services Worker by viewing at least one piece of “primary identification” of the Services Worker and at least one piece of “secondary identification” of the Services Worker,* as described in the table following this section. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records. For a Services Worker from another province or jurisdiction, reasonably equivalent identification documents are acceptable.

Primary Identification	Secondary Identification
<p>Issued by ICBC:</p> <ul style="list-style-type: none"> • B.C. driver’s licence or learner’s licence (must have photo) • B.C. Identification (BCID) card <p>Issued by provincial or territorial government:</p> <ul style="list-style-type: none"> • Canadian birth certificate <p>Issued by Government of Canada:</p> <ul style="list-style-type: none"> • Canadian Citizenship Card • Permanent Resident Card • Canadian Record of Landing/Canadian Immigration Identification Record 	<ul style="list-style-type: none"> • School ID card (student card) • Bank card (only if holder’s name is on card) • Credit card (only if holder’s name is on card) • Passport • Foreign birth certificate (a baptismal certificate is not acceptable) • Canadian or U.S. driver’s licence • Naturalization certificate • Canadian Forces identification • Police identification • Foreign Affairs Canada or consular identification • Vehicle registration (only if owner’s signature is shown) • Picture employee ID card • Firearms Acquisition Certificate • Social Insurance Card (only if has signature strip) • B.C. CareCard • Native Status Card • Parole Certificate ID • Correctional Service Conditional Release Card

*It is not necessary that each piece of identification viewed by the Contractor contains the name, date of birth and current address of the Services Worker. It is sufficient that, in combination, the identification viewed contains that information.

Verification of education and professional qualifications

2. The Contractor must verify, by reasonable means, any relevant education and professional qualifications of a Services Worker, obtain or create, as applicable, Records of all such verifications, and retain a copy of those Records.

Verification of employment history and reference checks

3. The Contractor must verify, by reasonable means, any relevant employment history of a Services Worker, which will generally consist of the Contractor requesting that a Services Worker provide employment references and the Contractor contacting those references. If a Services Worker has no relevant employment history, the Contractor must seek to verify the character or other relevant personal characteristics of the Services Worker by requesting the Services Worker to provide one or more personal references and contacting those references. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records.

Security interview

4. The Contractor must allow the Province to conduct a security-focused interview with a Services Worker if the Province identifies a reasonable security concern and notifies the Contractor it wishes to do so.

APPENDIX 1

ASSIGNMENT OF COPYRIGHT

CONTRACT C13/2443
REMEDIA BUSINESS SOLUTIONS INC.

I, Sarah Bolduc of Remedia Business Solutions Inc., the Contractor, in an Agreement dated August 3, 2012, with HER MAJESTY THE QUEEN in Right of the Province of British Columbia as represented by the Minister of Education (the "Province"), in consideration of the sum of \$19,200.00 payable pursuant to the Agreement set out above, do hereby assign to the Province, all of my rights in the copyright in the Material described in the Agreement and submitted with this assignment.

Executed at _____, British Columbia, this _____ day of _____, 2012.

SIGNED BY THE Contractor in the presence of:

)
)
)
)
)
)
)
)
)

Witness

SARAH BOLDUC
Signature of Contractor



APPENDIX II

Waiver of Moral Rights

To be completed and signed by the individual who is waiving moral rights, and returned to the Province.

I, SARAH BOLDUC, (circle one) employee
(Name of Individual) sole proprietor
subcontractor
subcontractor's employee
director and/or officer

of REMEDIA BUSINESS SOLUTIONS INC.
(Name of Firm, Company, Society or Institution)

and an author of the Material, as that term is defined in the Province of BC Agreement (Contract Number C13/2443)

REMEDIA BUSINESS SOLUTIONS INC. - WEB CONTENT WRITING SERVICES
(Client Name and Type of Service or Project)

in consideration of my employment, hereby waive, in favour of Her Majesty the Queen in Right of British Columbia (the "Province"), all my moral rights established under the *Copyright Act*, as amended from time to time, in the Material. I further agree not to institute legal proceedings against the Province, or its servants, agents or employees with respect to these moral rights.

SIGNED this _____ day of _____ 2012
(Signing Date)

SIGNED AND DELIVERED in the presence of:)

(Signature of Witness)

(Printed Name of Witness)

SARAH BOLDUC
(Signature of Individual Waiving Moral Rights)

TRAVEL EXPENSES FOR CONTRACTORS and COMMITTEE MEMBERS

(while on travel status within British Columbia) (Appendix 1 to Schedule 'B')

The following are the reimbursement limits for the specified allowable travel expenses. The Contractor or Committee Member must pay all expenses – direct billing to the Province is not allowed except under exceptional circumstances (where a special provision is made in the contract).

Original receipts should be submitted with the expense claim (when receipts are required). Legible photocopies of receipts will be accepted from Contractors only, if the Contractor requires the original for another purpose (e.g. to claim for HST credits).

Please keep in mind that as you will be doing work for the provincial government, and your expenses are being reimbursed by government, you must not be seen to be benefiting personally from the work, such as accepting travel loyalty program benefits.

For the purposes of this appendix, "Traveller" shall include contractors, and committee members appointed by the Ministry.

The Traveller must use the most economical mode of travel and be outside their headquarters area (32 km from home or where they ordinarily perform their services) to be eligible to claim travel, meal and accommodation expenses.

The Traveller should use the Government of BC Corporate Supply Arrangements (CSAs) it has with:

- Avis Rent A Car Systems Inc.
- Thrifty, and Dollar Rent a Car, Inc.
- Budget Rent a Car of Canada Ltd.
- Enterprise Rent-A-Car Canada Ltd., and
- National Car Rental.

1. Meal Allowances:

Where meals are not provided, the amounts that may be claimed for meals will be based on the applicable rate identified by your Ministry Coordinator or in contract Schedule 'B', either Group 1 or Group 2, as follows:

Group 1 Rate

Breakfast only	\$11.50	Claim if travel starts before 7:00AM or ends after 7:00AM
Lunch only	\$13.25	Claim if travel starts before 12:00 noon or ends after 12:00 noon
Dinner only	\$22.25	Claim if travel starts before 6:00 PM or ends after 6:00PM
Breakfast and lunch only	\$24.75	See above
Breakfast and dinner only	\$33.75	See above
Lunch and dinner only	\$35.50	See above
Full day	\$47.00	

Group 2 Rate

Breakfast only	\$22.00	Claim if travel starts before 7:00 AM or ends after 7:00AM
Lunch only	\$22.00	Claim if travel starts before 12:00 noon or ends after 12:00 noon
Dinner only	\$28.50	Claim if travel starts before 6:00 PM or ends after 6:00PM
Breakfast and lunch only	\$30.00	See above
Breakfast and dinner only	\$36.50	See above
Lunch and dinner only	\$36.50	See above
Full day	\$49.00	

http://www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html

These CSAs entitle government and authorized Travellers to preferred rental rates. In advance of any rental, the Traveller shall request the Province provide an authorization letter for CSAs rate access and information on the CSA. Use other rental firms only if these firms cannot supply vehicles. Receipts and proof of payment are required.

Travellers may choose Personal Injury Insurance (PII or PAI) and Collision or Loss Damage Waivers (CDW or LDW) at their own option, but the ministry will not reimburse these costs.

Report all accidents to the rental agency and the ministry coordinator or contract manager within 24 hours.

5. Accommodation:

- a) The maximum amounts that may be claimed for hotel/motel accommodation are on Page 2. Receipts and proof of payment are required.
- b) Private lodging: \$30 per night may be claimed when private lodging is arranged. No receipt required.

6. Airfare:

Only economy airfare will be reimbursed. Passenger copy of air ticket or itinerary, and proof of payment are required.

7. Miscellaneous Expenses:

Cost of passenger and/or vehicle ferry travel and highway tolls and airport improvement fees can be claimed if supported by a receipt. Laundry, gratuities, portage and personal internet/phone calls cannot be claimed.

2. Private Vehicle Use:

The private mileage allowance is \$0.50 per km (receipts are not required). This rate can be claimed when using a private vehicle for travel.

3. Taxi and Parking:

Taxi and parking charges may be reimbursed, at cost, with submission of receipts. Tips cannot be claimed.

4. Vehicle Rentals:

The cost of rented vehicles may be claimed, if required in order to perform the Services and approved by the Province.

ACCOMMODATION RATE THRESHOLDS FOR CONTRACTORS and COMMITTEE MEMBERS

Daily hotel/motel accommodation stays will be reimbursed at cost, not to exceed the maximum rates by city as set out below. Only the single-person rate for a standard room will be reimbursed. Proof of government-related business may be required when booking to achieve discount rates.

City	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Vancouver	135	135	135	150	150	160	160	160	160	140	140	140
Burnaby	115	115	120	120	135	135	135	135	135	120	120	120
Coquitlam/Port Coquitlam	110	110	110	120	125	125	130	130	130	130	110	110
Delta	110	110	110	115	130	130	130	130	130	110	110	110
Langley	100	100	100	100	110	110	110	110	110	100	100	100
New Westminster	120	120	120	120	130	130	130	130	130	120	120	120
North Vancouver	110	110	110	110	130	130	130	130	130	110	110	110
Richmond	135	135	135	135	155	165	165	165	165	150	140	135
Surrey	100	100	100	100	110	110	110	110	100	100	100	100
White Rock	100	100	100	100	110	110	110	110	110	100	100	100
Victoria	100	100	100	100	140	140	140	140	140	100	100	100
Greater Victoria*	90	90	100	100	100	120	120	120	120	100	100	100
Castlegar	100	100	100	100	100	100	100	100	100	100	100	100
Cranbrook	90	90	90	90	100	100	100	100	100	90	90	90
Dawson Creek	110	110	115	115	115	115	120	120	115	115	115	115
Fort St John	120	120	120	120	120	120	120	120	120	120	120	120
Kamloops	90	90	90	90	105	105	105	105	105	90	90	90
Kelowna	100	100	100	100	110	110	115	115	115	105	100	100
Nanaimo	95	95	100	100	110	110	110	110	110	100	100	100
Nelson	90	90	90	90	90	90	100	100	100	90	90	90
Penticton	85	85	90	90	90	125	130	145	100	90	90	90
Prince George	100	100	100	100	100	100	100	100	100	100	100	100
Prince Rupert	95	95	95	95	110	110	110	110	110	110	95	95
Terrace	90	90	90	90	90	90	90	90	90	90	90	90
Vernon	90	90	90	90	90	100	100	100	100	90	90	90
Whistler	150	150	150	110	105	105	105	110	110	110	110	150
Other Cities Not Listed	90	90	90	90	95	95	95	95	95	95	90	90

* Central Saanich, Saanichton, Brentwood Bay, Langford, Colwood, Sidney, Saanich, Esquimalt, Oak Bay.

Carroll, Scott CITZ:EX

From: Wensley, Stacey EDUC:EX
Sent: Tuesday, March 26, 2013 11:19 AM
To: Wensley, Stacey EDUC:EX
Subject: FW: Amendment - REMEDIA BUSINESS SOLUTIONS

From: Doak, Sherry A EDUC:EX
Sent: Wednesday, February 6, 2013 3:21 PM
To: Arthurs, Liam EDUC:EX
Cc: Wensley, Stacey EDUC:EX; Jobagy, Ann EDUC:EX; Hicks, Laurie A EDUC:EX
Subject: FW: Amendment - REMEDIA BUSINESS SOLUTIONS

Hi Liam: the attached Schedule A is to be included in the amendment...thanks....sorry about that.



C13-2443

chedule A Amendmei

From: Doak, Sherry A EDUC:EX
Sent: Wednesday, February 6, 2013 3:07 PM
To: Arthurs, Liam EDUC:EX
Cc: Wensley, Stacey EDUC:EX; Hicks, Laurie A EDUC:EX; Jobagy, Ann EDUC:EX
Subject: Amendment - REMEDIA BUSINESS SOLUTIONS

Liam: attached is the amendment for Sarah. You can send via email to Sarah for signature and once signed have her return the contract for Ministry signature.

I will require the signed contract for the contract file and entry to i-Procurement.



Amendment 2.pdf

The contract approval is also attached which requires Dave Cusack's signature and Eve's signature on page two. Once signed please return to me.



Approval-Amend
ment2.Remedia.pdf.

Thanks.

Sherry Doak
Financial Administrator, Financial Services Branch
Contract & Procurement Services
Ministry of Education

250-387-1862

Schedule A – Services

PART 1. TERM:

1. The term of this Agreement commences on August 3, 2012 and ends on March 31, 2013.

PART 2. SERVICES:

1. Deliverables:

1.1 Background

Citizens @ the Centre's direction is to evolve Government's websites to a modernized, citizen centric, service focused web presence. We need to move beyond passive, promotional and broadcast messaging to a more meaningful interaction with citizens and help them find the relevant services and information they need.

PROJECT OBJECTIVES:

The Ministry of Education is working with Citizen Services in a partnership agreement to onboard ministry content into the new gov.bc.ca structure. Existing content will be identified as relevant content based on evidence-based design approach, analysis and environmental scan. Content will be integrated into an information architecture under the Education theme on gov.bc.ca. This content will require relentless vetting and re-writing.

RATIONALE FOR CONTRACTING:

The ministry currently does not have staff with sufficient web content writing expertise. Given the nature of the timelines for some of the Phase 2 content for this project, we need a writer with extensive web writing knowledge and experience to ensure we meet our deadlines and to continue the training necessary for us to build web writing capacity internally.

This contractor has recently worked on this project collaboratively with our ministry via the Ministry of Labour, Citizen Services and Open Government. She has an excellent understanding of the ministry's new direction as outlined in the Education Plan and was the only successful candidate to apply for inclusion on Ministry's recently established Qualified Supplier List.

This contract needed to be amended to extend the deliverable dates and the end date as a result of unforeseeable events. As a result of a new Minister of Education being appointed and in light of unanticipated recent events (in relation to the reassigning of the Erase Bullying website as a high priority), other projects have had timelines adjusted. This includes the web presence project. Timelines for the web presence project have been extended for phase 2 content work due to the realigning of the following priority projects. The Erase bullying website has become number one priority, launch of Discover Your Schools Tool is priority number two, redesign of the BC EdPlan website has become priority number three, and work on the web presence content has taken last priority. The first three priorities are taking resources away from working on the web presence project, delaying the writing work that Sarah has been hired to assist with. Timelines may be subject to further change based on the ever shifting priorities of the program areas and our ministry.

1.2 Description of Work

PROJECT 1

Web Content Writing – Ministry New Web Presence on the Internet

Will commence on August 3, 2012 and end on March 31, 2013

The professional web content writing services of the Contractor will include communications advice, writing, editing and research for the development of the content for the Ministry of Education's new web presence on the internet as deemed necessary by the Project Director and Ministry staff.

The following describes the services that will be provided through this contract to ensure the Ministry of Education's new web presence on the internet meets the stringent requirements of the Ministry of Education:

1. Participate in content development, including (but not limited to) subject areas such as Early Learning, Adult Learning, Science Innovation, International Education and the BC School Choices tool.
2. Responsibility for style, tone and voice of all written content
3. Develop web writing capacity within the ministry
4. Write and edit web content
5. Provide fact-checking liaison with program area leads
6. Apply meta-tagging strategy to designed pages
7. Consult on page designs
8. Weekly 1 hour meetings as needed

PROJECT 2

Web Content Revisions – HACKATHON-IN-A-BOX

Will commence on February 1, 2013 and end on March 31, 2013

- Edit, simplify and revise existing supplied content for the HACKATHON-IN-A BOX web content, focused on the introduction and rational section, pages 1-14 including (but not limited to) plain language revising, consistency of tone and voice, matching with the existing Ministry web presence. Revisions to a maximum of 15 hours.
- Revise supplied content, developed by the Ministry, including (but not limited to) content revisions for style, tone, and voice on the changing “Changing Education” web project. Revisions to a maximum of 15 hours.

1.3 Project Deliverables

Under the direction of the Project Director, the Contractor will provide the following services to the satisfaction of the Province:

Deliverable	Timeline
Project 1 Web Content Writing – Ministry New Web Presence on the Internet	
Participate in web content development, writing & editing services in support of Phase 2 of the ministry’s new web presence.	August 3, 2012 – March 31, 2013
Provide advice & guidance & training to enable ministry staff to learn & practice effective web writing techniques to build internal capacity.	August 3, 2012 – March 31, 2013
Enhanced Online Presence 2 nd Phase: Content Development & Revision. Write or assist with writing content that may need to be written or re-written as required for the ministry’s new web presence.	August 3, 2012 – March 31, 2013
Project 2 Web Content Revisions – HACKATHON-IN-A-BOX	
Edit, simplify and revise existing supplied content for the HACKATHON-IN-A BOX web content, focused on the introduction and rational section, pages 1-14 including (but not limited to) plain language revising, consistency of tone and voice, matching with the existing Ministry web presence.	February 1, 2013 – March 31, 2013
Revise supplied content, developed by the Ministry, including (but not limited to) content revisions for style, tone, and voice on the changing “Changing Education” web project.	February 1, 2013 – March 31, 2013

PART 3. RELATED DOCUMENTATION:

Not applicable

PART 4. KEY PERSONNEL:

Sarah Bolduc

CONTRACT MANAGER FOR THE PROVINCE:

Contract management, monitoring and invoice certification will be done by:

David Cusack
Telephone Number: 778-679-2382
David.Cusack@gov.bc.ca

Contract Number: C13/2443

OF THE FIRST PART

OF THE SECOND PART

EDU-2013-00039
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Appendix '2'

PROVINCE OF BRITISH COLUMBIA
MINISTRY OF EDUCATION
CONTRACT AMENDMENT
Amendment # 1

Contract Number: C13/2443

This AGREEMENT dated for reference the 25th day of October, 2012

BETWEEN: HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF
BRITISH COLUMBIA represented by the Minister of Education,

(herein called the "Province")

OF THE FIRST PART

AND: REMEDIA BUSINESS SOLUTIONS INC.
(herein called the "Contractor" or "Recipient")

OF THE SECOND PART

WITNESS THAT WHEREAS:

A. The parties hereto entered in an Agreement dated for reference the 3rd day of August, 2012, a copy of which is attached hereto as Appendix "1" (hereinafter called the "Agreement"),

B. AND WHEREAS the parties have agreed to amend the Agreement.

NOW THEREFORE in consideration of the covenants and agreements herein contained, the parties agree as follows:

- (1) That the term of the Agreement ends on March 31, 2013.
- (2) That Schedule "A", of the Agreement is deleted in its entirety and attached Schedule "A" is substituted.
- (3) That Schedule "B", of the Agreement is deleted in its entirety and attached Schedule "B" is substituted.
- (4) That in all other respects, the terms and conditions of the Agreement remain unchanged.

The parties hereto have executed this Agreement on the day and year as set out above.

SIGNED AND DELIVERED by the Contractor or by
an Authorized Representative.

) SIGNED AND DELIVERED on behalf of the
) Province by an authorized representative
) of the Province.
)
)
)
)

SARAH BOLDUC

(Print Name of Contractor or Authorized Representative)

S Bolduc

(Signature)

KARLA LIMION

(Print Name of Authorized Representative)

K Limion

(Signature)

Schedule A – Services

PART 1. TERM:

1. The term of this Agreement commences on August 3, 2012 and ends on March 31, 2013.

PART 2. SERVICES:

1. Deliverables:

1.1 Background

Citizens @ the Centre's direction is to evolve Government's websites to a modernized, citizen centric, service focused web presence. We need to move beyond passive, promotional and broadcast messaging to a more meaningful interaction with citizens and help them find the relevant services and information they need.

PROJECT OBJECTIVES:

The Ministry of Education is working with Citizen Services in a partnership agreement to onboard ministry content into the new gov.bc.ca structure. Existing content will be identified as relevant content based on evidence-based design approach, analysis and environmental scan. Content will be integrated into an information architecture under the Education theme on gov.bc.ca. This content will require relentless vetting and re-writing.

RATIONALE FOR CONTRACTING:

The ministry currently does not have staff with sufficient web content writing expertise. Given the nature of the timelines for some of the Phase 2 content for this project, we need a writer with extensive web writing knowledge and experience to ensure we meet our deadlines and to continue the training necessary for us to build web writing capacity internally.

This contractor has recently worked on this project collaboratively with our ministry via the Ministry of Labour, Citizen Services and Open Government. She has an excellent understanding of the ministry's new direction as outlined in the Education Plan and was the only successful candidate to apply for inclusion on Ministry's recently established Qualified Supplier List.

This contract needed to be amended to extend the deliverable dates and the end date as a result of unforeseeable events. As a result of a new Minister of Education being appointed and in light of unanticipated recent events (in relation to the reassigning of the Erase Bullying website as a high priority), other projects have had timelines adjusted. This includes the web presence project. Timelines for the web presence project have been extended for phase 2 content work due to the realigning of the following priority projects. The Erase bullying website has become number one priority, launch of Discover Your Schools Tool is priority number two, redesign of the BC EdPlan website has become priority number three, and work on the web presence content has taken last priority. The first three priorities are taking resources away from working on the web presence project, delaying the writing work that Sarah has been hired to assist with. Timelines may be subject to further change based on the ever shifting priorities of the program areas and our ministry.

1.2 Description of Work

The professional web content writing services of the Contractor will include communications advice, writing, editing and research for the development of the content for the Ministry of Education's new web presence on the internet as deemed necessary by the Project Director and Ministry staff.

The following describes the services that will be provided through this contract to ensure the Ministry of Education's new web presence on the internet meets the stringent requirements of the Ministry of Education.

1. Participate in content development, including (but not limited to) subject areas such as Early Learning, Adult Learning, Science Innovation, International Education and the BC School Choices tool.
2. Responsibility for style, tone and voice of all written content
3. Develop web writing capacity within the ministry
4. Write and edit web content
5. Provide fact-checking liaison with program area leads
6. Apply meta-tagging strategy to designed pages
7. Consult on page designs
8. Weekly 1 hour meetings as needed

1.3 Project Deliverables

Under the direction of the Project Director, the Contractor will provide the following services to the satisfaction of the Province:

Deliverable:	Timeline
Participate in web content development, writing & editing services in support of Phase 2 of the ministry's new web presence.	August 3, 2012 - March 31, 2013
Provide advice & guidance & training to enable ministry staff to learn & practice effective web writing techniques to build internal capacity.	August 3, 2012 - March 31, 2013
Enhanced Online Presence 2 nd Phase: Content Development & Revision. Write or assist with writing content that may need to be written or re-written as required for the ministry's new web presence.	August 3, 2012 - March 31, 2013

PART 3. RELATED DOCUMENTATION:

Not applicable

PART 4. KEY PERSONNEL:

Sarah Bolduc

CONTRACT MANAGER FOR THE PROVINCE:

Contract management, monitoring and invoice certification will be done by:

Rebekah Ford
Telephone Number: 250.862.6840

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$19,200.00 is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement.

2. FEES:

Fees: to a maximum of \$19,000.00 for performing the Services during the Term.

Fees will be based on a rate of \$95.00 per hour (and in a proportioned amount for part hours) and will be payable to the Contractor for those hours of the Term during which the Contractor is engaged in the fulfillment of the Services under this Agreement.

Payment of fees will be made a monthly basis, based on fulfillment of the obligations under this Agreement as set out in part 2, paragraph 1.3 of schedule "A".

3. EXPENSES:

Expenses:

The following expenses, less the Harmonized Sales Tax ("HST") component, to a maximum of \$200.00 will be paid to the Contractor with submission of receipts:

- a. Travel and meal expenses for travel greater than 32 kilometers away from Victoria, British Columbia on the same basis as the Province pays its Group I employees when they are on travel status and
- b. the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses.

Any HST paid on expenses under this Agreement and not recoverable by the Contractor from the Government of Canada may be reimbursed by us.

4. STATEMENT OF ACCOUNT: In order to obtain payment of any fees and expenses under this Agreement, the Contractor must deliver to the Province a written statement of account in a form satisfactory to the Province containing:

- (a) the Contractor's legal name and address;
- (b) the date of the statement;
- (c) the Contractor's calculation of all fees claimed under this Agreement, including a declaration that the Services for which the Contractor claims fees have been completed;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor with receipts attached, if applicable;
- (e) the Contractor's calculation of all applicable taxes payable by the Province in relation to the Services;
- (f) a description of this Agreement to which the statement relates;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

Payments Due: Within 30 days of our receipt of your written statement of account delivered in accordance with this Schedule, we must pay you the fees (plus all applicable taxes) and expenses, claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by us as required to obtain the discount.

6. HARMONIZED SALES TAX:

Within 30 days of our receipt and approval of your written statement of account, we will pay you the fees (plus any applicable taxes) and expenses claimed in the statement, if they are in accordance with this Schedule. Statements of account offering an early payment discount may be paid by us as required to obtain the discount.

Appendix '1'



GENERAL SERVICE AGREEMENT

CONTRACT NO. C13/2443

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THIS AGREEMENT is dated for reference the 3rd day of August 2012.

BETWEEN:

Remedia Business Solutions Inc.
671 Lampson Street
Victoria BC V9A 6A5

Contact Person: Sarah Bolduc
Telephone Number: 250-888-6172
Email: s.22

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Education (the "Province") with the following specified address and fax number:
Open Government
Open Government and Community Partnerships
PO Box 9161 Stn Prov Govt
Victoria, BC V8W 9H3

Contact Person: Rebekah Ford
Telephone Number: 250-882-6840
Email: rebekah.ford@gov.bc.ca

The Province wishes to retain the Contractor to provide the Services specified in Schedule A and, in consideration for the remuneration set out in Schedule B, the Contractor has agreed to provide those Services, on the Terms and conditions set out in this Agreement.

As a result, the Province and the Contractor agree as follows:

1 DEFINITIONS

General

1.1 In this Agreement, unless the context otherwise requires:

- (a) "Business Day" means a day on which Provincial government offices are open for normal business in British Columbia;
- (b) "Incorporated Material" means any material in existence prior to the start of the Term or developed independently of this Agreement, and that is incorporated or embedded in the Produced Material by the Contractor or a Subcontractor;
- (c) "Material" means the Produced Material and the Received Material;
- (d) "Produced Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are produced by the Contractor or a Subcontractor and may include the Incorporated Material;
- (e) "Received Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are received by the Contractor or a Subcontractor from the Province or any other person;
- (f) "Services" means the services described in Part 2 of Schedule A;
- (g) "Subcontractor" means a person described in paragraph (a) or (b) of section 13.4; and
- (h) "Term" means the term of the Agreement described in Part 1 of Schedule A subject to that term ending earlier in accordance with this Agreement.

Meaning of "record"

1.2 The definition of "record" in the *Interpretation Act* is incorporated into this Agreement and "records" will bear a corresponding meaning.

2 SERVICES

Provision of Services

2.1 The Contractor must provide the Services in accordance with this Agreement.

Term

2.2 Regardless of the date of execution or delivery of this Agreement, the Contractor must provide the Services during the Term.

Supply of various items

2.3 Unless the parties otherwise agree in writing, the Contractor must supply and pay for all labour, materials, equipment, tools, facilities, approvals and licenses necessary or advisable to perform the Contractor's obligations under this Agreement, including the license under section 6.4.

Standard of care

- 2.4 Unless otherwise specified in this Agreement, the Contractor must perform the Services to a standard of care, skill and diligence maintained by persons providing, on a commercial basis, services similar to the Services.

Standards in relation to persons performing Services

- 2.5 The Contractor must ensure that all persons employed or retained to perform the Services are qualified and competent to perform them and are properly trained, instructed and supervised.

Instructions by Province

- 2.6 The Province may from time to time give the Contractor reasonable instructions (in writing or otherwise) as to the performance of the Services. The Contractor must comply with those instructions but, unless otherwise specified in this Agreement, the Contractor may determine the manner in which the instructions are carried out.

Confirmation of non-written instructions

- 2.7 If the Province provides an instruction under section 2.6 other than in writing, the Contractor may request that the instruction be confirmed by the Province in writing, which request the Province must comply with as soon as it is reasonably practicable to do so.

Effectiveness of non-written instructions

- 2.8 Requesting written confirmation of an instruction under section 2.7 does not relieve the Contractor from complying with the instruction at the time the instruction was given.

Applicable laws

- 2.9 In the performance of the Contractor's obligations under this Agreement, the Contractor must comply with all applicable laws.

3 PAYMENT

Fees and expenses

- 3.1 If the Contractor complies with this Agreement, then the Province must pay to the Contractor at the times and on the conditions set out in Schedule B:
- (a) the fees described in that Schedule, plus any applicable taxes; and
 - (b) the expenses, if any, described in that Schedule if they are supported, where applicable, by proper receipts and, in the Province's opinion, are necessarily incurred by the Contractor in providing the Services.
- The Province is not obliged to pay to the Contractor more than the "Maximum Amount" specified in Schedule B on account of fees and expenses.

Statements of accounts

- 3.2 In order to obtain payment of any fees and expenses under this Agreement, the Contractor must submit to the Province a written statement of account in a form satisfactory to the Province upon completion of the Services or at other times described in Schedule B.

Withholding of amounts

- 3.3 Without limiting section 9.1, the Province may withhold from any payment due to the Contractor an amount sufficient to indemnify, in whole or in part, the Province and its employees and agents against any liens or other third-party claims that have arisen or could arise in connection with the provision of the Services. An amount withheld under this section must be promptly paid by the Province to the Contractor upon the basis for withholding the amount having been fully resolved to the satisfaction of the Province.

Appropriation

- 3.4 The Province's obligation to pay money to the Contractor is subject to the *Financial Administration Act*, which makes that obligation subject to an appropriation being available in the fiscal year of the Province during which payment becomes due.

Currency

- 3.5 Unless otherwise specified in this Agreement, all references to money are to Canadian dollars.

Non-resident income tax

- 3.6 If the Contractor is not a resident in Canada, the Contractor acknowledges that the Province may be required by law to withhold income tax from the fees described in Schedule B and then to remit that tax to the Receiver General of Canada on the Contractor's behalf.

Prohibition against committing money

- 3.7 Without limiting section 13.10(a), the Contractor must not in relation to performing the Contractor's obligations under this Agreement commit or purport to commit the Province to pay any money except as may be expressly provided for in this Agreement.

Refunds of taxes

- 3.8 The Contractor must apply for and, immediately on receipt, remit to the Province any available refund, rebate or remission of federal or provincial tax or duty that the Province has paid or reimbursed to the Contractor or agreed to pay or reimburse to the Contractor under this Agreement.

4 REPRESENTATIONS AND WARRANTIES

- 4.1 As at the date this Agreement is executed and delivered by, or on behalf of, the parties, the Contractor represents and warrants to the Province as follows:

- (a) except to the extent the Contractor has previously disclosed otherwise in writing to the Province,
 - (i) all information, statements, documents and reports furnished or submitted by the Contractor to the Province in connection with this Agreement (including as part of any competitive process resulting in this Agreement being entered into) are in all material respects true and correct,
 - (ii) the Contractor has sufficient trained staff, facilities, materials, appropriate equipment and approved subcontractual agreements in place and available to enable the Contractor to fully perform the Services, and
 - (iii) the Contractor holds all permits, licenses, approvals and statutory authorities issued by any government or government agency that are necessary for the performance of the Contractor's obligations under this Agreement; and
- (b) if the Contractor is not an individual,
 - (i) the Contractor has the power and capacity to enter into this Agreement and to observe, perform and comply with the Terms of this Agreement and all necessary corporate or other proceedings have been taken and done to authorize the execution and delivery of this Agreement by, or on behalf of, the Contractor, and
 - (ii) this Agreement has been legally and properly executed by, or on behalf of, the Contractor and is legally binding upon and enforceable against the Contractor in accordance with its Terms except as enforcement may be limited by bankruptcy, insolvency or other laws affecting the rights of creditors generally and except that equitable remedies may be granted only in the discretion of a court of competent jurisdiction.

5 PRIVACY, SECURITY AND CONFIDENTIALITY

Privacy

- 5.1 The Contractor must comply with the Privacy Protection Schedule, if attached, as Schedule E.

Security

- 5.2 The Contractor must:
- (a) make reasonable security arrangements to protect the Material from unauthorized access, collection, use, disclosure, alteration or disposal; and
 - (b) comply with the Security Schedule, if attached, as Schedule G.

Confidentiality

- 5.3 The Contractor must treat as confidential all information in the Material and all other information accessed or obtained by the Contractor or a Subcontractor (whether verbally, electronically or otherwise) as a result of this Agreement, and not permit its disclosure or use without the Province's prior written consent except:
- (a) as required to perform the Contractor's obligations under this Agreement or to comply with applicable laws;
 - (b) if it is information that is generally known to the public other than as result of a breach of this Agreement; or
 - (c) if it is information in any Incorporated Material.

Public announcements

- 5.4 Any public announcement relating to this Agreement will be arranged by the Province and, if such consultation is reasonably practicable, after consultation with the Contractor.

Restrictions on promotion

- 5.5 The Contractor must not, without the prior written approval of the Province, refer for promotional purposes to the Province being a customer of the Contractor or the Province having entered into this Agreement.

6 MATERIAL AND INTELLECTUAL PROPERTY

Access to Material

- 6.1 If the Contractor receives a request for access to any of the Material from a person other than the Province, and this Agreement does not require or authorize the Contractor to provide that access, the Contractor must promptly advise the person to make the request to the Province.

Ownership and delivery of Material

- 6.2 The Province exclusively owns all property rights in the Material which are not intellectual property rights. The Contractor must deliver any Material to the Province immediately upon the Province's request.

Matters respecting intellectual property

- 6.3 The Province exclusively owns all intellectual property rights, including copyright, in:
- (a) Received Material that the Contractor receives from the Province; and
 - (b) Produced Material, other than any Incorporated Material.
- Upon the Province's request, the Contractor must deliver to the Province documents satisfactory to the Province that irrevocably waive in the Province's favour any moral rights which the Contractor (or employees of the Contractor) or a Subcontractor (or employees of a Subcontractor) may have in the Produced Material and that confirm the vesting in the Province of the copyright in the Produced Material, other than any Incorporated Material.

Rights in relation to Incorporated Material

- 6.4 Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, the Contractor grants to the Province:
- (a) a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to use, reproduce, modify and distribute that Incorporated Material; and
 - (b) the right to sublicense to third-parties the right to use, reproduce, modify and distribute that Incorporated Material.

7 RECORDS AND REPORTS

Work reporting

- 7.1 Upon the Province's request, the Contractor must fully inform the Province of all work done by the Contractor or a Subcontractor in connection with providing the Services.

Time and expense records

- 7.2 If Schedule B provides for the Contractor to be paid fees at a daily or hourly rate or for the Contractor to be paid or reimbursed for expenses, the Contractor must maintain time records and books of account, invoices, receipts and vouchers of expenses in support of those payments, in form and content satisfactory to the Province. Unless otherwise specified in this Agreement, the Contractor must retain such documents for a period of not less than seven years after this Agreement ends.

8 AUDIT

- 8.1 In addition to any other rights of inspection the Province may have under statute or otherwise, the Province may at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy any of the Material and the Contractor must permit, and provide reasonable assistance to, the exercise by the Province of the Province's rights under this section.

9 INDEMNITY AND INSURANCE

Indemnity

- 9.1 The Contractor must indemnify and save harmless the Province and the Province's employees and agents from any losses, claims, damages, actions, causes of action, costs and expenses that the Province or any of the Province's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, including any claim of infringement of third-party intellectual property rights, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission by the Contractor or by any of the Contractor's agents, employees, officers, directors or Subcontractors in connection with this Agreement, excepting always liability arising out of the independent acts or omissions of the Province and the Province's employees and agents.

Insurance

- 9.2 The Contractor must comply with the Insurance Schedule, if attached, as Schedule D.

Workers compensation

- 9.3 Without limiting the generality of section 2.9, the Contractor must comply with, and must ensure that any Subcontractors comply with, all applicable occupational health and safety laws in relation to the performance of the Contractor's obligations under this Agreement, including the *Workers Compensation Act* in British Columbia or similar laws in other jurisdictions.

Personal optional protection

- 9.4 The Contractor must apply for and maintain personal optional protection insurance (consisting of income replacement and medical care coverage) during the Term at the Contractor's expense if:
- (a) the Contractor is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the *Workers Compensation Act* or similar laws in other jurisdictions; and
 - (b) such personal optional protection insurance is available for the Contractor from WorkSafeBC or other sources.

Evidence of coverage

- 9.5 Within 10 Business Days of being requested to do so by the Province, the Contractor must provide the Province with evidence of the Contractor's compliance with sections 9.3 and 9.4.

10 FORCE MAJEURE

Definitions relating to force majeure

- 10.1 In this section and sections 10.2 and 10.3:
- (a) "Event of Force Majeure" means one of the following events:
 - (i) a natural disaster, fire, flood, storm, epidemic or power failure,
 - (ii) a war (declared and undeclared), insurrection or act of terrorism or piracy,
 - (iii) a strike (including illegal work stoppage or slowdown) or lockout, or
 - (iv) a freight embargoif the event prevents a party from performing the party's obligations in accordance with this Agreement and is beyond the reasonable control of that party; and
 - (b) "Affected Party" means a party prevented from performing the party's obligations in accordance with this Agreement by an Event of Force Majeure.

Consequence of Event of Force Majeure

- 10.2 An Affected Party is not liable to the other party for any failure or delay in the performance of the Affected Party's obligations under this Agreement resulting from an Event of Force Majeure and any time periods for the performance of such obligations are automatically extended for the duration of the Event of Force Majeure provided that the Affected Party complies with the requirements of section 10.3.

Duties of Affected Party

- 10.3 An Affected Party must promptly notify the other party in writing upon the occurrence of the Event of Force Majeure and make all reasonable efforts to prevent, control or limit the effect of the Event of Force Majeure so as to resume compliance with the Affected Party's obligations under this Agreement as soon as possible.

11 DEFAULT AND TERMINATION

Definitions relating to default and termination

- 11.1 In this section and sections 11.2 to 11.4:
- (a) "Event of Default" means any of the following:
 - (i) an Insolvency Event,
 - (ii) the Contractor fails to perform any of the Contractor's obligations under this Agreement, or
 - (iii) any representation or warranty made by the Contractor in this Agreement is untrue or incorrect; and
 - (b) "Insolvency Event" means any of the following:
 - (i) an order is made, a resolution is passed or a petition is filed, for the Contractor's liquidation or winding up,
 - (ii) the Contractor commits an act of bankruptcy, makes an assignment for the benefit of the Contractor's creditors or otherwise acknowledges the Contractor's insolvency,
 - (iii) a bankruptcy petition is filed or presented against the Contractor or a proposal under the *Bankruptcy and Insolvency Act* (Canada) is made by the Contractor,
 - (iv) a compromise or arrangement is proposed in respect of the Contractor under the *Companies' Creditors Arrangement Act* (Canada),
 - (v) a receiver or receiver-manager is appointed for any of the Contractor's property, or
 - (vi) the Contractor ceases, in the Province's reasonable opinion, to carry on business as a going concern.

Province's options on default

- 11.2 On the happening of an Event of Default, or at any time thereafter, the Province may, at its option, elect to do any one or more of the following:
- (a) by written notice to the Contractor, require that the Event of Default be remedied within a time period specified in the notice;
 - (b) pursue any remedy or take any other action available to it at law or in equity; or
 - (c) by written notice to the Contractor, terminate this Agreement with immediate effect or on a future date specified in the notice, subject to the expiration of any time period specified under section 11.2(a).

Delay not a waiver

- 11.3 No failure or delay on the part of the Province to exercise its rights in relation to an Event of Default will constitute a waiver by the Province of such rights.

Province's right to terminate other than for default

- 11.4 In addition to the Province's right to terminate this Agreement under section 11.2(c) on the happening of an Event of Default, the Province may terminate this Agreement for any reason by giving at least 10 days' written notice of termination to the Contractor.

Payment consequences of termination

- 11.5 Unless Schedule B otherwise provides, if the Province terminates this Agreement under section 11.4:
- (a) the Province must, within 30 days of such termination, pay to the Contractor any unpaid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that was completed to the Province's satisfaction before termination of this Agreement; and
 - (b) the Contractor must, within 30 days of such termination, repay to the Province any paid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that the Province has notified the Contractor in writing was not completed to the Province's satisfaction before termination of this Agreement.

Discharge of liability

- 11.6 The payment by the Province of the amount described in section 11.5(a) discharges the Province from all liability to make payments to the Contractor under this Agreement.

Notice in relation to Events of Default

- 11.7 If the Contractor becomes aware that an Event of Default has occurred or anticipates that an Event of Default is likely to occur, the Contractor must promptly notify the Province of the particulars of the Event of Default or anticipated Event of Default. A notice under this section as to the occurrence of an Event of Default must also specify the steps the Contractor proposes to take to address, or prevent recurrence of, the Event of Default. A notice under this section as to an anticipated Event of Default must specify the steps the Contractor proposes to take to prevent the occurrence of the anticipated Event of Default.

12 DISPUTE RESOLUTION

Dispute resolution process

- 12.1 In the event of any dispute between the parties arising out of or in connection with this Agreement, the following dispute resolution process will apply unless the parties otherwise agree in writing:
- (a) the parties must initially attempt to resolve the dispute through collaborative negotiation;
 - (b) if the dispute is not resolved through collaborative negotiation within 15 Business Days of the dispute arising, the parties must then attempt to resolve the dispute through mediation under the rules of the British Columbia Mediator Roster Society; and
 - (c) if the dispute is not resolved through mediation within 30 Business Days of the commencement of mediation, the dispute must be referred to and finally resolved by arbitration under the *Commercial Arbitration Act*.

Location of arbitration or mediation

- 12.2 Unless the parties otherwise agree in writing, an arbitration or mediation under section 12.1 will be held in Victoria, British Columbia.

Costs of mediation or arbitration

- 12.3 Unless the parties otherwise agree in writing or, in the case of an arbitration, the arbitrator otherwise orders, the parties must share equally the costs of a mediation or arbitration under section 12.1 other than those costs relating to the production of expert evidence or representation by counsel.

13 MISCELLANEOUS

Delivery of notices

13.1 Any notice contemplated by this Agreement, to be effective, must be in writing and delivered as follows:

- (a) by fax to the addressee's fax number specified on the first page of this Agreement, in which case it will be deemed to be received on the day of transmittal unless transmitted after the normal business hours of the addressee or on a day that is not a Business Day, in which cases it will be deemed to be received on the next following Business Day;
- (b) by hand to the addressee's address specified on the first page of this Agreement, in which case it will be deemed to be received on the day of its delivery; or
- (c) by prepaid post to the addressee's address specified on the first page of this Agreement, in which case if mailed during any period when normal postal services prevail, it will be deemed to be received on the fifth Business Day after its mailing.

Change of address or fax number

13.2 Either party may from time to time give notice to the other party of a substitute address or fax number, which from the date such notice is given will supersede for purposes of section 13.1 any previous address or fax number specified for the party giving the notice.

Assignment

13.3 The Contractor must not assign any of the Contractor's rights under this Agreement without the Province's prior written consent.

Subcontracting

13.4 The Contractor must not subcontract any of the Contractor's obligations under this Agreement to any person without the Province's prior written consent, excepting persons listed in the attached Schedule C. No subcontract, whether consented to or not, relieves the Contractor from any obligations under this Agreement. The Contractor must ensure that:

- (a) any person retained by the Contractor to perform obligations under this Agreement; and
- (b) any person retained by a person described in paragraph (a) to perform those obligations fully complies with this Agreement in performing the subcontracted obligations.

Waiver

13.5 A waiver of any term or breach of this Agreement is effective only if it is in writing and signed by, or on behalf of, the waiving party and is not a waiver of any other term or breach.

Modifications

13.6 No modification of this Agreement is effective unless it is in writing and signed by, or on behalf of, the parties.

Entire agreement

13.7 This Agreement (including any modification of it) constitutes the entire agreement between the parties as to performance of the Services.

Survival of certain provisions

13.8 Sections 2.9, 3.1 to 3.4, 3.7, 3.8, 5.1 to 5.5, 6.1 to 6.4, 7.1, 7.2, 8.1, 9.1, 9.2, 9.5, 10.1 to 10.3, 11.2, 11.3, 11.5, 11.6, 12.1 to 12.3, 13.1, 13.2, 13.8, and 13.10, any accrued but unpaid payment obligations, and any other sections of this Agreement (including schedules) which, by their terms or nature, are intended to survive the completion of the Services or termination of this Agreement, will continue in force indefinitely, even after this Agreement ends.

Schedules

13.9 The schedules to this Agreement (including any appendices or other documents attached to, or incorporated by reference into, those schedules) are part of this Agreement.

Independent contractor

13.10 In relation to the performance of the Contractor's obligations under this Agreement, the Contractor is an independent contractor and not:

- (a) an employee or partner of the Province; or
- (b) an agent of the Province except as may be expressly provided for in this Agreement.

The Contractor must not act or purport to act contrary to this section.

Personnel not to be employees of Province

13.11 The Contractor must not do anything that would result in personnel hired or used by the Contractor or a Subcontractor in relation to providing the Services being considered employees of the Province.

Key Personnel

- 13.12 If one or more individuals are specified as "Key Personnel" of the Contractor in Part 1 of Schedule A, the Contractor must cause those individuals to perform the Services on the Contractor's behalf, unless the Province otherwise approves in writing, which approval must not be unreasonably withheld.

Pertinent information

- 13.13 The Province must make available to the Contractor all information in the Province's possession which the Province considers pertinent to the performance of the Services.

Conflict of interest

- 13.14 The Contractor must not provide any Services to any person in circumstances which, in the Province's reasonable opinion, could give rise to a conflict of interest between the Contractor's duties to that person and the Contractor's duties to the Province under this Agreement.

Time

- 13.15 Time is of the essence in this Agreement and, without limitation, will remain of the essence after any modification or extension of this Agreement, whether or not expressly restated in the document effecting the modification or extension.

Conflicts among provisions

- 13.16 Conflicts among provisions of this Agreement will be resolved as follows:
- (a) a provision in the body of this Agreement will prevail over any conflicting provision in, attached to or incorporated by reference into a schedule, unless that conflicting provision expressly states otherwise; and
 - (b) a provision in a schedule will prevail over any conflicting provision in a document attached to or incorporated by reference into a schedule, unless the schedule expressly states otherwise.

Agreement not permit nor fetter

- 13.17 This Agreement does not operate as a permit, license, approval or other statutory authority which the Contractor may be required to obtain from the Province or any of its agencies in order to provide the Services. Nothing in this Agreement is to be construed as interfering with, or fettering in any manner, the exercise by the Province or its agencies of any statutory, prerogative, executive or legislative power or duty.

Remainder not affected by invalidity

- 13.18 If any provision of this Agreement or the application of it to any person or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other person or circumstance will not be affected or impaired and will be valid and enforceable to the extent permitted by law.

Further assurances

- 13.19 Each party must perform the acts, execute and deliver the writings, and give the assurances as may be reasonably necessary to give full effect to this Agreement.

Additional Terms

- 13.20 Any additional Terms set out in the attached Schedule F apply to this Agreement.

Governing law

- 13.21 This Agreement is governed by, and is to be interpreted and construed in accordance with, the laws applicable in British Columbia.

14 INTERPRETATION



14.1 In this Agreement:

- (a) "includes" and "including" are not intended to be limiting;
- (b) unless the context otherwise requires, references to sections by number are to sections of this Agreement;
- (c) the Contractor and the Province are referred to as "the parties" and each of them as a "party";
- (d) "attached" means attached to this Agreement when used in relation to a schedule;
- (e) unless otherwise specified, a reference to a statute by name means the statute of British Columbia by that name, as amended or replaced from time to time;
- (f) the headings have been inserted for convenience of reference only and are not intended to describe, enlarge or restrict the scope or meaning of this Agreement or any provision of it;
- (g) "person" includes an individual, partnership, corporation or legal entity of any nature; and
- (h) unless the context otherwise requires, words expressed in the singular include the plural and vice versa.

15 EXECUTION AND DELIVERY OF AGREEMENT

- 15.1 This Agreement may be entered into by a separate copy of this Agreement being executed by, or on behalf of, each party and that executed copy being delivered to the other party by a method provided for in section 13.1 or any other method agreed to by the parties.

The parties have executed this Agreement as follows:

SIGNED on the <u>15</u> day of <u>AUGUST</u> , 20 <u>12</u> by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):  _____ Signature(s) <u>SARAH BOLDUC</u> _____ Print Name(s) <u>CONTRACTOR</u> _____ Print Title(s)	SIGNED on the ____ day of _____, 20____ on behalf of the Province by its duly authorized representative:  _____ Signature <u>EVE GAUDET</u> _____ Print Name _____ Print Title
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Schedule A – Services

PART 1. TERM:

1. The term of this Agreement commences on August 3, 2012 and ends on October 31, 2012.

PART 2. SERVICES:

1. Deliverables:

1.1 Background

Citizens @ the Centre's direction is to evolve Government's websites to a modernized, citizen centric, service focused web presence. We need to move beyond passive, promotional and broadcast messaging to a more meaningful interaction with citizens and help them find the relevant services and information they need.

PROJECT OBJECTIVES:

The Ministry of Education is working with Citizen Services in a partnership agreement to onboard ministry content into the new gov.bc.ca structure. Existing content will be identified as relevant content based on evidence-based design approach, analysis and environmental scan. Content will be integrated into an information architecture under the Education theme on gov.bc.ca. This content will require relentless vetting and re-writing.

RATIONALE FOR CONTRACTING:

The ministry currently does not have staff with sufficient web content writing expertise. Given the nature of the timelines for some of the Phase 2 content for this project, we need a writer with extensive web writing knowledge and experience to ensure we meet our deadlines and to continue the training necessary for us to build web writing capacity internally.

This contractor has recently worked on this project collaboratively with our ministry via the Ministry of Labour, Citizen Services and Open Government. She has an excellent understanding of the ministry's new direction as outlined in the Education Plan and was the only successful candidate to apply for inclusion on Ministry's recently established Qualified Supplier List.

1.2 Description of Work

The professional web content writing services of the Contractor will include communications advice, writing, editing and research for the development of the content for the Ministry of Education's new web presence on the internet as deemed necessary by the Project Director and Ministry staff.

The following describes the services that will be provided through this contract to ensure the Ministry of Education's new web presence on the internet meets the stringent requirements of the Ministry of Education.

1. Participate in content development, including (but not limited to) subject areas such as Early Learning, Adult Learning, Science Innovation, International Education and the BC School Choices tool.
2. Responsibility for style, tone and voice of all written content
3. Develop web writing capacity within the ministry
4. Write and edit web content
5. Provide fact-checking liaison with program area leads
6. Apply meta-tagging strategy to designed pages
7. Consult on page designs
8. Weekly 1 hour meetings as needed

1.3 Project Deliverables

Under the direction of the Project Director, the Contractor will provide the following services to the satisfaction of the Province:

Deliverable:	Timeline
Participate in web content development, writing & editing services in support of Phase 2 of the ministry's new web presence.	August 3 rd , 2012 – October 31 st , 2012
Provide advice & guidance & training to enable ministry staff to learn & practice effective web writing techniques to build internal capacity.	August 3 rd , 2012 – October 31 st , 2012
Enhanced Online Presence 2 nd Phase: Content Development & Revision. Write or assist with writing content that may need to be written or re-written as required for the ministry's new web presence.	August 3 rd , 2012 – October 31 st , 2012

PART 3. RELATED DOCUMENTATION:

Not applicable

PART 4. KEY PERSONNEL:

Sarah Bolduc

CONTRACT MANAGER FOR THE PROVINCE:

Contract management, monitoring and invoice certification will be done by:

Rebekah Ford
Telephone Number: 250.882.6840
rebekah.ford@gov.bc.ca

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$19,200.00 is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement.

2. FEES:

Fees: to a maximum of \$19,000.00 for performing the Services during the Term.

Fees will be based on a rate of \$95.00 per hour (and in a proportioned amount for part hours) and will be payable to the Contractor for those hours of the Term during which the Contractor is engaged in the fulfillment of the Services under this Agreement.

Payment of fees will be made a monthly basis, based on fulfillment of the obligations under this Agreement as set out in part 2, paragraph 1.3 of schedule "A".

3. EXPENSES:

Expenses:

The following expenses, less the Harmonized Sales Tax ("HST") component, to a maximum of \$200.00 will be paid to the Contractor with submission of receipts:

- a. Travel and meal expenses for travel greater than 32 kilometers away from Victoria, British Columbia on the same basis as the Province pays its Group I employees when they are on travel status (Appendix I to Schedule "B"); and
- b. the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses.

Any HST paid on expenses under this Agreement and not recoverable by the Contractor from the Government of Canada may be reimbursed by us.

4. STATEMENT OF ACCOUNT: In order to obtain payment of any fees and expenses under this Agreement, the Contractor must deliver to the Province a written statement of account in a form satisfactory to the Province containing:

- (a) the Contractor's legal name and address;
- (b) the date of the statement;
- (c) the Contractor's calculation of all fees claimed under this Agreement, including a declaration that the Services for which the Contractor claims fees have been completed;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor with receipts attached, if applicable;
- (e) the Contractor's calculation of all applicable taxes payable by the Province in relation to the Services;
- (f) a description of this Agreement to which the statement relates;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

Payments Due: Within 30 days of our receipt of your written statement of account delivered in accordance with this Schedule, we must pay you the fees (plus all applicable taxes) and expenses, claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by us as required to obtain the discount.

6. HARMONIZED SALES TAX:

Within 30 days of our receipt and approval of your written statement of account, we will pay you the fees (plus any applicable taxes) and expenses claimed in the statement, if they are in accordance with this Schedule. Statements of account offering an early payment discount may be paid by us as required to obtain the discount.

Schedule C – Approved Subcontractor(s)

Not applicable

Schedule D – Insurance

Not applicable

Schedule E – Privacy Protection Schedule

Definitions

1. In this Schedule,

- (a) “access” means disclosure by the provision of access;
- (b) “Act” means the *Freedom of Information and Protection of Privacy Act* (British Columbia), as amended from time to time;
- (c) “contact information” means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
- (d) “personal information” means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the “control of a public body” within the meaning of the Act.

Purpose

2. The purpose of this Schedule is to:

- (a) enable the Province to comply with the Province’s statutory obligations under the Act with respect to personal information; and
- (b) ensure that, as a service provider, the Contractor is aware of and complies with the Contractor’s statutory obligations under the Act with respect to personal information.

Collection of personal information

- 3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor’s obligations, or the exercise of the Contractor’s rights, under the Agreement.
- 4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
- 5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Contractor’s collection of personal information.

Accuracy of personal information

- 6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Province to make a decision that directly affects the individual the information is about.

Requests for access to personal information

- 7. If the Contractor receives a request for access to personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province unless the Agreement expressly requires the Contractor to provide such access and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official’s name or title and contact information to the person making the request.

Correction of personal information

8. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Contractor must correct or annotate the information in accordance with the direction.
9. When issuing a written direction under section 8, the Province must advise the Contractor of the date the correction request to which the direction relates was received by the Province in order that the Contractor may comply with section 10.
10. Within 5 Business Days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Contractor disclosed the information being corrected or annotated.
11. If the Contractor receives a request for correction of personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

12. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

13. Unless the Province otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

14. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

Use of personal information

15. Unless the Province otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Disclosure of personal information

16. Unless the Province otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
17. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

18. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in the custody or under the control of the Contractor, the Contractor:
 - (a) receives a foreign demand for disclosure;
 - (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure

the Contractor must immediately notify the Province and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in the custody or under the control of the Contractor, the Contractor must immediately notify the Province. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to the Contractor's management of personal information or the Contractor's compliance with this Schedule, and the Contractor must permit and provide reasonable assistance to any such inspection.

Compliance with the Act and directions

21. The Contractor must in relation to personal information comply with:
- (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
 - (b) any direction given by the Province under this Schedule.
22. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

23. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Province of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

24. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
26. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.
30. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

Schedule F – Additional Terms

Not applicable.

Schedule C – Security Schedule

Definitions

1. In this Schedule,

- (a) "Equipment" means any equipment, including interconnected systems or subsystems of equipment, software and networks, used or to be used by the Contractor to provide the Services;
- (b) "Facilities" means any facilities at which the Contractor provides or is to provide the Services;
- (c) "Information" means information
 - (i) in the Material, or
 - (ii) accessed, produced or obtained by the Contractor (whether verbally, electronically or otherwise) as a result of the Agreement;
- (d) "Record" means a "record" as defined in the *Interpretation Act* (British Columbia);
- (e) "Sensitive Information" means
 - (i) information that is "personal information" as defined in the *Freedom of Information and Protection of Privacy Act* (British Columbia), or
 - (ii) any other Information specified as "Sensitive Information" in Appendix G6, if attached; and
- (f) "Services Worker" means an individual involved in providing the Services for or on behalf of the Contractor and, for greater certainty, may include
 - (i) the Contractor or a Subcontractor if an individual, or
 - (ii) an employee or volunteer of the Contractor or of a Subcontractor.

Schedule contains additional obligations

2. The obligations of the Contractor in this Schedule are in addition to any other obligations in the Agreement or the schedules attached to it relating to security including, without limitation, the obligations of the Contractor in the Privacy Protection Schedule, if attached.

Services Worker confidentiality agreements

3. The Contractor must not permit a Services Worker who is an employee or volunteer of the Contractor to have access to Sensitive Information unless the Services Worker has first entered into a confidentiality agreement with the Contractor to keep Sensitive Information confidential on substantially similar terms as those that apply to the Contractor under the Agreement.

Services Worker security screening

3. The Contractor may only permit a Services Worker who is an employee or a volunteer of the Contractor to have access to Sensitive Information or otherwise be involved in providing the Services if, after having subjected the Services Worker to the personnel security screening requirements set out in Appendix G1 and any additional requirements the Contractor may consider appropriate, the Contractor is satisfied that the Services Worker does not constitute an unreasonable security risk. The Contractor must create, obtain and retain Records documenting the Contractor's compliance with the security screening requirements set out in Appendix G1 in accordance with the provisions of that appendix.

Services Worker activity logging

5. Subject to section 6, the Contractor must create and maintain detailed Records logging the activities of all Service Workers in relation to:
 - (a) their access to Sensitive Information; and
 - (b) other matters specified by the Province in writing for the purposes of this section.
6. The Records described in section 5 must be made and maintained in a manner, and contain information, specified in Appendix G2, if attached.

Facilities and Equipment protection and access control

7. The Contractor must create, maintain and follow a documented process to:
 - (a) protect Facilities and Equipment of the Contractor required by the Contractor to provide the Services from loss, damage or any other occurrence that may result in any of those Facilities and Equipment being unavailable when required to provide the Services; and
 - (b) limit access to Facilities and Equipment of the Contractor
 - (i) being used by the Contractor to provide the Services; or
 - (ii) that may be used by someone to access Informationto those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons.
8. If the Province makes available to the Contractor any Facilities or Equipment of the Province for the use of the Contractor in providing the Services, the Contractor must comply with any policies and procedures provided to it by the Province on acceptable use, protection of, and access to, such Facilities or Equipment.

Sensitive Information access control

9. The Contractor must:
 - (a) create, maintain and follow a documented process for limiting access to Sensitive Information to those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons; and
 - (b) comply with the information access control requirements set out in Appendix G3, if attached.

Integrity of Information

10. The Contractor must:
 - (a) create, maintain and follow a documented process for maintaining the integrity of Information while possessed or accessed by the Contractor; and
 - (b) comply with the information integrity requirements set out in Appendix G4, if attached.
11. For the purposes of section 10, maintaining the integrity of Information means that, except to the extent expressly authorized by the Agreement or approved in writing by the Province, the Information has:
 - (a) remained as complete as when it was acquired or accessed by the Contractor; and
 - (b) not been altered in any material respect.

Documentation of changes to processes

12. The Contractor must create and maintain detailed Records logging any changes it makes to the processes described in sections 7, 9 and 10.

Notice of security breaches

13. If Contractor becomes aware that:

- (a) unauthorized access, collection, use, disclosure, alteration or disposal of Information or Records containing Information; or
- (b) unauthorized access to Facilities or Equipment

has occurred or is likely to occur (whether or not related to a failure by the Contractor to comply with this Schedule or the Agreement), the Contractor must immediately notify the Province of the particulars of that occurrence or likely occurrence. If the Contractor provides a notification under this section other than in writing, that notification must be confirmed in writing to the Province as soon as it is reasonably practicable for the Contractor to do so.

Review of security breaches

14. If the Province decides to conduct a review of a matter described in section 13 (whether or not the matter came to the attention of the Province as a result of a notification under section 13), the Contractor must, on the request of the Province, participate in the review to the extent that it is reasonably practicable for the Contractor to do so.

Retention of Records

15. Unless the Agreement otherwise specifies, the Contractor must retain all Records in the Contractor's possession that contain Information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

Storage of Records

16. Until disposed of or delivered in accordance with section 15, the Contractor must store any Records in the Contractor's possession that contain Information in accordance with the provisions of Appendix G5, if attached.

Audit

17. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy:

- (a) any Records in the possession of the Contractor containing Information; or
- (b) any of the Contractor's Information management policies or processes (including the processes described in sections 7, 9 and 10 and the logs described in sections 5 and 12) relevant to the Contractor's compliance with this Schedule

and the Contractor must permit, and provide reasonable assistance to the exercise by the Province of the Province's rights under this section.

Termination of Agreement

18. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

APPENDIX 1

ASSIGNMENT OF COPYRIGHT

CONTRACT C13/2443
REMEDIA BUSINESS SOLUTIONS INC.

I, Sarah Bolduc of Remedia Business Solutions Inc., the Contractor, in an Agreement dated August 3, 2012, with HER MAJESTY THE QUEEN in Right of the Province of British Columbia as represented by the Minister of Education (the "Province"), in consideration of the sum of \$19,200.00 payable pursuant to the Agreement set out above, do hereby assign to the Province, all of my rights in the copyright in the Material described in the Agreement and submitted with this assignment.

Executed at VICTORIA, British Columbia, this 15TH day of AUGUST, 2012.

SIGNED BY THE Contractor in the presence of:

Witness

C. Bli.

S. Bolduc

SARAH BOLDUC
Signature of Contractor



APPENDIX II

Waiver of Moral Rights

To be completed and signed by the individual who is waiving moral rights, and returned to the Province.

I, SARAH BOLDUC (circle one) ☐ employee
(Name of Individual) ☒ sole proprietor
☐ subcontractor
☐ subcontractor's employee
☐ director and/or officer

of REMEDIA BUSINESS SOLUTIONS INC.
(Name of Firm, Company, Society or Institution)

and an author of the Material, as that term is defined in the Province of BC Agreement (Contract Number C13/2443)

REMEDIA BUSINESS SOLUTIONS INC. - WEB CONTENT WRITING SERVICES
(Client Name and Type of Service or Project)

In consideration of my employment, hereby waive, in favour of Her Majesty the Queen in Right of British Columbia (the "Province"), all my moral rights established under the Copyright Act, as amended from time to time, in the Material. I further agree not to institute legal proceedings against the Province, or its servants, agents or employees with respect to these moral rights.

SIGNED this 15th day of AUGUST 2012
(Signing Date)

SIGNED AND DELIVERED in the presence of)

Chris Bolduc
(Signature of Witness)

CHRIS BOLDUC
(Printed Name of Witness)

Sarah Bolduc
SARAH BOLDUC
(Signature of Individual Waiving Moral Rights)

TRAVEL EXPENSES FOR CONTRACTORS and COMMITTEE MEMBERS

(while on travel status within British Columbia) (Appendix 1 to Schedule 'B')

The following are the reimbursement limits for the specified allowable travel expenses. The Contractor or Committee Member must pay all expenses – direct billing to the Province is not allowed except under exceptional circumstances (where a special provision is made in the contract).

Original receipts should be submitted with the expense claim (when receipts are required). Legible photocopies of receipts will be accepted from Contractors only, if the Contractor requires the original for another purpose (e.g. to claim for HST credits).

Please keep in mind that as you will be doing work for the provincial government, and your expenses are being reimbursed by government, you must not be seen to be benefiting personally from the work, such as accepting travel loyalty program benefits.

For the purposes of this appendix, "Traveller" shall include contractors, and committee members appointed by the Ministry.

The Traveller must use the most economical mode of travel and be outside their headquarters area (32 km from home or where they ordinarily perform their services) to be eligible to claim travel, meal and accommodation expenses.

The Traveller should use the Government of BC Corporate Supply Arrangements (CSAs) it has with:

- Avis Rent A Car Systems Inc.
- Thrifty, and Dollar Rent a Car, Inc.
- Budget Rent a Car of Canada Ltd.
- Enterprise Rent-A-Car Canada Ltd., and
- National Car Rental.

http://www.oss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_category/vehicle_rentals_daily.html

1. Meal Allowances:

Where meals are not provided, the amounts that may be claimed for meals will be based on the applicable rate identified by your Ministry Coordinator or in contract Schedule 'B', either Group 1 or Group 2, as follows:

Group 1 Rate

Breakfast only	\$11.50	Claim if travel starts before 7:00AM or ends after 7:00AM
Lunch only	\$13.25	Claim if travel starts before 12:00 noon or ends after 12:00 noon
Dinner only	\$22.25	Claim if travel starts before 6:00 PM or ends after 6:00PM
Breakfast and lunch only	\$24.75	See above
Breakfast and dinner only	\$33.75	See above
Lunch and dinner only	\$35.50	See above
Full day	\$47.00	

Group 2 Rate

Breakfast only	\$22.00	Claim if travel starts before 7:00 AM or ends after 7:00AM
Lunch only	\$22.00	Claim if travel starts before 12:00 noon or ends after 12:00 noon
Dinner only	\$28.50	Claim if travel starts before 6:00 PM or ends after 6:00PM
Breakfast and lunch only	\$30.00	See above
Breakfast and dinner only	\$38.50	See above
Lunch and dinner only	\$36.50	See above
Full day	\$49.00	

These CSAs entitle government and authorized Travellers to preferred rental rates. In advance of any rental, the Traveller shall request the Province provide an authorization letter for CSAs rate access and information on the CSA. Use other rental firms only if these firms cannot supply vehicles. Receipts and proof of payment are required.

Travellers may choose Personal Injury Insurance (PII or PAI) and Collision or Loss Damage Waivers (CDW or LDW) at their own option, but the ministry will not reimburse these costs.

Report all accidents to the rental agency and the ministry coordinator or contact manager within 24 hours.

6. Accommodation:

- a) The maximum amounts that may be claimed for hotel/motel accommodation are on Page 2. Receipts and proof of payment are required.
- b) Private lodging: \$30 per night may be claimed when private lodging is arranged. No receipt required.

6. Airfare:

Only economy airfare will be reimbursed. Passenger copy of air ticket or itinerary, and proof of payment are required.

7. Miscellaneous Expenses:

Cost of passenger and/or vehicle ferry travel and highway tolls and airport improvement fees can be claimed if supported by a receipt. Laundry, gratuities, portage and personal Internet/phone calls cannot be claimed.

2. Private Vehicle Use:

The private mileage allowance is \$0.50 per km (receipts are not required). This rate can be claimed when using a private vehicle for travel.

3. Taxi and Parking:

Taxi and parking charges may be reimbursed, at cost, with submission of receipts. Tips cannot be claimed.

4. Vehicle Rentals:

The cost of rented vehicles may be claimed, if required in order to perform the Services and approved by the Province.

ACCOMMODATION RATE THRESHOLDS FOR CONTRACTORS and COMMITTEE MEMBERS

Daily hotel/motel accommodation stays will be reimbursed at cost, not to exceed the maximum rates by city as set out below. Only the single-person rate for a standard room will be reimbursed. Proof of government-related business may be required when booking to achieve discount rates.

City	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Vancouver	135	135	135	150	150	160	160	160	160	140	140	140
Burnaby	115	115	120	120	135	135	135	135	135	120	120	120
Coquitlam/Port Coquitlam	110	110	110	120	125	125	130	130	130	130	110	110
Delta	110	110	110	115	130	130	130	130	130	110	110	110
Langley	100	100	100	100	110	110	110	110	110	100	100	100
New Westminster	120	120	120	120	130	130	130	130	130	120	120	120
North Vancouver	110	110	110	110	130	130	130	130	130	110	110	110
Richmond	135	135	135	135	155	165	165	165	165	150	140	135
Surrey	100	100	100	100	110	110	110	110	100	100	100	100
White Rock	100	100	100	100	110	110	110	110	110	100	100	100
Victoria	100	100	100	100	140	140	140	140	140	100	100	100
Greater Victoria*	90	90	100	100	100	120	120	120	120	100	100	100
Castlegar	100	100	100	100	100	100	100	100	100	100	100	100
Cranbrook	90	90	90	90	100	100	100	100	100	90	90	90
Dawson Creek	110	110	115	115	115	115	120	120	115	115	115	115
Fort St John	120	120	120	120	120	120	120	120	120	120	120	120
Kamloops	90	90	90	90	105	105	105	105	105	90	90	90
Kelowna	100	100	100	100	110	110	115	115	115	105	100	100
Nanaimo	95	95	100	100	110	110	110	110	110	100	100	100
Nelson	90	90	90	90	90	90	100	100	100	90	90	90
Penticton	85	85	90	90	90	125	130	145	100	90	90	90
Prince George	100	100	100	100	100	100	100	100	100	100	100	100
Prince Rupert	95	95	95	95	110	110	110	110	110	110	95	95
Terrace	90	90	90	90	90	90	90	90	90	90	90	90
Vernon	90	90	90	90	90	100	100	100	100	90	90	90
Whistler	150	150	150	110	105	105	105	110	110	110	110	150
Other Cities Not Listed	90	90	90	90	95	95	95	95	95	95	90	90

*Central Saanich, Saanichton, Brentwood Bay, Langford, Colwood, Sidney, Saanich, Esquimalt, Oak Bay.



MINISTRY OF
EDUCATION

CONTRACT APPROVAL SHEET
AMENDED CONTRACTS

CONTRACTOR INFORMATION AREAS				DO NOT WRITE IN SHADED		
Legal Name of Contractor (and Seconded, if applicable): REMEDIA BUSINESS SOLUTIONS				Vendor Site (Supplier Code)		
Contractor Address for Payment: 671 Lampson Street Victoria, BC V9A 6A5				Contract Number: C13/2443	Amendment Number: 2	
Ministry Branch/Office Name: Open Government and Community Partnerships					T/B Approval Number:	
CONTRACT TERMS				IF CONTRACT SPANS MORE THAN ONE FISCAL YEAR, DISTRIBUTE TOTAL AMENDED CONTRACT DOLLARS BY FISCAL YEARS. ** Previous year's amount MUST NOT be less than has already been paid out.		
	PREVIOUS DATES/ AMOUNTS	INCREASED (DECREASED) BY	AMENDED DATES/AMOUNTS (Leave Blank if Unchanged)	FISCAL YR AMOUNT 2012/2013	FISCAL YR AMOUNT 2013/2014	AMOUNT FOR FUTURE FISCAL YR(S) 20 /20
Start Date	August 3, 2012					
End Date	March 31, 2013					
Fee	\$19,000			\$19,000		
Expenses	\$200			\$200		
Contract Max (fees & expenses)	\$19,200			\$19,200		
Account Coding						
Response Centre	Service Line	STOB(s)	Project Number	Amount		
22560	06500	6001	2201191	\$19,000		
22560	06500	6002	2201191	\$200		
Summary of changes to deliverables and/or clauses: Addition of Project 2 – Web Content Revisions for HACKATHON-IN-A-BOX. No change to \$\$.						
Background rationale for amendment:						
Additional comments:						

Contract Manager certification: I certify that this Contract Amendment meets the requirements of ministry contract management policy (<i>Financial Management Policy and Procedures Manual</i>, Chapter 4):	
Contract Manager: (Please Print of Type Name) David Cusack	
Date:	
Signature:	Telephone #: 778-679-2382
Finance & Administrative Services Branch (FASB) and ADM, Management Services approval includes review for policy compliance, completeness and clarity, NOT for program appropriateness.	
Print or Type name of Contract Administrator: Sherry Doak	Telephone number: 250-387-1862
FASB Contract Mgmt. Unit or Branch Contract Administrator:	Date:
Comments:	
Spending Authority: EVE GAUDET	Date:
Signature:	
Department Director:	Date:
Comments:	
ADM, Management Services:	Date:
Comments:	
Deputy Minister:	Date:
Comments:	
INSTRUCTIONS	
<p>CONTRACT MANAGER: When forwarding the amendment for the above approvals, please attach copies of previous approval sheets, amendments and original contract, as they will be required for obtaining the necessary approvals.</p> <p>Please forward original Approval Sheet for Amended Contracts together with the signed original Amendment to FASB, Accounts Section immediately after the Amendment has been signed by both parties.</p>	

 **Confirmation**

Expense report number ER1537600 for 380.82 has been submitted to GAUDET, EVE for approval.

Expense Report ER1537600

☒ **TIP Hint:** Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

The following are instructions on what to do with expense report envelopes and receipts:




- * the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.
- * your Expense Authority will be notified requesting approval for this expense report. After your Expense Authority approves this expense report, you will be notified. This expense report will be paid within 3 working days after it is approved by your Expense Authority.
- * the expense report envelope and its contents are subject to post payment audit. These must be forwarded upon request to the Corporate Compliance and Controls Monitoring Branch for verification. Your Expense Authority may be contacted for clarification or verification purposes regarding your expense report envelope.
- * at your option, print this page from your browser and insert into the expense report envelope.

General Information

Name	CHARLESON, CHRISTOPHER	Report Submit Date	28-AUG-2012
Expense Dates	23-JUL-2012 - 25-JUL-2012	Attachments	None
Responsibility Centre	22560	Is a SMARTTEC confirmation report (PDF) required for this claim?	No
Reason for Travel	User Experience Design Session		Emissions reported elsewhere (e.g. fleet vehicle or passenger in ride share)
Approver	GAUDET, EVE		No-Emissions reported elsewhere
Receipts Status	Required	Report Total	380.82 CAD

Expense Lines	Expense Allocations	Weekly Summary	Approval Notes [0]
---------------	---------------------	----------------	--------------------

Business Expenses**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
23-Jul-2012	251.32 CAD	Accommodation	Hotel stay - Kamloops s.15 n	✓		251.32	
23-Jul-2012	35.50 CAD	Meal/Per Diem	Left work before 12:00PM - lunch and dinner only (first day of travel)			35.50	
24-Jul-2012	94.00 CAD	Meal/Per Diem	Full day of meals on 2nd and third day of travel. Returned home midnight of 3rd day.			94.00	
Total						380.82	

Expense Lines	Expense Allocations	Weekly Summary	Approval Notes [0]
---------------	---------------------	----------------	--------------------

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s.15

s.15

Merchant ID: 07339200024
Term ID: 001

Ref #: 025

Sale

s.22

DEBIT Entry Method: CHIP

Acct Type: Checking

rieson

07/23/12 15:34:12

Inv #: 000022 Appr Code: 687405

Apprvd Batch#: 000132

Trace: 00712980

Retrieval Ref. #: 00000003

Total: \$ 501.32

No signature required. Verified by PIN.
Your account will be debited with the
above amount.
Retain this copy for statement
verification.

erson

Arrival Date
7/23/2012

Departure Date
7/25/2012

Room Information

212 - Standard Double Double

Application Label: Interac
AID: A0000002771010
TVR: 00 00 00 00 00
TSI: 68 00

Customer Copy

ter M

Folio Number 49192

Trans Date	Description	Voucher	Amount
7/23/2012	Debit		-501.32
Total Payments			-501.32
Balance Due:			-501.32

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature: _____

s.15

Reservation Number s.22

Send to Christopher M Charleson

Phone

Guest Name Christopher M Charleson

Arrival Date
7/23/2012

Departure Date
7/25/2012

Room Information

212 - Standard Double Double

Bill To Charleson, Christopher M

Phone

Folio Number 49192

Trans Date	Description	Voucher	Amount
Payments			
7/23/2012	Debit		-501.32
Total Payments			-501.32
Balance Due:			-501.32

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature: _____

s.15

s.15

Merchant ID: 87339200024
Term ID: 001

Ref #: 016

Debit Refund

s.22

DEBIT Entry Method: CHIP

Acct Type: Chequing

Person

07/25/12 09:16:00

Inv #: 000016 Acct Code: 419737

Apprvd Batch#: 000134

Trace: 00776027
Retrieval Ref. #: 00000001

Total: \$ 250.00

Person

Arrival Date
7/23/2012

Departure Date
7/25/2012

Merchant Signature

Room Information

212 - Standard Double Double

Application Label: Interac
ATD: A00000002771010
TVR: 00 00 00 00 00
TSI: 00 00

Customer Copy

Person M

Folio Number 49192

Trans Date	Description	Voucher	Amount
Charges			
7/23/2012	Government Rate Provincial Government	540-212	110.00
7/23/2012	AHRT	540-212	2.20
7/23/2012	HST	540-212	13.46
7/24/2012	Government Rate Provincial Government	540-212	110.00
7/24/2012	AHRT	540-212	2.20
7/24/2012	HST	540-212	13.46
Total Charges			251.32
Payments			
7/23/2012	Debit		-501.32
7/25/2012	Debit		250.00
Total Payments			-251.32
Balance Due:			0.00

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature: _____

s.15

Reservation Number s.22

Send to Christopher M Charleson

Phone

Guest Name Christopher M Charleson

Arrival Date
7/23/2012

Departure Date
7/25/2012

Room Information

212 - Standard Double Double

Bill To Charleson, Christopher M

Phone

Folio Number 49192

Trans Date	Description	Voucher	Amount
Charges			
7/23/2012	Government Rate Provincial Government	540-212	110.00
7/23/2012	AHRT	540-212	2.20
7/23/2012	HST	540-212	13.46
7/24/2012	Government Rate Provincial Government	540-212	110.00
7/24/2012	AHRT	540-212	2.20
7/24/2012	HST	540-212	13.46
Total Charges			251.32
Payments			
7/23/2012	Debit		-501.32
7/25/2012	Debit		250.00
Total Payments			-251.32
Balance Due:			0.00

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature: _____

Carroll, Scott CITZ:EX

From: Province.of.British.Columbia@jaws.cas.gov.bc.ca
Sent: Tuesday, August 28, 2012 1:17 PM
To: Young, Deanna C EDUC:EX
Subject: DIRECT DEPOSIT CONFIRMATION

PLEASE DO NOT RESPOND TO THIS EMAIL

The Government of BC will make the following payment to you via Electronic Funds Transfer on the deposit date below.

Deposit Date: Aug 31, 2012
Deposit Amount: \$483.22
Supplier Number: s.17
Supplier Location: 001
Issuing Ministry: ED

Payment Number: 00006394906

Invoice Number: ER1535406
Invoice Date: Jul 25 2012
Invoice Amount: 483.22

Description: Travel Expense Reimbursement
UX Sessions in Kamloops for Discover You

- - - - -

For payment inquiries, please contact your ministry accounts payable office.

Note: Using courier font to view this message may improve alignment.

* * * * * End of Message * * * * *

Pages 84 through 85 redacted for the following reasons:

Not Responsive

Carroll, Scott CITZ:EX

From: Young, Deanna C EDUC:EX
Sent: Wednesday, July 18, 2012 5:17 PM
To: Johnston, Ashley CITZ:EX
Subject: Fw: TRAVEL INVOICE YOUNG

FYI
Sent from my blackberry

From: Wensley, Stacey EDUC:EX
Sent: Tuesday, July 17, 2012 03:22 PM
To: Young, Deanna C EDUC:EX
Subject: FW: TRAVEL INVOICE YOUNG

thanks,
Stacey

From: Elaine Clark [<mailto:elaine@tieronetravel.com>]
Sent: Tuesday, July 17, 2012 3:12 PM
To: Wensley, Stacey EDUC:EX
Subject: TRAVEL INVOICE YOUNG

TIER ONE TRAVEL VICTORIA
STE 201-45 BASTION SQUARE
VICTORIA BC V8W 1J1
(250) 953-5730

ATTN STACEY WENSLEY
MINISTRY OF EDUCATION
PO BOX 9161 STN PROV GOVT
VICTORIA BC
V8W9H3

DATE : 17 JUL 2012
CLIENT NBR: s.22
LOCATOR : JXV84Q
AGENT : ELAINE
GST NUMBER: R839755055
INVOICE : 505795

FOR: YOUNG/DEANNA MS

FROM	TO	CARRIER	FLT/CL	DATE	DEP	ARR	ST
VICTORIA BC NONSTOP EQUIPMENT-DH1	VANCOUVER	AIR CANADA	8064 Y	23 JUL 12	1200N	1223P	OK
				FLYING TIME- :23 OPERATED BY-AIR CANADA EXPRESS			
VANCOUVER NONSTOP EQUIPMENT-DH3	KAMLOOPS	AIR CANADA	8180 Y	23 JUL 12	125P	217P	OK
				FLYING TIME- :52 OPERATED BY-AIR CANADA EXPRESS			

23 JUL 12 MONDAY BUDGET 1 INTERMED 2/4 DR CONFIRMED
PICKUP KAMLOOPS - KAMLOOPS AIRPORT
DROP 25JUL
RATE-CAD 37.39 MILEAGE-.15/KM 200 FREE
EXTRA HOUR- \$28.05
DAILY GUARANTEED 01I
PHONE-250-374-7368

CONFIRMATION- s.22

TRAVELCLICK

s.15

CONFIRMED
02 NT/S - OUT 25JUL
RATE- 110.00CAD
1 ROOM/S / 2 DOUBLE
GUARANTEE-CREDIT CARD

GUARANTEED

KAMLOOPS VANCOUVER AIR CANADA 8195 Y 25 JUL 12 320P 413P OK
NONSTOP FLYING TIME- :53
EQUIPMENT-DH1 OPERATED BY-AIR CANADA EXPRESS

VANCOUVER VICTORIA BC AIR CANADA 8075 Y 25 JUL 12 500P 523P OK
NONSTOP FLYING TIME- :23
EQUIPMENT-DH1 OPERATED BY-AIR CANADA EXPRESS

07 JUN 13
FRIDAY

THANK YOU FOR BOOKING WITH TIERONE TRAVEL

AIR CANADA WEB BKG NO. s.22
TICKET NO. 2110262329
VICTORIA KAMLOOPS RETURN
ADULT FARE (1 X 458.00) 458.00
MISC TAX 1 (1 X 34.25) 34.25
HST TAX (1 X 59.07) 59.07

SERVICE FEE (45.00 X 1) PLUS (HST)

AIR CANADA WEB-2110262329 TOTAL	551.32
PYMT ON 17JUL BY s.22	551.32-
SERVICE FEE 9540004811368	45.00
SERVICE FEE HST	5.40
PYMT ON 17JUL BY s.22	50.40-

Elaine Clark

Tier One Travel

201 - 45 Bastion Sq

Victoria BC

V8W 1J1

250-953-5736

1-877-953-5736

"Without your Travel Agent, you are on your own"

s.15

Reservation Number s.22

Send to Mister/Monsieur Liam Arthurs

Phone

Guest Name Mister/Monsieur Liam Arthurs

Arrival Date
7/23/2012

Departure Date
7/25/2012

Room Information

326 - Deluxe Queen

Bill To Arthurs, Liam

Phone

MasterCard Entry Method: CHIP
07/25/12 08:00:44
Inv #: 000010 Appr Code: 183428
Apprwd Batch#: 000134
Original Pre-Auth Amount: \$ 384.00
Total: \$ 251.32
By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuer's agreement with cardholder (Merchant agreement if credit voucher).
Retain this copy for statement verification.
Application Label: MasterCard
AID: A000000001010
TVR: 00 00 00 00 00
TSI: 00 00
Cardholder Copy
Merchant ID: 91231200029
Term ID: 002 Ref #: 017
Pre-Auth Compl
s.22
s.15

Folio Number 49191

Trans Date	Description	Amount
Charges		
7/23/2012	Government Rate	110.00
7/23/2012	AHRT	2.20
7/23/2012	HST	13.46
7/24/2012	Government Rate	110.00
7/24/2012	AHRT	2.20
7/24/2012	HST	13.46
Total Charges		251.32
Payments		
7/25/2012	Mastercard	-251.32
Total Payments		-251.32
Balance Due:		0.00

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature: _____


Page 89 redacted for the following reason:

Not Responsive

 Confirmation

Expense report number ER1535245 for 380.82 has been submitted to GAUDET, EVE for approval.

Expense Report ER1535245

 TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

The following are instructions on what to do with expense report envelopes and receipts:

- * the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.
- * your Expense Authority will be notified requesting approval for this expense report. After your Expense Authority approves this expense report, you will be notified. This expense report will be paid within 3 working days after it is approved by your Expense Authority.
- * the expense report envelope and its contents are subject to post payment audit. These must be forwarded upon request to the Corporate Compliance and Controls Monitoring Branch for verification. Your Expense Authority may be contacted for clarification or verification purposes regarding your expense report envelope.
- * at your option, print this page from your browser and insert into the expense report envelope.






General Information

Name	ARTHURS, R LIAM s.22	Report Submit Date	03-AUG-2012
Expense Dates	23-JUL-2012 - 25-JUL-2012	Attachments	View
Responsibility Centre	22560	Is a SMARTTEC confirmation report (PDF) required for this claim?	Yes
Reason for Travel	KAMLOOPS COMMUNITY Consultations 2012	Report Total	380.82 CAD
Approver	GAUDET, EVE		
Receipts Status	Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
23-Jul-2012	125.66 CAD	Accommodation	Hotel	✓		125.66	
23-Jul-2012	35.50 CAD	Meal/Per Diem				35.50	
24-Jul-2012	125.66 CAD	Accommodation	Hotel	✓		125.66	
24-Jul-2012	47.00 CAD	Meal/Per Diem				47.00	
25-Jul-2012	47.00 CAD	Meal/Per Diem				47.00	
Total						380.82	

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

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Page 91 redacted for the following reason:

Not Responsive

 **Confirmation**

Expense report number ER1570239 for 249.35 has been submitted to MACFARLANE, PAIGE for approval.

Expense Report ER1570239

 **TIP Hint:** Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

The following are instructions on what to do with expense report envelopes and receipts:






- * the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.
- * your Expense Authority will be notified requesting approval for this expense report. After your Expense Authority approves this expense report, you will be notified. This expense report will be paid within 3 working days after it is approved by your Expense Authority.
- * the expense report envelope and its contents are subject to post payment audit. These must be forwarded upon request to the Corporate Compliance and Controls Monitoring Branch for verification. Your Expense Authority may be contacted for clarification or verification purposes regarding your expense report envelope.
- * at your option, print this page from your browser and insert into the expense report envelope.

General Information

Name	SHAW, BEVERLEY s.22	Report Submit Date	03- DEC- 2012
Expense Dates	23-NOV-2012 - 23-NOV-2012	Attachments	View
Responsibility Centre	22618	Is a SMARTTEC confirmation report (PDF) required for this claim?	Yes Yes
Reason for Travel	Consult on Discover Your School	Report Total	249.35 CAD
Approver	MACFARLANE, PAIGE		
Receipts Status	Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
23-Nov-2012	82.80	Public CAD Transp.	Ferry travel to Vancouver with reservation	✓		82.80	
23-Nov-2012	65.30	Public CAD Transp.	Return ferry travel to Victoria	✓		65.30	
23-Nov-2012	66.00	CAD Mileage	Took own car to Vancouver for meeting			66.00	
23-Nov-2012	30.00	Meal/Per CAD Diem	Left home at 5:45am to catch ferry, returned on 3pm ferry. No dinner required.			30.00	
23-Nov-2012	5.25	CAD Miscellaneous	Parking in Vancouver by BCPVPA office	✓		5.25	
Total						249.35	

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]


Page 93 redacted for the following reason:

Not Responsive

 Confirmation

Expense report number ER1568124 for 288.10 has been submitted to MACFARLANE, PAIGE for approval.

Expense Report ER1568124

 TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

The following are instructions on what to do with expense report envelopes and receipts:

- * the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.
- * your Expense Authority will be notified requesting approval for this expense report. After your Expense Authority approves this expense report, you will be notified. This expense report will be paid within 3 working days after it is approved by your Expense Authority.
- * the expense report envelope and its contents are subject to post payment audit. These must be forwarded upon request to the Corporate Compliance and Controls Monitoring Branch for verification. Your Expense Authority may be contacted for clarification or verification purposes regarding your expense report envelope.
- * at your option, print this page from your browser and insert into the expense report envelope.

General Information

Name	SHAW, BEVERLEY s.22	Report Submit Date	03- DEC- 2012
Expense Dates	16-NOV-2012 - 16-NOV-2012	Attachments	View
Responsibility Centre	22618	Is a SMARTTEC confirmation report (PDF) required for this claim?	Yes
Reason for Travel	Consult on Discover Your School	Report Total	288.10 CAD
Approver	MACFARLANE, PAIGE		
Receipts Status	Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Account Allocations

Expand All | Collapse All

Focus Line	Date	Expense Type	Receipt Amount	Reimbursable Amount (CAD)	Justification CI	Rsp	Srv	STOB	Proj	
▼ All				288.10						
1	16-Nov-2012	Mileage	66.00 CAD	66.00	Poor weather made flights unreliable	062 Education	22618 Business Integration	06500 Education Services	5718 Gen Trvl Travel Module	2200000 General Administration
2	16-Nov-2012	Public Transp.	82.80 CAD	82.80	Ferry plus reservation. Swartz Bay to Tswassen	062 Education	22618 Business Integration	06500 Education Services	5718 Gen Trvl Travel Module	2200000 General Administration
3	16-Nov-2012	Public Transp.	65.30 CAD	65.30	Ferry only, return trip	062 Education	22618 Business Integration	06500 Education Services	5718 Gen Trvl Travel Module	2200000 General Administration
4	16-Nov-2012	Miscellaneous	25.00 CAD	25.00	Parking downtown Vancouver, from 9 to 3	062 Education	22618 Business Integration	06500 Education Services	5718 Gen Trvl Travel Module	2200000 General Administration
5	16-Nov-2012	Meal/Per Diem	49.00 CAD	49.00	Left home at 5:45am to	062 Education	22618 Business	06500 Education	5718 Gen Trvl	2200000 General

catch ferry,
returned on
5pm boat,
home by 7

Integration Services
Oracle
Travel
Module
Administration

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

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
Page 96 redacted for the following reason:

Not Responsive

 Confirmation

Expense report number ER1570290 for 13.00 has been submitted to MACFARLANE, PAIGE for approval.

Expense Report ER1570290

 TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

The following are instructions on what to do with expense report envelopes and receipts:

- * the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.
- * your Expense Authority will be notified requesting approval for this expense report. After your Expense Authority approves this expense report, you will be notified. This expense report will be paid within 3 working days after it is approved by your Expense Authority.
- * the expense report envelope and its contents are subject to post payment audit. These must be forwarded upon request to the Corporate Compliance and Controls Monitoring Branch for verification. Your Expense Authority may be contacted for clarification or verification purposes regarding your expense report envelope.
- * at your option, print this page from your browser and insert into the expense report envelope.


General Information

Name	SHAW, REVERI EY s.22	Report Submit Date	03- DEC- 2012
Expense Dates	26-NOV-2012 - 26-NOV-2012	Attachments	View
Responsibility Centre	22518	Is a SMARTTEC confirmation report (PDF) required for this claim?	Yes
Reason for Travel	Consultation on Discover Your School with BCSSA	Report Total	13.00 CAD
Approver	MACFARLANE, PAIGE		
Receipts Status	Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Expense Amount Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
26-Nov-2012	13.00 Miscellaneous CAD	Return cab ride from BCSSA office to HeliJet in Vancouver	✓		13.00	
Total					13.00	

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]


Page 98 redacted for the following reason:

Not Responsive

 Confirmation

Expense report number ER1584666 for 32.50 has been submitted to MACFARLANE, PAIGE for approval.

Expense Report ER1584666

 TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

The following are instructions on what to do with expense report envelopes and receipts:

- * the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.
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- * at your option, print this page from your browser and insert into the expense report envelope.




General Information

Name	SHAW, BEVERLEY	Report Submit Date	08-FEB-2013
Expense Dates	s.22 18-JAN-2013 - 18-JAN-2013	Attachments	View
Responsibility Centre	22618	Is a SMARTTEC confirmation report (PDF) required for this claim?	Yes
Reason for Travel	Consult with BCSSA on DYS	Report Total	32.50 CAD
Approver	MACFARLANE, PAIGE		
Receipts Status	Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
18-Jan-2013	4.50	CAD: Miscellaneous	Parking at helijet Victoria	✓		4.50	
18-Jan-2013	13.00	CAD: Miscellaneous	Cab fare to s.15 /ancouver	✓		13.00	
18-Jan-2013	15.00	CAD: Miscellaneous	Return cab fare to helijet	✓		15.00	
Total						32.50	

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

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Page 100 redacted for the following reason:

Not Responsive

 **Confirmation**

Expense report number ER1584609 for 71.01 has been submitted to MACFARLANE, PAIGE for approval.

Expense Report ER1584609

☒ **TIP Hint:** Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

The following are instructions on what to do with expense report envelopes and receipts:




- * the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.
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- * at your option, print this page from your browser and insert into the expense report envelope.

General Information

Name	SHAW, BEVERLEY s.22	Report Submit Date	08- FEB- 2013
Expense Dates	04-FEB-2013 - 04-FEB-2013	Attachments	View
Responsibility Centre	22618	Is a SMARTTEC confirmation report (PDF) required for this claim?	Yes
Reason for Travel	Consult on DYS with Surrey	Report Total	71.01 CAD
Approver	MACFARLANE, PAIGE		
Receipts Status	Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses**Cash Expenses**

Date	Receipt Expense Amount Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
04-Feb-2013	15.00 CAD Miscellaneous	Parking for day at Victoria Airport	<input checked="" type="checkbox"/>		15.00	
04-Feb-2013	26.01 CAD Mileage	Travel from home (picked up Gerald along the way) to airport at 5:30am and return at 3pm			26.01	
04-Feb-2013	30.00 CAD Meal/Per Diem	Left home at 5:30am, return at 3pm			30.00	
Total					71.01	

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]


Page 102 redacted for the following reason:

Not Responsive

 Confirmation

Expense report number ER1584631 for 61.50 has been submitted to MACFARLANE, PAIGE for approval.

Expense Report ER1584631

 TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

The following are instructions on what to do with expense report envelopes and receipts:

- * the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.
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- * at your option, print this page from your browser and insert into the expense report envelope.





General Information

Name	SHAW, REVEREY s.22	Report Submit Date	08- FEB- 2013
Expense Dates	07-DEC-2012 - 07-DEC-2012	Attachments	View
Responsibility Centre	22618	Is a SMARTTEC confirmation report (PDF) required for this claim?	Yes
Reason for Travel	consult with BCPVPA on DYS	Report Total	61.50 CAD
Approver	MACFARLANE, PAIGE		
Receipts Status	Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Expense Amount Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
07-Dec-2012	4.50 CAD Miscellaneous	Parking at Helijet in Victoria	✓		4.50	
07-Dec-2012	15.00 CAD Miscellaneous	Taxi Fare from helijet to s.15	✓		15.00	
07-Dec-2012	20.00 CAD Miscellaneous	Return cab fare to Helijet	✓		20.00	
07-Dec-2012	22.00 CAD Meal/Per Diem	left home at 6am, return at noon			22.00	
Total					61.50	

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

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Page 104 redacted for the following reason:

Not Responsive

 **Confirmation**

Expense report number ER1584677 for 22.00 has been submitted to MACFARLANE, PAIGE for approval.

Expense Report ER1584677

☒ **TIP Hint:** Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

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- * the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.
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- * at your option, print this page from your browser and insert into the expense report envelope.

General Information

Name	SHAW, BEVERLEY s.22	Report Submit Date	08- FEB- 2013
Expense Dates	13-DEC-2012 - 13-DEC-2012	Attachments	View
Responsibility Centre	22618	Is a SMARTTEC confirmation report (PDF) required for this claim?	Yes
Reason for Travel	Consult with BCSTA on DYS	Report Total	22.00 CAD
Approver	MACFARLANE, PAIGE		
Receipts Status	Not Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes {0}

Business Expenses**Cash Expenses**

Date	Receipt Expense Amount Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (CAD) Details
13-Dec-2012	22.00 CAD Meal/Per Diem				22.00 
Total					22.00

Expense Lines Expense Allocations Weekly Summary Approval Notes {0}


Page 106 redacted for the following reason:

Not Responsive

 Confirmation

Expense report number ER1570940 for 976.94 has been submitted to MILLER, KEITH F for approval.

Expense Report ER1570940

 **TIP** Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

The following are instructions on what to do with expense report envelopes and receipts:

- * the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.
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- * at your option, print this page from your browser and insert into the expense report envelope.

General Information

Name	MACFARLANE, PAIGE s.22	Report Submit Date	05- DEC- 2012
Expense Dates	19-SEP-2012 - 29-NOV-2012	Attachments	View
Responsibility Centre	22589	Is a SMARTTEC confirmation report (PDF) required for this claim?	Yes
Reason for Travel	We Day, Minister meetings and conferences in Vancouver	Report Total	976.94 CAD
Approver	MILLER, KEITH F		
Receipts Status	Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]




Business Expenses

Cash Expenses






Date	Receipt Amount	Expense Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
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Not Responsive

Not Responsive

16-Nov-2012	30.00 CAD Meal/Per Diem	breakfast and lunch per diem		30.00	
16-Nov-2012	10.00 CAD Public Transp.	taxi from hotel to Science World	✓	10.00	
16-Nov-2012	8.00 CAD Public Transp.	taxi from hotel to helijet waterfront	✓	8.00	

Not Responsive

23-Nov-2012	30.00 CAD Meal/Per Diem	breakfast and lunch per diem		30.00	
23-Nov-2012	15.00 CAD Public Transp.	taxi from hotel to s.15	✓	15.00	
26-Nov-2012	12.00 CAD Public Transp.	travel from helijet Vancouver waterfront to s.15	✓	12.00	
26-Nov-2012	4.50 CAD Miscellaneous	parking at helijet Victoria	✓	4.50	
		taxi from helijet Vancouver		22.00	

Not Responsive

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

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
Page 109 redacted for the following reason:

Not Responsive

 Confirmation

Expense report number ER1582418 for 352.36 has been submitted to MILLER, KEITH F for approval.

Expense Report ER1582418

 TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

The following are instructions on what to do with expense report envelopes and receipts:

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General Information

Name	MACFARLANE, PAIGE	Report Submit Date	31-JAN-2013
Expense Dates	06-DEC-2012 - 18-JAN-2013	Attachments	View
Responsibility Centre	22589	Is a SMARTTEC confirmation report (PDF) required for this claim?	Yes
Reason for Travel	Vancouver Library Summit, DYS School Board meeting and MDM meeting	Report Total	352.36 CAD
Approver	MILLER, KEITH F		
Receipts Status	Required		



Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
Not Responsive							
07-Dec-2012	22.00 CAD	Meal/Per Diem	Breakfast per diem			22.00	
07-Dec-2012	11.00 CAD	Public Transp.	Taxi from s.15	✓		11.00	
13-Dec-2012	22.00 CAD	Meal/Per Diem	Lunch per diem			22.00	
13-Dec-2012	17.00 CAD	Public Transp.	Taxi from s.15 to Vancouver Helijet	✓		17.00	
13-Dec-2012	4.50 CAD	Miscellaneous	Parking at Victoria helijet	✓		4.50	

Not Responsive

18-Jan-2013	35.55 Public Transp. CAD	Taxi from s.15 s.15 to Vancouver airport	✓	35.55	
18-Jan-2013	58.00 Public Transp. CAD	Taxi from Victoria airport to s.15	✓	58.00	

Not Responsive

Expense Lines	Expense Allocations	Weekly Summary	Approval Notes (0)
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Page 112 redacted for the following reason:

Not Responsive

Carroll, Scott CITZ:EX

From: Wensley, Stacey EDUC:EX
Sent: Tuesday, July 17, 2012 5:24 PM
To: Young, Deanna C EDUC:EX; Arthurs, Liam EDUC:EX; Charleson, Christopher EDUC:EX
Subject: Fw: eticket for travel Young/Arthurs/Charleson

From: Elaine Clark [mailto:elaine@tieronetravel.com]
Sent: Tuesday, July 17, 2012 02:16 PM
To: Wensley, Stacey EDUC:EX
Subject: eticket for travel Young/Arthurs/Charleson

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary/Receipt


From: [elaine clark](#)

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)

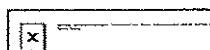


Booking Date: **Jul 17, 2012** Passengers: **Ms Deanna Young**
Agent Name: **elai** **Mr Liam Arthurs**
Agent ID: **6164965** **Mr Christopher Charleson**

Hotels in Kamloops	
Why book your hotel stay at aircanada.com?	
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Booking Information

Booking Reference:

s.22

Customer Care**Air Canada**

1-888-247-2262

Flight Arrivals and**Departures**

1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.**Main Contact:**

Tier One Travel Victoria

monique.bilodeau@tieronetravel.com

1-250-9535730

Online Services**Alert me** of flight status changes directly to my mobile phone or email.**Flight Arrivals & Departures** - check online if my flight is on time.**Check-in online** and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Upgrade status
AC8064 ¹	Victoria, Victoria Int'l (YYJ) Mon 23-Jul 2012 12:00	Vancouver, Vancouver Int'l (YVR) Mon 23-Jul 2012 12:23 - Terminal M	0	2hr17	DH1	-
AC8180 ¹	Vancouver, Vancouver Int'l (YVR) Mon 23-Jul 2012 13:25 - Terminal M	Kamloops (YKA) Mon 23-Jul 2012 14:17	0		DH3	-
AC8195 ¹	Kamloops (YKA) Wed 25-Jul 2012 15:20	Vancouver, Vancouver Int'l (YVR) Wed 25-Jul 2012 16:13 - Terminal M	0	2hr03	DH1	-
AC8075 ¹	Vancouver, Vancouver Int'l (YVR) Wed 25-Jul 2012 17:00 - Terminal M	Victoria, Victoria Int'l (YYJ) Wed 25-Jul 2012 17:23	0		DH1	-

Operated by:

¹ Air Canada Express - Jazz**Passenger Information****1: Ms Deanna Young : Adult (16+), Ticket Number: 0142110262329**

Frequent Flyer Pgm

None

Meal Preference :

Regular

Payment Card:

s.17

Special Needs:

None

Seat Selection:

AC8195 6A , AC8075 6C

2: Mr Liam Arthurs : Adult (16+), Ticket Number: 0142110262330

Frequent Flyer Pgm

None

Meal Preference :

Regular

Payment Card:

s.17

Special Needs:

None

Seat Selection:

AC8195 6C , AC8075 6D

3: Mr Christopher Charleson : Adult (16+), Ticket Number: 0142110262331

Frequent Flyer Pgm

None

Meal Preference :

Regular

Payment Card:	s.17	Special Needs:	None
Seat Selection:	AC8195 5D , AC8075 6F		

Purchase Summary

Fare Summary

Passenger Type	Adult
Base Fare	434.00
<u>Surcharges</u>	<u>24.00</u>
Taxes, Fees and Charges	
Canada Airport Improvement Fee	20.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	59.07
<u>Air Travellers Security Charge (ATSC)</u>	<u>14.25</u>
Total airfare and taxes before options (per passenger)	551.32
Number of passengers	<u>3</u>
Grand Total - Canadian dollars	\$1653.96

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$551.32 (Airfare - per ticket)

Ticket number(s): 0142110262329, 0142110262330, 0142110262331

Fare Rules

Departing Flight Victoria (YYJ) To Kamloops (YKA) - Tango

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 45 minutes prior to departure.
 - **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded), for whom the flat fee is \$75 CAD/USD. Same-day flights only.
 - **Same-day standby** is not permitted.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Earn 25% non-status Aeroplan Miles for Air Canada-operated flights.

Return Flight Kamloops (YKA) To Victoria (YYJ) - Tango Plus

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 45 minutes prior to departure.
 - **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75

- CAD/USD per direction, per passenger. Same-day flights only.
- **Same-day standby** is not permitted, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Earn 100% Air Canada Status Miles for Air Canada-operated flights.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Baggage Policy

[Carry-on baggage](#) | [Checked baggage](#)

Flight confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check your [flight status online](#) at [aircanada.com](#) or by calling our flight information system at 1-888-422-7533 prior to your departure.

Travel insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance online from RBC Travel Insurance Company via Air Canada or by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected.

Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

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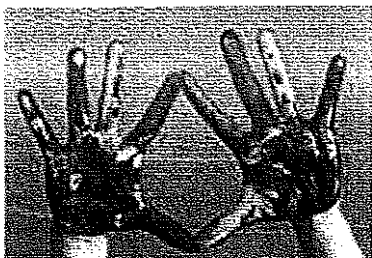
Carroll, Scott CITZ:EX

From: Gaudet, Eve EDUC:EX
Sent: Tuesday, June 12, 2012 4:03 PM
To: Shaw, Beverley EDUC:EX
Subject: FW: Signature Required

Importance: High

Fyi – before I sign this, want to make sure you are aware. Eve

Eve Gaudet
Director of Open Government
Ministry of Education
620 Superior Street
Victoria BC
250-415-3966



B.C.'s EDUCATION PLAN

ON THE WEB: WWW.BCEDPLAN.CA

ON TWITTER: @BCEDPLAN

From: Smith, Karen A LCTZ:EX
Sent: Tuesday, June 12, 2012 11:39 AM
To: Gaudet, Eve EDUC:EX
Cc: Bohn, Dominique LCTZ:EX; Byer, Matthew LCTZ:EX
Subject: Signature Required

Eve based on the discussions you have had with Dominique we have prepared a Change Request for the School Application Project to outline adding the additional budget and scope for the Content Development. Please sign and return today to me and I'll get the resource started.

Thanks,
Karen

From: Karen.Smith@gov.bc.ca [mailto:Karen.Smith@gov.bc.ca]
Sent: Tuesday, June 12, 2012 11:37 AM
To: Smith, Karen A LCTZ:EX
Subject:



CR13-006-107.pdf

Pages 119 through 123 redacted for the following reasons:

Not Responsive

RE: Kamloops Parents UX Session

Monday, March 25, 2013
3:39 PM

Subject	RE: Kamloops Parents UX Session
From	Young, Deanna CEDUC:EX
To	Gaudet, Eve EDUC:EX
Cc	Charleson, Christopher EDUC:EX; Arthurs, Liam EDUC:EX
Sent	Wednesday, July 11, 2012 11:23 AM

Hi Eve. UXBC tells me that the cost is approx. \$200 per screener (which I will write myself based on a template UXBC already has so we don't have to pay this part), and \$90 per a participant that shows up to the event or interview. We are looking at between 10–15 participants for this session.

Dominique included approx. \$6,000 in the research plan that would cover things like staff travel, food, recruiting, incentives. We will try to find a location that we can get for free in the Kamloops area. Any ideas? I have a couple already but more ideas would be great!

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470

Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on HYPERLINK "<http://twitter.com/bcgovnews>" Twitter and HYPERLINK "<http://www.facebook.com/BCEducationandLiteracy>" Facebook yet?

From: Gaudet, Eve EDUC:EX
Sent: Tuesday, July 10, 2012 4:58 PM
To: Young, Deanna CEDUC:EX
Cc: Charleson, Christopher EDUC:EX; Arthurs, Liam EDUC:EX
Subject: RE: Kamloops Parents UX Session

Great.

Alison Sidow is a good contact at Kamloops. Not sure anyone else will be around. Most will be off on vacation.

How much does the recruitment cost? We will have to go as cheap as possible.

Eve

Eve Gaudet
Director of Open Government
Ministry of Education
620 Superior Street
Victoria BC
250-415-3966

<< OLE Object: Picture (Device Independent Bitmap)>>

B.C.'s EDUCATION PLAN

ON THE WEB: HYPERLINK "<http://www.bcedplan.ca/>" WWW.BCEDPLAN.CA

ON TWITTER: @BCEDPLAN

From: Young, Deanna CEDUC:EX
Sent: Tuesday, July 10, 2012 3:26 PM

Pages 125 through 129 redacted for the following reasons:

Not Responsive

RE: Kamloops Parents UX Session

Monday, March 25, 2013
3:38 PM

Subject	RE: Kamloops Parents UX Session
From	Young, Deanna CEDUC:EX
To	Gaudet, Eve EDUC:EX
Cc	Charleson, Christopher EDUC:EX; Arthurs, Liam EDUC:EX
Sent	Wednesday, July 11, 2012 3:17 PM

Great minds think alike! I was going to chat with Susan to ask her about a library location in Kamloops. Also looks like Liam sent through a couple options to try as well.

Approx. \$1,350 - recruiting

Approx. \$1,500 - travel/accommodation

No more than approx. \$500 - Lunch and/or health snacks (depending on time of day we do the session)

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470

Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on HYPERLINK "<http://twitter.com/bcgovnews>" Twitter and HYPERLINK

"<http://www.facebook.com/BCEducationandLiteracy>" Facebook yet?

From: Gaudet, Eve EDUC:EX
Sent: Wednesday, July 11, 2012 11:46 AM
To: Young, Deanna C EDUC:EX
Cc: Charleson, Christopher EDUC:EX; Arthurs, Liam EDUC:EX
Subject: RE: Kamloops Parents UX Session

So including your travel, what will the total cost for this session be?
Perhaps the library has some space you can get cheaply. Would be hard to get into schools.

Eve Gaudet
Director of Open Government
Ministry of Education
620 Superior Street
Victoria BC
250-415-3966

<< OLE Object: Picture (Device Independent Bitmap) >>
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ON THE WEB: HYPERLINK "<http://www.bcedplan.ca/>" WWW.BCEDPLAN.CA
ON TWITTER: @BCEDPLAN

From: Young, Deanna C EDUC:EX
Sent: Wednesday, July 11, 2012 11:24 AM
To: Gaudet, Eve EDUC:EX
Cc: Charleson, Christopher EDUC:EX; Arthurs, Liam EDUC:EX
Subject: RE: Kamloops Parents UX Session
Importance: High

Hi Eve. UXBC tells me that the cost is approx. \$200 per screener (which I will write myself based on a template UXBC already has so we don't have to pay this part), and \$90 per a participant that shows up to the event or interview. We are looking at between 10– 15 participants for this session.

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Cc: Charleson, Christopher EDUC:EX; Arthurs, Liam EDUC:EX

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Eve Gaudet

Director of Open Government

Ministry of Education

620 Superior Street

Victoria BC

250-415-3966

<< OLE Object: Picture (Device Independent Bitmap) >>

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ON THE WEB: HYPERLINK "<http://www.bcedplan.ca/>" WWW.BCEDPLAN.CA

ON TWITTER: @BCEDPLAN

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Sent: Tuesday, July 10, 2012 3:26 PM

To: Gaudet, Eve EDUC:EX

Cc: Charleson, Christopher EDUC:EX; Arthurs, Liam EDUC:EX

Subject: Kamloops Parents UX Session

Importance: High

Hi Eve. Dominique sent me the contact info for the recruiting company that we can use to assist us with getting participants for the School Choices Kamloops parent session. I was going to contact the company sometime tomorrow to see what is involved with getting this going. I'm wondering if Michele might be available if needed to help me with any logistics for this event? We are looking at trying to organize this session for as early as next week (July 17 or 18) or early the following week (July 23, 24 or 25). It will

depend on how much lead time the recruiters will need.

Chris, Liam and I will all need to be available to participate in this session. We will need to fly in probably the night before the session, returning the next evening. Dominique said she might be able to attend but apparently she does not have anyone available from their team to go with us to assist. Also, Liam and I were thinking that it might be a good opportunity to try to connect with someone in the Kamloops SD while we are there to see if we could do a site visit/interview with someone from their staff. It would be great to get an administrator perspective about this tool as they will eventually have some stake in it at some point. Irene suggested I connect with Sherri about who we could contact in the SD.

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470

Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on HYPERLINK "<http://twitter.com/bcgovnews>" Twitter and <http://www.facebook.com/BCEducationandLiteracy> Facebook yet?

Pages 133 through 134 redacted for the following reasons:

Not Responsive

From: Wensley, Stacey EDUC:EX
Sent: Tuesday, March 26, 2013 7:29 AM
To: Gaudet, Eve EDUC:EX
Subject: FW: Amendment - REMEDIA BUSINESS SOLUTIONS

Importance: High



Contract
amendment.jpeg

From: Doak, Sherry A EDUC:EX
Sent: Wednesday, February 6, 2013 3:21 PM
To: Arthurs, Liam EDUC:EX
Cc: Wensley, Stacey EDUC:EX; Jobagy, Ann EDUC:EX; Hicks, Laurie A EDUC:EX
Subject: FW: Amendment - REMEDIA BUSINESS SOLUTIONS

Hi Liam: the attached Schedule A is to be included in the amendment...thanks....sorry about that.



C13-2443
Schedule A Amendme

From: Doak, Sherry A EDUC:EX
Sent: Wednesday, February 6, 2013 3:07 PM
To: Arthurs, Liam EDUC:EX
Cc: Wensley, Stacey EDUC:EX; Hicks, Laurie A EDUC:EX; Jobagy, Ann EDUC:EX
Subject: Amendment - REMEDIA BUSINESS SOLUTIONS

Liam: attached is the amendment for Sarah. You can send via email to Sarah for signature and once signed have her return the contract for Ministry signature.
I will require the signed contract for the contract file and entry to i-Procurement.



Amendment
2.pdf

The contract approval is also attached which requires Dave Cusack's signature and Eve's signature on page two. Once signed please return to me.



Approval-Amendment2.Remedia.pdf.

Thanks.

Sherry Doak

Financial Administrator, Financial Services Branch
Contract & Procurement Services
Ministry of Education

250-387-1862

From: Arthurs, Liam EDUC:EX
Sent: Wednesday, February 6, 2013 11:14 AM
To: Doak, Sherry A EDUC:EX
Subject: RE: ammendment template

Ideal Today Mucho thanks

From: Doak, Sherry A EDUC:EX
Sent: Wednesday, February 6, 2013 10:55 AM
To: Arthurs, Liam EDUC:EX
Cc: Wensley, Stacey EDUC:EX
Subject: RE: ammendment template

Okay....I'll prepare the amendment and contract amendment approval and bring down for signature.....either later today or tomorrow.

Sherry Doak

Financial Administrator, Financial Services Branch
Contract & Procurement Services
Ministry of Education

250-387-1862

From: Arthurs, Liam EDUC:EX
Sent: Wednesday, February 6, 2013 10:12 AM

To: Doak, Sherry A EDUC:EX
Cc: Wensley, Stacey EDUC:EX
Subject: RE: ammendment template

Hi Sgherry Yes this seems to be fine – I went over it with David Cusack an dhe is okl

Please lets make this happen
Cheers
Liam

From: Doak, Sherry A EDUC:EX
Sent: Tuesday, February 5, 2013 2:45 PM
To: Arthurs, Liam EDUC:EX
Cc: Wensley, Stacey EDUC:EX
Subject: FW: ammendment template

Hi Liam: attached is a revised Schedule A. Let me know if you are okay with it and I will prepare the contract amendment approval for signatures and finalize the other documentation.

<< File: C13-2443 Schedule A Amendment2.docx >>

Thanks.
Sherry

From: Arthurs, Liam EDUC:EX
Sent: Tuesday, February 5, 2013 1:29 PM
To: Wensley, Stacey EDUC:EX
Cc: Doak, Sherry A EDUC:EX
Subject: RE: ammendment template

Hi Sherry

Here is the language for Project 2 HACKATHON

'''

That **Schedule 'A'** shall be amended to read as follows:
PROJECT 2: "Hackathon in a Box" - Edit, simplify and revise existing supplied content for the HACKATHON-IN-A BOX web content, focused on the introduction and rational section, pages 1-14 including (but not limited to) plain language revising, consistency of tone and voice, matching with the existing Ministry web presence. Revisions to a maximum of 15hrs.
Revise supplied content, developed by the Ministry, including (but not limited to) content revisions for style, tone, and voice on the changing "Changing Education" web project.

Liam

From: Wensley, Stacey EDUC:EX
Sent: Tuesday, February 5, 2013 11:33 AM
To: Arthurs, Liam EDUC:EX
Subject: FW: ammendment template

Pls see below

From: Doak, Sherry A EDUC:EX
Sent: Tuesday, February 5, 2013 11:31 AM
To: Wensley, Stacey EDUC:EX
Subject: FW: ammendment template

Hi Stacey: is the Hackathon work in addition to the other work already outlined in Schedule A? If so you may want to revise the Project Deliverables and Timelines to reflect the new work. I can help you revise accordingly.

You also indicate in the amendment that there will be an additional 30 hours of work for this project.....will there be any additional \$\$? Please advise...thanks.

Sherry Doak
Financial Administrator, Financial Services Branch
Contract & Procurement Services
Ministry of Education

250-387-1862

From: Wensley, Stacey EDUC:EX
Sent: Tuesday, February 5, 2013 10:36 AM
To: Doak, Sherry A EDUC:EX
Subject: RE: ammendment template

<< File: SARAH_BOLDUC_contractammend+30hrsJAN312012.pdf >> << File: C13-2443 Remedial Business Solutions GSA.PDF >>

Stacey Wensley

*Executive Administrative Assistant
Office of the Assistant Deputy Minister
Open Government and Community Partnerships
Ministry of Education
250-356-0891*

<< OLE Object: Picture (Device Independent Bitmap) >>

ON THE WEB: WWW.ERASEBULLYING.CA

ON TWITTER: @ERASEBULLYINGBC

From: Doak, Sherry A EDUC:EX
Sent: Tuesday, February 5, 2013 10:10 AM
To: Wensley, Stacey EDUC:EX
Subject: RE: ammendment template

Is this a contract? If so, can you send a draft for review. Are there any approvals necessary....e.g. ADM / DM?

From: Wensley, Stacey EDUC:EX
Sent: Tuesday, February 5, 2013 8:52 AM
To: Doak, Sherry A EDUC:EX
Subject: RE: ammendment template

Do I need to involve you before sending it to Sarah for signature?

Stacey Wensley

*Executive Administrative Assistant
Office of the Assistant Deputy Minister
Open Government and Community Partnerships
Ministry of Education
250-356-0891*

<< OLE Object: Picture (Device Independent Bitmap) >>

ON THE WEB: WWW.ERASEBULLYING.CA

ON TWITTER: @ERASEBULLYINGBC

From: Doak, Sherry A EDUC:EX
Sent: Friday, February 1, 2013 12:39 PM
To: Wensley, Stacey EDUC:EX
Subject: RE: ammendment template

Thanks.....if you need any assistance let me know.

From: Wensley, Stacey EDUC:EX
Sent: Friday, February 1, 2013 11:58 AM

To: Doak, Sherry A EDUC:EX
Subject: RE: ammendment template

contract

Stacey Wensley

*Executive Administrative Assistant
Office of the Assistant Deputy Minister
Open Government and Community Partnerships
Ministry of Education
250-356-0891*

<< OLE Object: Picture (Device Independent Bitmap) >>

ON THE WEB: WWW.ERASEBULLYING.CA

ON TWITTER: @ERASEBULLYINGBC

From: Doak, Sherry A EDUC:EX
Sent: Friday, February 1, 2013 11:48 AM
To: Wensley, Stacey EDUC:EX
Cc: Lucas, Diana V EDUC:EX
Subject: FW: ammendment template

Hi Stacey: the link Diana provided pertains to contracts. Will you be doing an amendment to a contract or a CSA – Corporate Supply Arrangement?

If the amendment you are doing pertains to a CSA please let me know and I will provide you with direction on how to do as it is different than an amendment for a regular contract.

I know you have done some CSA's in the past – *Corporate Supply Arrangement* letters – which are not in the form of a contract but a letter as per the attached.

<< File: C13-2494 KenBlosser.pdf >>

If you have any questions or require further clarification let me know.

Sherry

From: Lucas, Diana V EDUC:EX
Sent: Friday, February 1, 2013 11:38 AM
To: Wensley, Stacey EDUC:EX
Cc: Doak, Sherry A EDUC:EX
Subject: RE: ammendment template

Yes indeed, on the FSB Wiki (aka policy and procedures and templates website):

Not Responsive

Sherry Doak can help if you need tips or guidance or real examples. Happy Friday,

Diana Lucas

Manager, Contract and Procurement Services
Financial Services Branch
Ministry of Education
Phone Number: (250) 356-7685 Fax: (250) 387-9695

From: Wensley, Stacey EDUC:EX
Sent: Friday, February 1, 2013 10:44 AM
To: Lucas, Diana V EDUC:EX
Subject: ammendment template

Do you have one?

Stacey Wensley

*Executive Administrative Assistant
Office of the Assistant Deputy Minister
Open Government and Community Partnerships
Ministry of Education
250-356-0891*

<< OLE Object: Picture (Device Independent Bitmap) >>

ON THE WEB: WWW.ERASEBULLYING.CA

ON TWITTER: @ERASEBULLYINGBC

<< File: C13-2494 KenBlosser.pdf >>

Contract Number: C13/2443

This AGREEMENT dated for reference the 5th day of February, 2013.

BETWEEN: HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF
BRITISH COLUMBIA represented by the Minister of Education,

(herein called the "Province")

OF THE FIRST PART

AND: REMEDIA BUSINESS SOLUTIONS INC.
(herein called the "Contractor" or "Recipient")

OF THE SECOND PART

WITNESS THAT WHEREAS:

- A. The parties hereto entered in an Agreement dated for reference the 3rd day of August, 2012, and subsequently amended on the 25th day of October, 2012, a copy of which is attached hereto as Appendix "2" (hereinafter called the "Agreement"),
- B. **AND WHEREAS** the parties have agreed to amend the Agreement.

NOW THEREFORE in consideration of the covenants and agreements herein contained, the parties agree as follows:

- (1) That the term of the Agreement ends on March 31, 2013.
- (2) That Schedule "A", of the Agreement is deleted in its entirety and attached Schedule "A" is substituted.
- (3) That in all other respects, the terms and conditions of the Agreement remain unchanged.

The parties hereto have executed this Agreement on the day and year as set out above.

SIGNED AND DELIVERED by the Contractor or by
an Authorized Representative.


) SIGNED AND DELIVERED on behalf of the
) Province by an authorized representative
) of the Province.

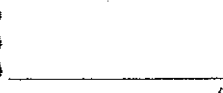
)
)
)
)

SARAH BOLDUC

(Print Name of Contractor or Authorized Representative)

(Print Name of Authorized Representative)


(Signature)


(Signature)

**PROVINCE OF BRITISH COLUMBIA
MINISTRY OF EDUCATION**

CONTRACT AMENDMENT # 1

Contract Number: C13/2443

This AGREEMENT dated for reference the 31st day of January, 2013

BETWEEN: **HER MAJESTY THE QUEEN IN RIGHT OF THE
PROVINCE OF BRITISH COLUMBIA** represented by the
Minister of Education
(Herein called the "Province")

OF THE FIRST PART

AND: Remedia Business Solutions Inc.
671 Lampson Street, Victoria BC V9A 6A5
Contact Person: Sarah Bolduc
Telephone Number: 250-888-6172
Email: s.22
(Herein called the "Contractor" or "Recipient")

OF THE SECOND PART

WITNESS THAT WHEREAS:

- A. The parties hereto entered in an Agreement dated for reference the ORIGINAL CONTRACT DATE day of August 3, 2012 and subsequently amended on the 31st day of January, 2013, a copy of which is attached hereto as Appendix "1" (hereinafter called the "Agreement"),
- B. **AND WHEREAS** the parties have agreed to amend the Agreement.

NOW THEREFORE in consideration of the covenants and agreements herein contained, the parties agree as follows:

- (1) That **Schedule 'A'** shall be amended to read as follows:

Edit, simplify and revise existing supplied content for the HACKATHON-IN-A BOX web content, focused on the introduction and rational section, pages 1-14 including (but not limited to) plain language revising, consistency of tone and voice, matching with the existing Ministry web presence. Revisions to a maximum of 15hrs.

Revise supplied content, developed by the Ministry, including (but not limited to) content revisions for style, tone, and voice on the changing "Changing Education" web project.

(2) That, the terms and conditions of the Agreement allow for an additional 30 hours of working time on these project to the satisfaction of the Province.

(3) That, in all other respects, the terms and conditions of the Agreement remains unchanged

The parties hereto have executed this Agreement on the day and year as set out above.

SIGNED AND DELIVERED by the
Contractor or Recipient or by an Authorized
Representative:

)
)
)
)

Remedia Business Solutions Inc.
Contact Person: Sarah Bolduc
671 Lampson Street,
Victoria BC V9A 6A5

(Signature)

) **SIGNED AND DELIVERED** on
) behalf of the Province by an authorized
) representative of the Province.

)
)
)
)

Eve Gaudet, Director
Open Government & Community
Partnerships Division
Ministry of Education
Province of British Columbia

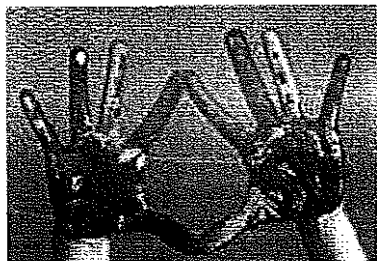
)(Signature)

Carroll, Scott CITZ:EX

From: Gaudet, Eve EDUC:EX
Sent: Tuesday, July 3, 2012 4:19 PM
To: Shaw, Beverley EDUC:EX
Cc: MacFarlane, Paige EDUC:EX
Subject: FW: Contract Costs for School Choices Project

Fyi below on what our current bill is re School Choices project.

Eve Gaudet
Director of Open Government
Ministry of Education
620 Superior Street
Victoria BC
250-415-3966



B.C.'s EDUCATION PLAN

ON THE WEB: WWW.BCEDPLAN.CA

ON TWITTER: @BCEDPLAN

From: Morrison, Fran LCTZ:EX
Sent: Tuesday, July 3, 2012 4:14 PM
To: Gaudet, Eve EDUC:EX
Cc: MacLennan, Alex LCTZ:EX; Smith, Karen A LCTZ:EX
Subject: Contract Costs for School Choices Project

Hi Eve. The contract costs as of June 22nd are:

CO144A1 Paul Hooper (ended May 31)	\$16,050.00
CO149A1 CGI contracting Number 41 (Charles Haigh)	<u>\$37,560.00</u>
Total Contract Costs	<u><u>\$53,610.00</u></u>

Fran Morrison, PMP
DIRECTOR, PROJECT AND RESOURCE MANAGEMENT
desk: 250.952-6812 | fax: 250.387.2144

STRATEGIC INITIATIVES DIVISION
MINISTRY OF LABOUR, CITIZENS' SERVICES & OPEN GOVERNMENT

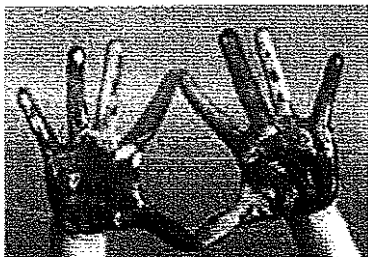
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Carroll, Scott CITZ:EX

From: Gaudet, Eve EDUC:EX
Sent: Wednesday, July 11, 2012 3:48 PM
To: Young, Deanna C EDUC:EX
Cc: Charleson, Christopher EDUC:EX; Arthurs, Liam EDUC:EX; Shaw, Beverley EDUC:EX
Subject: RE: Kamloops Parents UX Session

Great - thanks

Eve Gaudet
Director of Open Government
Ministry of Education
620 Superior Street
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Cc: Charleson, Christopher EDUC:EX; Arthurs, Liam EDUC:EX
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Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on [Twitter](#) and [Facebook](#) yet?

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Cc: Charleson, Christopher EDUC:EX; Arthurs, Liam EDUC:EX
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Ministry of Education
620 Superior Street
Victoria BC
250-415-3966

<< OLE Object: Picture (Device Independent Bitmap) >>

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Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

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From: Gaudet, Eve EDUC:EX
Sent: Tuesday, July 10, 2012 4:58 PM
To: Young, Deanna C EDUC:EX
Cc: Charleson, Christopher EDUC:EX; Arthurs, Liam EDUC:EX
Subject: RE: Kamloops Parents UX Session

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Eve Gaudet
Director of Open Government
Ministry of Education
620 Superior Street
Victoria BC
250-415-3966

<< OLE Object: Picture (Device Independent Bitmap) >>

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ON TWITTER: @BCEDPLAN

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Sent: Tuesday, July 10, 2012 3:26 PM
To: Gaudet, Eve EDUC:EX
Cc: Charleson, Christopher EDUC:EX; Arthurs, Liam EDUC:EX
Subject: Kamloops Parents UX Session
Importance: High

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Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on [Twitter](#) and [Facebook](#) yet?

Carroll, Scott CITZ:EX

From: Johnston, Ashley CITZ:EX
Sent: Wednesday, July 11, 2012 11:53 AM
To: Young, Deanna C EDUC:EX
Subject: RE: recruiter
Attachments: 046-2012 12-042 NRS SCREENER FINAL.docx

Hey Deanna,
This is the screener we used for one of our engagement sessions in Prince George. Obviously, you will want to change things around to meet your criteria.

Cheers!

Ash

-----Original Message-----

From: Young, Deanna C EDUC:EX
Sent: Wednesday, July 11, 2012 11:20 AM
To: Johnston, Ashley LCTZ:EX
Subject: RE: recruiter

Thanks Ashley! If you could provide a screener template for me to do that, it would be great!

Deanna Young | Ministry Web Manager | 250 889-2470 Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education Following us on Twitter and Facebook yet?

-----Original Message-----

From: Johnston, Ashley LCTZ:EX
Sent: Wednesday, July 11, 2012 9:18 AM
To: Young, Deanna C EDUC:EX
Subject: RE: recruiter

Hi Deanna,

I roughly recall they can aid with finding space and so on however it is incredibly cheaper to do stuff like that yourself (and I did not find that part of the logistics too time consuming).

Unfortunately, I am not sure of the exact costs for recruiting as that changes depending on what you need/ want and what type of research you are doing. However, their first estimate to me stated that they charge about \$150 per location, \$200 per screener (I suggest you write this yourself or I would be more than happy to give you mine as a template), and \$90 per a participant that shows up to the event or interview.

Sorry I could not be more helpful.

Ash

-----Original Message-----

From: Young, Deanna C EDUC:EX
Sent: Wednesday, July 11, 2012 8:29 AM

To: Johnston, Ashley LCTZ:EX
Subject: RE: recruiter

Hi Ashley. Also just wondering what the costs are associated with using this recruiting company? My Director is asking and wants to know before I go ahead and contact them.

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470 Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education Following us on Twitter and Facebook yet?

-----Original Message-----

From: Young, Deanna C EDUC:EX
Sent: Tuesday, July 10, 2012 12:14 PM
To: Johnston, Ashley LCTZ:EX
Subject: RE: recruiter

Hi Ashley. Quick question for you...does this company also provide assistance with logistics such as finding us a space in the city we are recruiting, setting up catering, etc. or is that something we need to take care of on our end?

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470 Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education Following us on Twitter and Facebook yet?

-----Original Message-----

From: Johnston, Ashley LCTZ:EX
Sent: Monday, July 9, 2012 11:10 PM
To: Bohn, Dominique LCTZ:EX; Young, Deanna C EDUC:EX
Subject: RE: recruiter

Hi Deanna,

Dom mentioned to me that you needed the contact information for the recruiter we have used for UX research in the past. Bellow is Daniela's contact information from SmartPoint Research. Please let me know if you need any further information or have any questions.

Contact info:

Daniela Hassman
Founder
SmartPoint Research Inc.
Marketing Research Services | CoastalViews Facility
301-1140 Homer Street
Vancouver, BC V6B 2X6

main: 604.484.4111 ext. 1301
toll free: 1.855.484.4111 ext. 1301

email: daniela@smartpointresearch.com
website: <http://www.smartpointresearch.com>

Cheers,

Ashley Johnston

Pages 153 through 159 redacted for the following reasons:

Not Responsive

Carroll, Scott CITZ:EX

From: Peter Nobes [PNobes@hvsample.com]
Sent: Thursday, July 12, 2012 10:51 AM
To: Young, Deanna C EDUC:EX
Subject: FW: Recruiting Assistance for UX Design Session

Hi Deanna,

I left you a brief voicemail of introduction. Two questions/ comments:

- Are there any other criteria other than being parents of children k-12 (mix presumably)
- how much time is required from the participant? Full day, or day part?
- how many are you looking for?
- did you have an incentive in mind or would you like us to recommend something? This depends on how much time is required.
- where will the interviews take place?

In terms of process, I'll await your response, then provide a recruit and scheduling quotation. Once reviewed and signed, we'll reach out to contacts in our panel base and recruit respondents who meet the criteria. A project manager who is also the recruitment lead will be the dedicated point of contact for updates along the way. You'll be provided a grid with contact information and how they responded to the criteria questions.

Yours sincerely,

Peter Nobes
Director of Business Development

E. pnobes@HVsample.com | Ph. 604-484-2507 ext.1206 | [Linked In](#)



Health. www.HVsample.com | Consumer. www.smartpointresearch.com | Facility. [CoastalViews](#)

From: Daniela Hassman
Sent: Thursday, July 12, 2012 9:20 AM
To: Young, Deanna C EDUC:EX
Cc: Peter Nobes
Subject: Re: Recruiting Assistance for UX Design Session

Hi Deanna,
Thank you for contacting us. We would love to help. My colleague Peter cc'd on this email will be in touch.
Daniela

Sent from my iPhone

On 2012-07-12, at 9:13 AM, "Young, Deanna C EDUC:EX" <Deanna.Young@gov.bc.ca> wrote:

Hi Daniela. I was given your name from Dominique Bohn, a colleague from the Ministry of Citizen Services. She mentioned that her team has used your company in the past to recruit participants for some of their User Experience (UX) design sessions.

We are looking to do a ½ to one day parent UX Design session in Kamloops on one of the following days: July 18, 24 or 25. We need assistance with recruiting parent participants who have children involved in the K-12 Education system for that session. Could you please advise what information you need from us, what the process is that we need to follow to get this completed and a breakdown of the costs?

Thanks in advance.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on [Twitter](#) and [Facebook](#) yet?

Carroll, Scott CITZ:EX

From: Peter Nobes [PNobes@hvsample.com]
Sent: Friday, July 13, 2012 2:10 PM
To: Young, Deanna C EDUC:EX
Cc: Johnston, Ashley CITZ:EX
Subject: RE: Recruiting Assistance for UX Design Session
Attachments: 134-2012 BCGOV_UXDesign_13July2012PN.pdf

Hi Deanna,

Thank you for the update email. Here is our quote based on the specifications. If it can be the 24th (or even later) more time is always appreciated as it does take time to get people to respond and booked in. With the timing, can we have sign off Monday morning and a confirmation of the facility please. I've recommended a honorarium for participation.

Yours sincerely,

Peter Nobes
Director of Business Development

E. pnobes@HVsample.com | Ph. 604-484-2507 ext.1206 | [Linked In](#)



Health. www.HVsample.com | Consumer. www.smartpointresearch.com | Facility. [CoastalViews](#)

From: Young, Deanna C EDUC:EX [mailto:Deanna.Young@gov.bc.ca]
Sent: Friday, July 13, 2012 10:38 AM
To: Peter Nobes
Cc: Johnston, Ashley LCTZ:EX
Subject: RE: Recruiting Assistance for UX Design Session

Hi Peter. Just wanted to send you off a quick update on where we are at for dates, times and location for our UX event.

Depending on the location we secure (which we hope to have confirmed today), it looks like we are planning to run the parent session either in the evening on Monday, July 23 or Tuesday, July 24. The session would be approx. 2 – 2 ½ hours and we would still be looking for 10 – 15 parent participants.

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on [Twitter](#) and [Facebook](#) yet?

From: Young, Deanna C EDUC:EX
Sent: Thursday, July 12, 2012 3:28 PM
To: 'Peter Nobes'
Subject: RE: Recruiting Assistance for UX Design Session

Hi Peter. Thank you for your email and your phone message today. I appreciate you letting us know that July 24 or 25 would be better for your recruiting time. I kind of figured but thought I would give as many options as possible. I'm assuming you want us to nail down a date for you so that we can be specific about the day and time for recruitment. We have some leads on locations in the area for this session so that will probably determine which of the two days we do end up going with.

- Are there any other criteria other than being parents of children k-12 (mix presumably) - looking for a cross section of parents from a variety of ethnic backgrounds with students in k-12 public or independent school system
- how much time is required from the participant? Full day, or day part? - we are looking at possibly a ½ day session (maybe 4 - 5 hours max.) We are still working on the agenda so should be able to confirm this by tomorrow afternoon.
- how many are you looking for? Approx. 10 - 15 parents
- did you have an incentive in mind or would you like us to recommend something? This depends on how much time is required. In the past our incentives have been providing either health break snacks and/or lunch depending on the time of day we hold the session. Would this be sufficient?
- where will the interviews take place? - we are still trying to nail down a location. Possibly the public library in Kamloops or maybe a local hotel. Hopefully will have this info by tomorrow.

Do you need me to put together a screener for you? My colleagues at Citizen Services provided me with a template that I can use to put one together if this would be easier for you.

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on [Twitter](#) and [Facebook](#) yet?

From: Peter Nobes [mailto:PNobes@hvsample.com]
Sent: Thursday, July 12, 2012 10:51 AM
To: Young, Deanna C EDUC:EX
Subject: FW: Recruiting Assistance for UX Design Session

Hi Deanna,

I left you a brief voicemail of introduction. Two questions/ comments:

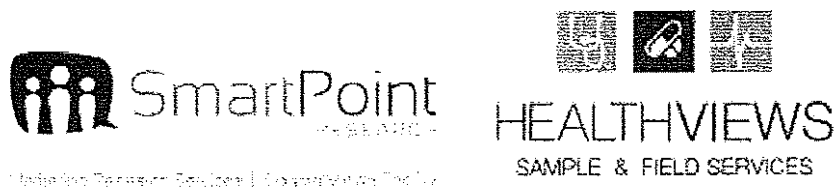
- Are there any other criteria other than being parents of children k-12 (mix presumably)
- how much time is required from the participant? Full day, or day part?
- how many are you looking for?
- did you have an incentive in mind or would you like us to recommend something? This depends on how much time is required.
- where will the interviews take place?

In terms of process, I'll await your response, then provide a recruit and scheduling quotation. Once reviewed and signed, we'll reach out to contacts in our panel base and recruit respondents who meet the criteria. A project manager who is also the recruitment lead will be the dedicated point of contact for updates along the way. You'll be provided a grid with contact information and how they responded to the criteria questions.

Yours sincerely,

Peter Nobes
Director of Business Development

E. pnobes@HVsample.com | Ph. 604-484-2507 ext.1206 | [Linked In](#)



Health. www.HVsample.com | Consumer. www.smartpointresearch.com | Facility. [CoastalViews](#)

From: Daniela Hassman
Sent: Thursday, July 12, 2012 9:20 AM
To: Young, Deanna C EDUC:EX
Cc: Peter Nobes
Subject: Re: Recruiting Assistance for UX Design Session

Hi Deanna,
Thank you for contacting us. We would love to help. My colleague Peter cc'd on this email will be in touch.
Daniela

Sent from my iPhone

On 2012-07-12, at 9:13 AM, "Young, Deanna C EDUC:EX" <Deanna.Young@gov.bc.ca> wrote:

Hi Daniela. I was given your name from Dominique Bohn, a colleague from the Ministry of Citizen Services. She mentioned that her team has used your company in the past to recruit participants for some of their User Experience (UX) design sessions.

We are looking to do a ½ to one day parent UX Design session in Kamloops on one of the following days: July 18, 24 or 25. We need assistance with recruiting parent participants who have children involved in the K-12 Education system for that session. Could you please advise what information you need from us, what the process is that we need to follow to get this completed and a breakdown of the costs?

Thanks in advance.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

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July 13, 2012

BC Government. Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Attention: **Deanna Young** | Ministry Web Manager | 250 889-2470
Email: Deanna.Young@gov.bc.ca

<i>Project Management</i>	
Includes project set-up, creation of profiles, updates and administration @ \$150.	
<i>Recruitment</i>	
Recruitment of 10-15 Greater Kamloops Parents for Design Discussions	
<ul style="list-style-type: none">- from a variety of ethnic backgrounds with students in k-12 public or independent school system- half day participation max 2-2.5 hours- recruit and schedule fee \$75 per participant	
Sub total (15) \$1,125	
<i>Facility/ Catering</i>	
Coordinated by client Location to be confirmed – either Kamloops central library or hotel	
<i>Incentive @ \$50 per participant Recommended</i>	
Provided by client to respondent on completion of session (cash or gift certificate equivalent).	

Cancellation Policy: If a confirmed facility booking is cancelled less than 7 days prior to the session, a cancellation fee of 50% of the basic room rate will be applied. If a cancellation is made less than 2 business days prior to the session, a 100% cancellation fee will be applied.

Project Approval: This quotation will form and is subject to a binding agreement with the attached Standard Terms of Engagement upon your written acceptance thereof. If you wish to proceed in accordance with the terms of this quotation, please sign below and fax a fully executed copy to us at 604-633-1921.

Signed and Agreed:

BC Government

Date:

Name and Title:

SmartPoint Research Inc.

Date:

Name and Title:

If you have any questions about this quotation please contact Daniela Hassman, 604-619-6244,
daniela@smartpointresearch.com

Carroll, Scott CITZ:EX

From: Young, Deanna C EDUC:EX
Sent: Monday, July 16, 2012 4:44 PM
To: 'Peter Nobes'
Subject: RE: Recruiting Assistance for UX Design Session
Attachments: 20120716163732.pdf

Hi Peter. Please find attached a copy of the signed quote.

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on [Twitter](#) and [Facebook](#) yet?

From: Peter Nobes [mailto:PNobes@hvsample.com]
Sent: Monday, July 16, 2012 4:08 PM
To: Young, Deanna C EDUC:EX
Subject: RE: Recruiting Assistance for UX Design Session

We're on the job...thanks Deanna,

A project manager will be your point of contact for updates.

Peter

From: Young, Deanna C EDUC:EX [mailto:Deanna.Young@gov.bc.ca]
Sent: Monday, July 16, 2012 4:06 PM
To: Peter Nobes
Subject: RE: Recruiting Assistance for UX Design Session

Hi Peter. Sorry, just noticed I missed your call. OK, will send a PDF by email.

Yes, sorry, I missed that. Ministry of Education are the ones conducting the session and TRU Executive Centre is the location.

10 respondents sounds good. If we get a few more that is OK too. Thank you very much.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on [Twitter](#) and [Facebook](#) yet?

From: Peter Nobes [mailto:PNobes@hvsample.com]
Sent: Monday, July 16, 2012 4:04 PM
To: Young, Deanna C EDUC:EX
Subject: RE: Recruiting Assistance for UX Design Session

Received and thank you very much Deanna. We're good with a signed PDF sent by mail for the quote.

Two points to clarify on the screener:

- says natural resource in title – you mean Ministry of Education right
- says Coast Hotel in one of the girds – you mean location in TRU Executive Centre

Confirming 10 respondents per screener – we'll recruit 12 or 13 for 10 to show.

Yours sincerely,

Peter Nobes
Director of Business Development

E. pnobes@HVsample.com | Ph. 604-484-2507 ext.1206 | [Linked In](#)



Health. www.HVsample.com | Consumer. www.smartpointresearch.com | Facility. [CoastalViews](#)

From: Young, Deanna C EDUC:EX [mailto:Deanna.Young@gov.bc.ca]

Sent: Monday, July 16, 2012 3:35 PM

To: Peter Nobes

Cc: Johnston, Ashley LCTZ:EX

Subject: RE: Recruiting Assistance for UX Design Session

Importance: High

Hi Peter. Please find attached a copy of the screener. I will fax you a copy of the signed quote. Do you need me to put the original in the mail for you?

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on [Twitter](#) and [Facebook](#) yet?

From: Peter Nobes [mailto:PNobes@hvsample.com]

Sent: Monday, July 16, 2012 3:04 PM

To: Young, Deanna C EDUC:EX

Subject: RE: Recruiting Assistance for UX Design Session

Do you have the screener questions written up? We take those and create a booking grid and also use them to program the questions to put candidates into a qualification survey.

If you do not I do need to charge \$200 for this as it takes a little time. Sorry I didn't flag this earlier.

Peter

From: Young, Deanna C EDUC:EX [mailto:Deanna.Young@gov.bc.ca]
Sent: Monday, July 16, 2012 10:39 AM
To: Peter Nobes
Cc: Gaudet, Eve EDUC:EX; Johnston, Ashley LCTZ:EX
Subject: RE: Recruiting Assistance for UX Design Session
Importance: High

Hi Peter. Sorry for the delay. Here is the confirmation for location and date.

Date: Tuesday, July 24
Time: 6:30 pm – 9:00 pm
Location: Thompson Rivers University
Refreshments will also be provided.

We will be providing \$50 gift cards to the participants, which we already have.

I have verbal approval from my Director on the quote. Can you please resend a copy with updates for us to sign?
Please let me know if you need any further information.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on [Twitter](#) and [Facebook](#) yet?

From: Peter Nobes [mailto:PNobes@hvsample.com]
Sent: Monday, July 16, 2012 9:03 AM
To: Young, Deanna C EDUC:EX
Subject: RE: Recruiting Assistance for UX Design Session

Any news. If we don't get sign off today, please push out the dates a couple of days or a week.

Yours sincerely,

Peter Nobes
Director of Business Development

E. pnobes@HVsample.com | Ph. 604-484-2507 ext.1206 | [Linked In](#)



Markham Research | Business | CoastalViews Practice



Health. www.HVsample.com | Consumer. www.smartpointresearch.com | Facility. [CoastalViews](#)

From: Young, Deanna C EDUC:EX [mailto:Deanna.Young@gov.bc.ca]
Sent: Friday, July 13, 2012 10:38 AM
To: Peter Nobes

Cc: Johnston, Ashley LCTZ:EX
Subject: RE: Recruiting Assistance for UX Design Session

Hi Peter. Just wanted to send you off a quick update on where we are at for dates, times and location for our UX event.

Depending on the location we secure (which we hope to have confirmed today), it looks like we are planning to run the parent session either in the evening on Monday, July 23 or Tuesday, July 24. The session would be approx. 2 – 2 ½ hours and we would still be looking for 10 – 15 parent participants.

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on [Twitter](#) and [Facebook](#) yet?

From: Young, Deanna C EDUC:EX
Sent: Thursday, July 12, 2012 3:28 PM
To: 'Peter Nobes'
Subject: RE: Recruiting Assistance for UX Design Session

Hi Peter. Thank you for your email and your phone message today. I appreciate you letting us know that July 24 or 25 would be better for your recruiting time. I kind of figured but thought I would give as many options as possible. I'm assuming you want us to nail down a date for you so that we can be specific about the day and time for recruitment. We have some leads on locations in the area for this session so that will probably determine which of the two days we do end up going with.

- Are there any other criteria other than being parents of children k-12 (mix presumably) - looking for a cross section of parents from a variety of ethnic backgrounds with students in k-12 public or independent school system
- how much time is required from the participant? Full day, or day part? – we are looking at possibly a ½ day session (maybe 4 – 5 hours max.) We are still working on the agenda so should be able to confirm this by tomorrow afternoon.
- how many are you looking for? Approx. 10 - 15 parents
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- where will the interviews take place? – we are still trying to nail down a location. Possibly the public library in Kamloops or maybe a local hotel. Hopefully will have this info by tomorrow.

Do you need me to put together a screener for you? My colleagues at Citizen Services provided me with a template that I can use to put one together if this would be easier for you.

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on [Twitter](#) and [Facebook](#) yet?

From: Peter Nobes [mailto:PNobes@hvsample.com]
Sent: Thursday, July 12, 2012 10:51 AM
To: Young, Deanna C EDUC:EX
Subject: FW: Recruiting Assistance for UX Design Session

Hi Deanna,

I left you a brief voicemail of introduction. Two questions/ comments:

- Are there any other criteria other than being parents of children k-12 (mix presumably)
- how much time is required from the participant? Full day, or day part?
- how many are you looking for?
- did you have an incentive in mind or would you like us to recommend something? This depends on how much time is required.
- where will the interviews take place?

In terms of process, I'll await your response, then provide a recruit and scheduling quotation. Once reviewed and signed, we'll reach out to contacts in our panel base and recruit respondents who meet the criteria. A project manager who is also the recruitment lead will be the dedicated point of contact for updates along the way. You'll be provided a grid with contact information and how they responded to the criteria questions.

Yours sincerely,

Peter Nobes
Director of Business Development

E. pnobes@HVsample.com | Ph. 604-484-2507 ext.1206 | [Linked In](#)



Health. www.HVsample.com | Consumer. www.smartpointresearch.com | Facility. [CoastalViews](#)

From: Daniela Hassman
Sent: Thursday, July 12, 2012 9:20 AM
To: Young, Deanna C EDUC:EX
Cc: Peter Nobes
Subject: Re: Recruiting Assistance for UX Design Session

Hi Deanna,
Thank you for contacting us. We would love to help. My colleague Peter cc'd on this email will be in touch.
Daniela

Sent from my iPhone

On 2012-07-12, at 9:13 AM, "Young, Deanna C EDUC:EX" <Deanna.Young@gov.bc.ca> wrote:

Hi Daniela. I was given your name from Dominique Bohn, a colleague from the Ministry of Citizen Services. She mentioned that her team has used your company in the past to recruit participants for some of their User Experience (UX) design sessions.

We are looking to do a ½ to one day parent UX Design session in Kamloops on one of the following days: July 18, 24 or 25. We need assistance with recruiting parent participants who have children involved in the K-12 Education system for that session. Could you please advise what information you need from us, what the process is that we need to follow to get this completed and a breakdown of the costs?

Thanks in advance.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of
Education

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Revised July 16, 2012

BC Government. Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Attention: Deanna Young | Ministry Web Manager | 250 889-2470
Email: Deanna.Young@gov.bc.ca

<i>Project Management</i>	
Includes project set-up, creation of profiles, updates and administration @ \$150.	
<i>Recruitment</i>	
Recruitment of 10-15 Greater Kamloops Parents for BC Government web design input	
<ul style="list-style-type: none">- from a variety of ethnic backgrounds with students in k-12 public or independent school system- evening participation 6:30 pm – 9:00 pm (2-2.5 hours)- recruit and schedule fee \$75 per participant- venue coordinated by the client – at Thompson Rivers University (central)	
	Sub total (15) \$1,125
Screener question write up (if not available)	\$ 200
<i>Facility/ Catering</i>	
Coordinated by client	
Location to be confirmed – either Kamloops central library or hotel	
<i>Incentive</i>	
A \$50 gift certificate will be provided to respondent on completion of session (provided by BC Gove).	

Cancellation Policy: If a confirmed facility booking is cancelled less than 7 days prior to the session, a cancellation fee of 50% of the basic room rate will be applied. If a cancellation is made less than 2 business days prior to the session, a 100% cancellation fee will be applied.

Project Approval: This quotation will form and is subject to a binding agreement with the attached Standard Terms of Engagement upon your written acceptance thereof. If you wish to proceed in accordance with the terms of this quotation, please sign below and fax a fully executed copy to us at 604-633-1921.

Signed and Agreed:

BC Government

Eve Gaudet

Date:

July 16/12

Name and Title:

SmartPoint Research Inc.

Date:

Name and Title:

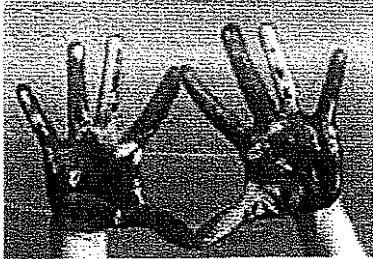
If you have any questions about this quotation please contact Daniela Hassman, 604-619-6244,
daniela@smartpointresearch.com

Carroll, Scott CITZ:EX

From: Gaudet, Eve EDUC:EX
Sent: Tuesday, July 17, 2012 8:47 AM
To: Moser, Walter CITZ:EX
Cc: Shaw, Beverley EDUC:EX
Subject: RE: school finder project cost

Thanks very much Walter. That small amount makes a huge difference to us.
Cheers

Eve Gaudet
Director of Open Government
Ministry of Education
620 Superior Street
Victoria BC
250-415-3966



B.C.'s EDUCATION PLAN

ON THE WEB: WWW.BCEDPLAN.CA

ON TWITTER: @BCEDPLAN

From: Moser, Walter LCTZ:EX
Sent: Monday, July 16, 2012 5:24 PM
To: Gaudet, Eve EDUC:EX
Cc: Shaw, Beverley EDUC:EX
Subject: Re: school finder project cost

Sure, sounds good to me. I will ask matthew to make the changes.

Thanks

Walter

On 2012-07-16, at 5:20 PM, "Gaudet, Eve EDUC:EX" <Eve.Gaudet@gov.bc.ca> wrote:

Thanks Walter. I realise your Ministry is taking a hit on the project manager to the tune of \$19,000. Given we have shared responsibility for the lack of success on the original tool, would it be possible for you to pay for bullets 2 and 4 on the Change Request? This would be \$6250, for a total of \$25,250 that LCTZ would pay for and we would be paying for \$48,560.

Let me know if that will work. Thanks, Eve

Eve Gaudet
Director of Open Government
Ministry of Education
620 Superior Street
Victoria BC
250-415-3966

<image002.jpg>

B.C.'s EDUCATION PLAN

ON THE WEB: WWW.BCEDPLAN.CA

ON TWITTER: @BCEDPLAN

From: Moser, Walter LCTZ:EX
Sent: Monday, July 16, 2012 4:59 PM
To: Gaudet, Eve EDUC:EX
Subject: school finder project cost

Hi Eve,

I'd be happy talk about the costs within the draft doc.

I had asked Mathew to send as draft to highlight the fact that we would likely want to talk about the cost distribution.

Since the bulk of the work done falls under my branch (UX, PM, Tech) I would be able to represent our division (except the mapping work)

Regards,
Walter

Walter Moser
Executive Director, Corporate Online Services

*Strategic Initiatives
Ministry of Labour, Citizens' Services and Open Government*

Phone: 250-217-6017
walter.moser@gov.bc.ca

<image003.png>

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Carroll, Scott CITZ:EX

From: Peter Nobes [PNobes@hvsample.com]
Sent: Tuesday, July 17, 2012 9:28 AM
To: Young, Deanna C EDUC:EX
Subject: RE: Recruiting Assistance for UX Design Session
Attachments: SPR106_SignedQuotation_16July2012.pdf.tif

Hi Deanna,

Here's the signed quotation back for your records and any pre-invoicing needs. Because we are so close to the group dates, I'll hold off and do one invoice once complete.

Yours sincerely,

Peter Nobes
Director of Business Development

E. pnobes@HVsample.com | Ph. 604-484-2507 ext.1206 | [Linked In](#)



Health. www.HVsample.com | Consumer. www.smartpointresearch.com | Facility. [CoastalViews](#)

From: Young, Deanna C EDUC:EX [mailto:Deanna.Young@gov.bc.ca]
Sent: Monday, July 16, 2012 4:44 PM
To: Peter Nobes
Subject: RE: Recruiting Assistance for UX Design Session

Hi Peter. Please find attached a copy of the signed quote.

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

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From: Peter Nobes [mailto:PNobes@hvsample.com]
Sent: Monday, July 16, 2012 4:08 PM
To: Young, Deanna C EDUC:EX
Subject: RE: Recruiting Assistance for UX Design Session

We're on the job...thanks Deanna,

A project manager will be your point of contact for updates.

Peter

From: Young, Deanna C EDUC:EX [mailto:Deanna.Young@gov.bc.ca]
Sent: Monday, July 16, 2012 4:06 PM
To: Peter Nobes
Subject: RE: Recruiting Assistance for UX Design Session

Hi Peter. Sorry, just noticed I missed your call. OK, will send a PDF by email.

Yes, sorry, I missed that. Ministry of Education are the ones conducting the session and TRU Executive Centre is the location.

10 respondents sounds good. If we get a few more that is OK too. Thank you very much.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

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From: Peter Nobes [mailto:PNobes@hvsample.com]
Sent: Monday, July 16, 2012 4:04 PM
To: Young, Deanna C EDUC:EX
Subject: RE: Recruiting Assistance for UX Design Session

Received and thank you very much Deanna. We're good with a signed PDF sent by mail for the quote.

Two points to clarify on the screener:

- says natural resource in title – you mean Ministry of Education right
- says Coast Hotel in one of the girds – you mean location in TRU Executive Centre

Confirming 10 respondents per screener – we'll recruit 12 or 13 for 10 to show.

Yours sincerely,

Peter Nobes
Director of Business Development

E. pnobes@HVsample.com | Ph. 604-484-2507 ext.1206 | [Linked In](#)



Ministry of Education | Research | CoastalViews Inc. Inc.



Health. www.HVsample.com | Consumer. www.smartpointresearch.com | Facility. [CoastalViews](#)

From: Young, Deanna C EDUC:EX [mailto:Deanna.Young@gov.bc.ca]
Sent: Monday, July 16, 2012 3:35 PM

To: Peter Nobes
Cc: Johnston, Ashley LCTZ:EX
Subject: RE: Recruiting Assistance for UX Design Session
Importance: High

Hi Peter. Please find attached a copy of the screener. I will fax you a copy of the signed quote. Do you need me to put the original in the mail for you?

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Following us on [Twitter](#) and [Facebook](#) yet?

From: Peter Nobes [mailto:PNobes@hvsample.com]
Sent: Monday, July 16, 2012 3:04 PM
To: Young, Deanna C EDUC:EX
Subject: RE: Recruiting Assistance for UX Design Session

Do you have the screener questions written up? We take those and create a booking grid and also use them to program the questions to put candidates into a qualification survey.

If you do not I do need to charge \$200 for this as it takes a little time. Sorry I didn't flag this earlier.

Peter

From: Young, Deanna C EDUC:EX [mailto:Deanna.Young@gov.bc.ca]
Sent: Monday, July 16, 2012 10:39 AM
To: Peter Nobes
Cc: Gaudet, Eve EDUC:EX; Johnston, Ashley LCTZ:EX
Subject: RE: Recruiting Assistance for UX Design Session
Importance: High

Hi Peter. Sorry for the delay. Here is the confirmation for location and date.

Date: Tuesday, July 24
Time: 6:30 pm – 9:00 pm
Location: Thompson Rivers University
Refreshments will also be provided.

We will be providing \$50 gift cards to the participants, which we already have.

I have verbal approval from my Director on the quote. Can you please resend a copy with updates for us to sign? Please let me know if you need any further information.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

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From: Peter Nobes [mailto:PNobes@hvsample.com]
Sent: Monday, July 16, 2012 9:03 AM
To: Young, Deanna C EDUC:EX
Subject: RE: Recruiting Assistance for UX Design Session

Any news. If we don't get sign off today, please push out the dates a couple of days or a week.

Yours sincerely,

Peter Nobes
Director of Business Development

E. pnobes@HVsample.com | Ph. 604-484-2507 ext.1206 | [Linked In](#)



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From: Young, Deanna C EDUC:EX [mailto:Deanna.Young@gov.bc.ca]
Sent: Friday, July 13, 2012 10:38 AM
To: Peter Nobes
Cc: Johnston, Ashley LCTZ:EX
Subject: RE: Recruiting Assistance for UX Design Session

Hi Peter. Just wanted to send you off a quick update on where we are at for dates, times and location for our UX event.

Depending on the location we secure (which we hope to have confirmed today), it looks like we are planning to run the parent session either in the evening on Monday, July 23 or Tuesday, July 24. The session would be approx. 2 – 2 ½ hours and we would still be looking for 10 – 15 parent participants.

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

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From: Young, Deanna C EDUC:EX
Sent: Thursday, July 12, 2012 3:28 PM
To: 'Peter Nobes'
Subject: RE: Recruiting Assistance for UX Design Session

Hi Peter. Thank you for your email and your phone message today. I appreciate you letting us know that July 24 or 25 would be better for your recruiting time. I kind of figured but thought I would give as many options as possible. I'm assuming you want us to nail down a date for you so that we can be specific about the day and time for recruitment.

We have some leads on locations in the area for this session so that will probably determine which of the two days we do end up going with.

- Are there any other criteria other than being parents of children k-12 (mix presumably) - looking for a cross section of parents from a variety of ethnic backgrounds with students in k-12 public or independent school system
- how much time is required from the participant? Full day, or day part? – we are looking at possibly a ½ day session (maybe 4 – 5 hours max.) We are still working on the agenda so should be able to confirm this by tomorrow afternoon.
- how many are you looking for? Approx. 10 - 15 parents
- did you have an incentive in mind or would you like us to recommend something? This depends on how much time is required. In the past our incentives have been providing either health break snacks and/or lunch depending on the time of day we hold the session. Would this be sufficient?
- where will the interviews take place? – we are still trying to nail down a location. Possibly the public library in Kamloops or maybe a local hotel. Hopefully will have this info by tomorrow.

Do you need me to put together a screener for you? My colleagues at Citizen Services provided me with a template that I can use to put one together if this would be easier for you.

Thanks.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

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From: Peter Nobes [mailto:PNobes@hvsample.com]
Sent: Thursday, July 12, 2012 10:51 AM
To: Young, Deanna C EDUC:EX
Subject: FW: Recruiting Assistance for UX Design Session

Hi Deanna,

I left you a brief voicemail of introduction. Two questions/ comments:

- Are there any other criteria other than being parents of children k-12 (mix presumably)
- how much time is required from the participant? Full day, or day part?
- how many are you looking for?
- did you have an incentive in mind or would you like us to recommend something? This depends on how much time is required.
- where will the interviews take place?

In terms of process, I'll await your response, then provide a recruit and scheduling quotation. Once reviewed and signed, we'll reach out to contacts in our panel base and recruit respondents who meet the criteria. A project manager who is also the recruitment lead will be the dedicated point of contact for updates along the way. You'll be provided a grid with contact information and how they responded to the criteria questions.

Yours sincerely,

Peter Nobes
Director of Business Development

E. pnobes@HVsample.com | Ph. 604-484-2507 ext.1206 | [Linked In](#)



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From: Daniela Hassman
Sent: Thursday, July 12, 2012 9:20 AM
To: Young, Deanna C EDUC:EX
Cc: Peter Nobes
Subject: Re: Recruiting Assistance for UX Design Session

Hi Deanna,
Thank you for contacting us. We would love to help. My colleague Peter cc'd on this email will be in touch.
Daniela

Sent from my iPhone

On 2012-07-12, at 9:13 AM, "Young, Deanna C EDUC:EX" <Deanna.Young@gov.bc.ca> wrote:

Hi Daniela. I was given your name from Dominique Bohn, a colleague from the Ministry of Citizen Services. She mentioned that her team has used your company in the past to recruit participants for some of their User Experience (UX) design sessions.

We are looking to do a ½ to one day parent UX Design session in Kamloops on one of the following days: July 18, 24 or 25. We need assistance with recruiting parent participants who have children involved in the K-12 Education system for that session. Could you please advise what information you need from us, what the process is that we need to follow to get this completed and a breakdown of the costs?

Thanks in advance.

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

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106-2012



Revised July 16, 2012

BC Government, Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

Attention: Deanna Young | Ministry Web Manager | 250 889-2470
Email: Deanna.Young@gov.bc.ca

<i>Project Management</i>	
Includes project set-up, creation of profiles, updates and administration @ \$150.	
<i>Recruitment</i>	
Recruitment of 10-15 Greater Kamloops Parents for BC Government web design input	
<ul style="list-style-type: none">- from a variety of ethnic backgrounds with students in k-12 public or independent school system- evening participation 6:30 pm – 9:00 pm (2-2.5 hours)- recruit and schedule fee \$75 per participant- venue coordinated by the client – at Thompson Rivers University (central)	
Sub total (15) \$1,125	
Screenener question write up (if not available)	\$ 200 (NOT needed)
<i>Facility/ Catering</i>	
Coordinated by client	
Location to be confirmed – either Kamloops central library or hotel	
<i>Incentive</i>	
A \$50 gift certificate will be provided to respondent on completion of session (provided by BC Gove).	

Cancellation Policy: If a confirmed facility booking is cancelled less than 7 days prior to the session, a cancellation fee of 50% of the basic room rate will be applied. If a cancellation is made less than 2 business days prior to the session, a 100% cancellation fee will be applied.

Project Approval: This quotation will form and is subject to a binding agreement with the attached Standard Terms of Engagement upon your written acceptance thereof. If you wish to proceed in accordance with the terms of this quotation, please sign below and fax a fully executed copy to us at 604-633-1921.

Signed and Agreed:

BC Government

Name and Title:

SmartPoint Research Inc.

Name and Title:

Date:

Date:

If you have any questions about this quotation please contact Daniela Hassman, 604-619-6244,
daniela@smartpointresearch.com

Carroll, Scott CITZ:EX

From: Wensley, Stacey EDUC:EX
Sent: Monday, June 18, 2012 9:31 AM
To: Young, Deanna C EDUC:EX
Subject: RE: UX Design Session

Yes they will be reimbursed

*thanks,
Stacey*

From: Young, Deanna C EDUC:EX
Sent: Monday, June 18, 2012 9:26 AM
To: Wensley, Stacey EDUC:EX
Subject: RE: UX Design Session

Hi Stacey. So just to confirm, this parent will be able to be reimbursed for parking/mileage? I just want to make sure all participants have the correct information. I would hope that this wouldn't stop them from attending if we can't reimburse....

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education
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From: Wensley, Stacey EDUC:EX
Sent: Thursday, June 14, 2012 2:53 PM
To: Young, Deanna C EDUC:EX; Guglielmi, Irene Z EDUC:EX
Subject: RE: UX Design Session

There is a form to be filled out by the person to be reimbursed...I will have to find it...along with that will need to be an email or some sort of documentation requesting their services and agreeing on so..

From: Young, Deanna C EDUC:EX
Sent: Thu, June 14, 2012 2:43 PM
To: Guglielmi, Irene Z EDUC:EX
Cc: Wensley, Stacey EDUC:EX
Subject: RE: UX Design Session

Hi Irene. Is this person a parent participant? If so, I will have to double check that we can do this for the parents. I remember for the web presence project we were able to but that was coming out of a specific project budget. Not sure how BCEdPlan project stuff is getting paid for.

We are usually able to reimburse parking and mileage if it fits within the claim mileage guidelines. The travel expense rules state:

The traveller must use the most economical mode of travel and be outside their headquarters area (32 km from home or where they ordinarily perform their services) to be eligible to claim travel, meal and accommodation expenses.

Maybe Stacey could clarify further?

Deanna Young | Ministry Web Manager | 250 889-2470
Citizen Engagement Branch | Open Government & Community Partnerships Division | Ministry of Education

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From: Guglielmi, Irene Z EDUC:EX
Sent: Tuesday, June 12, 2012 4:06 PM
To: Young, Deanna C EDUC:EX
Subject: Fw: UX Design Session

Question about parking & mileage

From: advancedconsulting [mailto:[s.22](#)]
Sent: Tuesday, June 12, 2012 04:04 PM
To: Guglielmi, Irene Z EDUC:EX
Subject: Re: UX Design Session

Thank you, Irene.

Please advise if parking and mileage will be reimbursed for me as a volunteer.

Thank you.
Rosanna

~~~~~  
*Rosanna von Sacken, M.Sc.*  
*Consultant / Facilitator / Visual Recorder*

*Advanced Consulting and Facilitation Ltd.*  
*(W) 604.552.3407 (F) 604.552.3409*

s.22

*If I don't respond within a reasonable time,  
please  
contact me to ensure it's not a system  
problem.*

~~~~~

On 2012-06-12, at 3:58 PM, Guglielmi, Irene Z EDUC:EX wrote:

Hello Rosanna,

Thanks for your response. Below is additional information about this event. Please note that the date has been changed to June 22.

We would like to invite you to participate in a UX Design Session to help the Ministry of Education conduct research to improve the BC Education Plan engagement website (<http://www.bcedplan.ca>).

The Ministry of Education is preparing to redesign the BC Education Plan Website and would like to connect with people involved in education to understand their needs around engaging with the ministry and the education community. We will use what we learn to re-design our engagement website to focus on the topics of interest and streamline functionality to make the website easier to use.

To accomplish our goal of building a website designed for user needs, we are wanting to do some extensive research with various audiences. The objective of this research is to discover the specific needs of our stakeholders and citizens served by the Ministry. The UX design session will be done in small groups and input gathered will help to better understand users in some of the following ways:

- How they engage or would like to be engaged with
- What information do they need from the ministry
- Their roles and day-to-day tasks
- The challenges they face
- The goals they have for the best teaching experiences
- Possible touch points with web and/or government

Dates and other Logistics:

Friday, June 22 from 9:30 am – 3:00 pm

15th floor, Suite 1550 of the Harbour Towers building which is located at 555 West Hastings St, Vancouver.

Lunch and light refreshments will be provided – please notify Deanna Young if you have dietary restrictions

Teacher on Call Costs will be covered - Participants can pick up a form at the session and mail to the ministry to be reimbursed.

Please RSVP Deanna Young at Deanna.Young@gov.bc.ca if you would like to participate in the UX Design Session

Irene Guglielmi

Citizen Engagement Coordinator

Open Government Branch | Open Government & Community Partnerships Division | Ministry of Education, BC

T: 250.216.7038

<image001.jpg> **BC's EDUCATION PLAN** ON THE WEB: WWW.BCEDPLAN.CA

From: advancedconsulting [mailto:

s.22

Sent: Friday, June 8, 2012 8:08 PM

To: Guglielmi, Irene Z EDUC:EX

Subject: Re: UX Design Session

Hello Irene,

yes, I'm interested. Please send me additional info. for the day. Thank you.

Rosanna

~~~~~  
*Rosanna von Sacken, M.Sc.  
Consultant / Facilitator / Visual Recorder*

*Advanced Consulting and Facilitation Ltd.  
(W) 604.552.3407 (F) 604.552.3409*

s.22

*If I don't respond within a reasonable time,  
please  
contact me to ensure it's not a system  
problem.*  
~~~~~

On 2012-06-06, at 4:06 PM, Guglielmi, Irene Z EDUC:EX wrote:

Hello Rosanna,

My colleague Eve provided me with your contact information and said that you may be interested in participating in an upcoming Ministry of Education consultation.

The Ministry of Education is preparing to redesign the BC Education Plan Website and are looking for input from parents, youth, teachers and administrators on the redesign.

More details about this project:

The Ministry is conducting research to improve the BC Education Plan engagement website (<http://www.bcedplan.ca>) and would like to connect with people involved in education to understand their needs around engaging with the ministry and the education community. We will use what we learn to re-design our engagement website to focus on the topics of interest and streamline functionality to make the website easier to use.

To accomplish our goal of building a website designed for user needs, we are wanting to do some extensive research with various audiences. The objective of the research is to discover the specific needs of our stakeholders and citizens served by the Ministry of Education. We are planning a design session to take place on Wednesday, June 20, approx. 9:30 am – 3:00 pm in Vancouver (specific details about the day's agenda to come).

The session will help us to better understand users in some of the following ways:

- How they engage or would like to be engaged with

- What information do they need from the ministry
- Their roles and day-to-day tasks
- The challenges they face
- The goals they have for the best teaching experiences
- Possible touch points with web and/or government

Please let me know if you are interested in participating in the UX design process.

All the best,

Irene

Irene Guglielmi

Citizen Engagement Coordinator

Open Government Branch | Open Government & Community Partnerships Division | Ministry of Education, BC

T: 250.216.7038

<image001.jpg> **BC's EDUCATION PLAN** ON THE WEB: WWW.BCEDPLAN.CA

Carroll, Scott CITZ:EX

From: Sarah Bolduc s.22
Sent: Wednesday, August 15, 2012 4:08 PM
To: Ford, Rebekah R EDUC:EX
Cc: Doak, Sherry A EDUC:EX; Charleson, Christopher EDUC:EX; Shaw, Beverley EDUC:EX; Wensley, Stacey EDUC:EX
Subject: Re: Contract for Web Writing Services for the Ministry of Education

Thanks, Rebekah.
I'll email a signed copy to Sherry quickly.
Looking forward to getting started!

sb

On 2012-08-15, at 1:18 PM, "Ford, Rebekah R EDUC:EX" <Rebekah.Ford@gov.bc.ca> wrote:

Hi Sarah,

We are looking forward to get going on our projects quickly! As such, I have attached a PDFed version of contract C13/2443.

Please print, sign, scan & email the signed document back to Sherry Doak at the earliest opportunity.

We require the paper version of the document eventually, but having the electronic one hand will allow us to start our projects. If you will be meeting with one of us soon, you can simply bring the paper version in with you. Alternatively, you can mail it to:

Attention: Sherry Doak
Ministry of Education
Financial Services Branch
PO.Box 9178 Stn Prov Govt
Victoria BC V8W 9H8

Should you have any questions, please don't hesitate to contact Sherry Doak via email or at (250) 387-1862.

Thank you for your patience.

R.

Rebekah Ford
Internal Communications Officer
Open Government
Ministry of Education
☎ 250.882.6840

<C13-2443 Remedia Business Solutions GSA.pdf>

Carroll, Scott CITZ:EX

From: Johnston, Ashley CITZ:EX
Sent: Wednesday, August 22, 2012 3:19 PM
To: Bohn, Dominique CITZ:EX; Neufeld, Blair CITZ:EX
Cc: Young, Deanna C EDUC:EX; Charleson, Christopher EDUC:EX
Subject: FW: User Experience Stakeholder Recruiting

-----Original Message-----

From: Daniela Hassman [mailto:Daniela@smartpointresearch.com]
Sent: Wednesday, August 22, 2012 3:16 PM
To: Johnston, Ashley LCTZ:EX
Subject: Re: User Experience Stakeholder Recruiting

Hi Ashley,
Thank you for the call today and my sincere apologies for how the groups we spoke about turned out.

We will not invoice anything for the Kamloops groups.

Additionally, if you would consider working with us in the future, I will personally work on your project directly and be the main point of contact.

Best regards,
Daniela

On 12-03-22 6:37 PM, "Johnston, Ashley LCTZ:EX"
<Ashley.Johnston@gov.bc.ca> wrote:

>Hi Daniela,
>Thank you so much for all of your help! I do not see a sign in sheet,
>however. Is it attached to a different email?
>Thank you,
>Ashley
>
>
>From: Daniela Hassman [Daniela@smartpointresearch.com]
>Sent: Thursday, March 22, 2012 5:06 PM
>To: Johnston, Ashley LCTZ:EX
>Cc: 'Jess McMullin'
>Subject: Re: User Experience Stakeholder Recruiting
>
>Hi Ashley & Jess,
>Please find the final profile grids attached. We were only able to pull
>of booking 8 people with the short timeframe.
>I do need the respondents to sign our sign sheet and I need that sign
>sheet faxed or scanned and emailed back to us.
>Daniela
>--
>Daniela Hassman
>Founder
>SmartPoint Research Inc.
>Marketing Research Services | CoastalViews Facility
>301-1140 Homer Street

>Vancouver, BC V6B 2X6
>
>main: 604.484.4111 ext. 1301
>toll free: 1.855.484.4111 ext. 1301
>
>email: daniela@smartpointresearch.com
>website: http://www.smartpointresearch.com
>
>
>From: "Johnston, Ashley LCTZ:EX"
><Ashley.Johnston@gov.bc.camailto:Ashley.Johnston@gov.bc.ca>>
>Date: Wed, 21 Mar 2012 12:08:57 -0700
>To: Daniela Hassman
><daniela@smartpointresearch.commailto:daniela@smartpointresearch.com>>
>Cc: 'Jess McMullin' <jess@ctzn.camailto:jess@ctzn.ca>>
>Subject: RE: User Experience Stakeholder Recruiting
>
>OH yes. That was my typo. There are only those questions.
>Thank you,
>Ashley
>
>From: Daniela Hassman [mailto:Daniela@smartpointresearch.com]
>Sent: Wednesday, March 21, 2012 11:53 Apom
>To: Jess McMullin
>Cc: Johnston, Ashley LCTZ:EX
>Subject: Re: User Experience Stakeholder Recruiting
>
>I will send an invoice your way by EOD today.
>
>In regards to the screener can you confirm that there are only
>questions #1, 2, 3, 4, and 14 and no other questions in between?
>
>Daniela
>
>From: Jess McMullin <jess@ctzn.camailto:jess@ctzn.ca>>
>Date: Wed, 21 Mar 2012 12:44:26 -0600
>To: Daniela Hassman
><daniela@smartpointresearch.commailto:daniela@smartpointresearch.com>>
>Cc: "Johnston, Ashley LCTZ:EX"
><Ashley.Johnston@gov.bc.camailto:Ashley.Johnston@gov.bc.ca>>
>Subject: Re: User Experience Stakeholder Recruiting
>
>Daniela,
>
>Great!
>
>Can you update the quote below to be with my company (since I already
>have a contract for this project it's much easier to amend my contract
>to add dollars for you rather than setting up a new government contract
>just for the recruiting).
>
>My info
>
>Jess McMullin
>Citizen Experience Inc.
>7020 187 St. NW
>Edmonton, AB

>T5T 2W2
 >780-709-9396
 >
 >On Wed, Mar 21, 2012 at 12:14 PM, Daniela Hassman
 ><Daniela@smartpointresearch.com<mailto:Daniela@smartpointresearch.com>>
 >wrote:
 >Looks good. Very straight forward. We will get started on this today!
 >We can iron out contract and invoicing details later on today as the
 >important thing right now is to find some participants for you.
 >Daniela
 >--
 >Daniela Hassman
 >Founder
 >SmartPoint Research Inc.
 >Marketing Research Services | CoastalViews Facility
 >301-1140 Homer Street
 >Vancouver, BC V6B 2X6
 >
 >main: 604.484.4111 ext. 1301<tel:604.484.4111%20ext.%201301>
 >toll free: 1.855.484.4111 ext. 1301<tel:1.855.484.4111%20ext.%201301>
 >
 >email:
 >daniela@smartpointresearch.com<mailto:daniela@smartpointresearch.com>
 >website: <http://www.smartpointresearch.com>
 >
 >From: "Johnston, Ashley LCTZ:EX"
 ><Ashley.Johnston@gov.bc.ca<mailto:Ashley.Johnston@gov.bc.ca>>
 >Date: Wed, 21 Mar 2012 10:11:53 -0700
 >To: Daniela Hassman
 ><daniela@smartpointresearch.com<mailto:daniela@smartpointresearch.com>>
 >Cc: "Bohn, Dominique LCTZ:EX"
 ><Dominique.Bohn@gov.bc.ca<mailto:Dominique.Bohn@gov.bc.ca>>, 'Jess
 >McMullin' <jess@ctzn.ca<mailto:jess@ctzn.ca>>
 >
 >Subject: RE: User Experience Stakeholder Recruiting
 >
 >Hi Daniela,
 >Attached is the screener for our stakeholders in Prince George. I have
 >cc'd Jess McMullin on this email, as he will be the one signing the
 >contact with you.
 >Other than the screener is there anything else the two of you need from
 >me while you work out the details?
 >
 >Thank you so much for your help,
 >Ashley Johnston
 >
 >From: Daniela Hassman [mailto:Daniela@smartpointresearch.com]
 >Sent: Tuesday, March 20, 2012 5:49 PM
 >To: Johnston, Ashley LCTZ:EX
 >Subject: Re: User Experience Stakeholder Recruiting
 >
 >Sounds good.
 >Thank you.
 >Regards,
 >Daniela
 >
 >From: "Johnston, Ashley LCTZ:EX"

><Ashley.Johnston@gov.bc.ca<mailto:Ashley.Johnston@gov.bc.ca>>
>Date: Tue, 20 Mar 2012 17:39:34 -0700
>To: Daniela Hassman
><daniela@smartpointresearch.com<mailto:daniela@smartpointresearch.com>>
>Subject: RE: User Experience Stakeholder Recruiting
>
>Hi Daniela,
>I have a screener drafted however I want to send it to my team to look
>over before I send it. Can I send this your way early tomorrow morning?
>
>Thank you,
>Ashley Johnston
>
>From: Daniela Hassman [mailto:Daniela@smartpointresearch.com]
>Sent: Tuesday, March 20, 2012 4:48 PM
>To: Johnston, Ashley LCTZ:EX
>Subject: Re: User Experience Stakeholder Recruiting
>
>Hi Ashley,
>Peter from our sister company HealthViews is working with your
>colleague Genevieve on a similar project. Genevieve has a screener that
>you could base your screener on. We can start the study ASAP but we
>need to have one of those screeners.
>Let me know if we can help.
>Daniela
>--
>Daniela Hassman
>Founder
>SmartPoint Research Inc.
>Marketing Research Services | CoastalViews Facility
>301-1140 Homer Street
>Vancouver, BC V6B 2X6
>
>main: 604.484.4111 ext. 1301<tel:604.484.4111%20ext.%201301>
>toll free: 1.855.484.4111 ext. 1301<tel:1.855.484.4111%20ext.%201301>
>
>email:
>daniela@smartpointresearch.com<mailto:daniela@smartpointresearch.com>
>website: http://www.smartpointresearch.com
>
>
>
>From: "Johnston, Ashley LCTZ:EX"
><Ashley.Johnston@gov.bc.ca<mailto:Ashley.Johnston@gov.bc.ca>>
>Date: Tue, 20 Mar 2012 16:21:08 -0700
>To: Daniela Hassman
><daniela@smartpointresearch.com<mailto:daniela@smartpointresearch.com>>
>Subject: RE: User Experience Stakeholder Recruiting
>
>Hi Daniela,
>Yes, we are considering a recruiter for April, however we were hoping
>to also find a last minute recruiter for a trip we are doing up to
>Prince George in two days. Would you be able to offer any sort of
>assistance in this time frame?
>
>Thank you,
>Ashley Johnston

>
>From: Daniela Hassman [mailto:Daniela@smartpointresearch.com]
>Sent: Tuesday, March 20, 2012 2:37 PM
>To: Johnston, Ashley LCTZ:EX
>Subject: Re: User Experience Stakeholder Recruiting
>
>Hi Ashley,
>I just noticed in your email that you'd be looking to get this study
>done prior to March 30th. That timeline is super tight but we may
>potentially be able to help you with it. However, we'd need to iron out
>all the details ASAP.
>
> * Do you have locations booked?
> * Would you be able to send the screener by no later than tomorrow?
>
>Let me know if we can help.
>Daniela
>--
>Daniela Hassman
>Founder
>SmartPoint Research Inc.
>Marketing Research Services | CoastalViews Facility
>301-1140 Homer Street
>Vancouver, BC V6B 2X6
>
>main: 604.484.4111 ext. 1301<tel:604.484.4111%20ext.%201301>
>toll free: 1.855.484.4111 ext. 1301<tel:1.855.484.4111%20ext.%201301>
>
>email:
>daniela@smartpointresearch.com<mailto:daniela@smartpointresearch.com>
>website: http://www.smartpointresearch.com
>
>
>From: "Johnston, Ashley LCTZ:EX"
><Ashley.Johnston@gov.bc.ca<mailto:Ashley.Johnston@gov.bc.ca>>
>Date: Thu, 15 Mar 2012 15:21:14 -0700
>To: Daniela Hassman
><daniela@smartpointresearch.com<mailto:daniela@smartpointresearch.com>>
>Subject: RE: User Experience Stakeholder Recruiting
>
>Hello Daniela,
>Thank you so much for your prompt response. In short, we're looking for
>up to ten 1-on-1 qualitative phone interviews (45min-1hr) + 4 two hour
>workshops/focus groups (6-12 participants). Locations TBD in Interior,
>Lower Mainland, North Island & Victoria.
>
>Our general public group screens as outlined:
>
> * Participant or immediate family member must not work in government,
>media, advertising, marketing, IT or design.
> * Participants must be fluent in English
> * Participants cannot have participated in a focus group or similar
>in-person market research within the past 6 months.
> * Geographic diversity for interviews (need to include participants
>across the province, cut off after 5 in South Island / Lower Mainland).
> * We'd prefer a mix of gender ~50/50 but can go as far as 70/30 either
>way for a given workshop and for our interview group.

> * A mix of ethnicities, incomes, etc. is desirable but not a requirement

> * If they ask: For workshops we'd look at recruiting 10 with 8 to show

>Some of our stakeholders have been exactly identified with contact information and all. Other stakeholders will need to be recruited using the general screener above as well as by type (ie someone who works in the forestry industry) Please let me know if you need any more information for your estimate.

>Thank you,

>Ashley Johnston

>

>

>From: Daniela Hassman [mailto:Daniela@smartpointresearch.com]

>Sent: Tuesday, March 13, 2012 11:38 AM

>To: Johnston, Ashley LCTZ:EX

>Cc: Melissa Chutskoff

>Subject: Re: User Experience Stakeholder Recruiting

>

>Hi Ashley,

>I would like to find out a bit more information as to who the stakeholders are as we may be able to reduce the recruitment pricing depending on who has been identified as a stakeholder.

>Please be in touch.

>Many thanks,

>Daniela

>--

>Daniela Hassman

>Founder

>SmartPoint Research Inc.

>Marketing Research Services | CoastalViews Facility

>301-1140 Homer Street

>Vancouver, BC V6B 2X6

>

>main: 604.484.4111 ext. 1301<tel:604.484.4111%20ext.%201301>

>toll free: 1.855.484.4111 ext. 1301<tel:1.855.484.4111%20ext.%201301>

>

>email:

>daniela@smartpointresearch.com<mailto:daniela@smartpointresearch.com>

>website: <http://www.smartpointresearch.com>

>

>

>From: Melissa Chutskoff

><melissa@smartpointresearch.com<mailto:melissa@smartpointresearch.com>>

>Date: Tue, 13 Mar 2012 11:25:43 -0700

>To: "Johnston, Ashley LCTZ:EX"

><Ashley.Johnston@gov.bc.ca<mailto:Ashley.Johnston@gov.bc.ca>>, Info_SP

><info@smartpointresearch.com<mailto:info@smartpointresearch.com>>

>Subject: RE: User Experience Stakeholder Recruiting

>

>Hi Ashley,

>

>Thank you for contacting SmartPoint Research.

>

>Please find a quote attached.

>

>If you have any questions, please do not hesitate to contact me via email or phone.

>
>Best regards,
>
>Melissa Chutskoff
>Marketing Research Assistant, Team Leader SmartPoint Research Inc.
>Marketing Research Services | CoastalViews Facility
>301-1140 Homer Street
>Vancouver, BC V6B 2X6
>
>main: 604.484.4111 ext. 1302<tel:604.484.4111%20ext.%201302>
>toll free: 1.855.484.4111 ext. 1302<tel:1.855.484.4111%20ext.%201302>
>
>Email:
>melissa@smartpointresearch.com<mailto:melissa@smartpointresearch.com>
>Website: www.smartpointresearch.com<http://www.smartpointresearch.com>
>
>
>
>
>
>
>From: Johnston, Ashley LCTZ:EX [mailto:Ashley.Johnston@gov.bc.ca]
>Sent: Tuesday, March 13, 2012 8:31 AM
>To: Info_SP
>Subject: User Experience Stakeholder Recruiting
>
>Hello,
>I am contacting you in regards to obtaining a quote for a user
>experience recruiter. My team is currently seeking external assistance
>in managing and recruiting external stakeholders in the Natural
>Resource Sector to give us a cross section of the population across BC.
>Our team is looking for someone who can aid us in finding, securing,
>and organizing approximately 60 interviews and/or workshops with some
>of our stakeholders. Our team currently has identified the 'types' of
>stakeholders we need to interview, however have not made any contact as
>of yet.
>
>As our time on our research project is limited, we would need a
>recruiter as soon as possible. We would be needing assistance for
>approximately 2-3 weeks, with an end date no later than March 30th.
>
>Please let us know if you have anyone on your team who is available for
>this project and an estimated price for your services. If you need any
>more information, please feel free to contact me either by email or the
>phone number listed below.
>
>Thank you for your consideration,
>
>Ashley Jade Johnston
>Project Coordinator
>Corporate Data & Web Services
>Ministry of Labour, Citizen's Services & Open Government
>(250)589-5413<tel:%28250%29589-5413>
>
>

Pages 195 through 196 redacted for the following reasons:

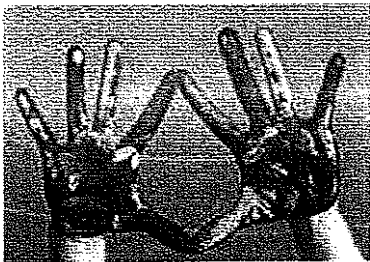
Not Responsive

Carroll, Scott CITZ:EX

From: Gaudet, Eve EDUC:EX
Sent: Monday, September 17, 2012 5:00 PM
To: Shaw, Beverley EDUC:EX
Subject: FW: Educ - School Choices Application 13-006 Recovery
Attachments: JV 41117 437 Educ - School Choices Application 13-006 Sierra CO-149 (Final).pdf

This will come out of your budget

Eve Gaudet
Director of Open Government
Ministry of Education
620 Superior Street
Victoria BC
250-415-3966



B.C.'s EDUCATION PLAN

ON THE WEB: www.bcedplan.ca

ON TWITTER: @BCEdPLAN

From: Yang, Jenny LCTZ:EX
Sent: Thursday, August 2, 2012 2:47 PM
To: Gaudet, Eve EDUC:EX
Cc: Smith, Karen A LCTZ:EX
Subject: Educ - School Choices Application 13-006 Recovery

Hi Eve,

Please find attached JV for your records. Thanks.

Jenny Yang
A/Financial Business Analyst | Strategic Initiatives Division |
Ministry of Labour, Citizens' Services and Open Government
t: 250.952.7956 | f: 250.387.2144 | e: jenny.yang@gov.bc.ca



2 DOCUMENT NO.

41117 437

Copy to: OTHER MINISTRY

Carroll, Scott CITZ:EX

From: Shaw, Beverley EDUC:EX
Sent: Tuesday, September 18, 2012 8:39 AM
To: Gaudet, Eve EDUC:EX
Subject: RE: School Choices Budget and Expenditures

I think it might be the amounts in red. This is from the signed off change agreement we did with LCTZ in July:

Education:

- Contractor Design Work up to July 13th, 2012 - \$37,560.00.
- Travel and participant incentives expenses for July 16th, 2012 to September 1st, 2012 incurred by LCTZ staff – approximately \$2,500.00.
- LCTZ staff costs for July 16th, 2012 to September 1st, 2012 to complete the design and research – \$9500.00
- Education staff costs and expenses.

Beverley Shaw
Director, Business Integration
Open Government and Community Partnerships
Ministry of Education
New Phone: (250) 415-1662

 Please consider the environment before printing this email.

BC's EDUCATION PLAN
ON THE WEB: WWW.BCEDPLAN.CA
ON TWITTER: @BCEDPLAN

From: Gaudet, Eve EDUC:EX
Sent: Monday, September 17, 2012 5:07 PM
To: Shaw, Beverley EDUC:EX
Subject: RE: School Choices Budget and Expenditures

So far the only costs incurred are:

- Catering in Vancouver for UX design \$551
- UX design Von Sacken \$54
- CTZ jv - \$37560 which I flipped a copy to you.

There is another cost for 13,860 but I can't figure out what it is for? For some reason I think it was associated with his project. Ring a bell?

Eve Gaudet
Director of Open Government
Ministry of Education
620 Superior Street
Victoria BC
250-415-3966

<< OLE Object: Picture (Device Independent Bitmap) >>

B.C.'s EDUCATION PLAN


ON THE WEB: WWW.BCEDPLAN.CA

ON TWITTER: @BCEDPLAN

From: Shaw, Beverley EDUC:EX
Sent: Monday, September 17, 2012 3:58 PM
To: Gaudet, Eve EDUC:EX
Subject: RE: School Choices Budget and Expenditures

Yes, that's ok, but I would still like to know what expenses are being transferred to me, so I know what is outstanding.

Beverley Shaw
Director, Business Integration
Open Government and Community Partnerships
Ministry of Education
New Phone: (250) 415-1662

 Please consider the environment before printing this email.

BC's EDUCATION PLAN
ON THE WEB: WWW.BCEDPLAN.CA
ON TWITTER: @BCEDPLAN

From: Gaudet, Eve EDUC:EX
Sent: Monday, September 17, 2012 3:50 PM
To: Shaw, Beverley EDUC:EX
Subject: RE: School Choices Budget and Expenditures

I have gone through all my budget stuff and am working with Tari on this – including the expenditures for DYS. But it isn't reflected on this one as I missed the deadline

Eve Gaudet
Director of Open Government
Ministry of Education
620 Superior Street
Victoria BC
250-415-3966

<< OLE Object: Picture (Device Independent Bitmap) >>

B.C.'s EDUCATION PLAN

ON THE WEB: WWW.BCEDPLAN.CA

ON TWITTER: @BCEDPLAN

From: Shaw, Beverley EDUC:EX
Sent: Monday, September 17, 2012 3:09 PM
To: Gaudet, Eve EDUC:EX
Subject: School Choices Budget and Expenditures

Hi Eve—do you know where the expenditures for school choices have gone? I have the budget, but no expenditures. I am guessing that the expenses have been charged against your budget, so we should probably have them transferred to my account to keep things clean. Can we sit down and figure this out?

Beverley Shaw
Director, Business Integration
Open Government and Community Partnerships
Ministry of Education
New Phone: (250) 415-1662



Please consider the environment before printing this email.

BC's EDUCATION PLAN
ON THE WEB: WWW.BCEDPLAN.CA
ON TWITTER: @BCEDPLAN