

Doyle, Dan PREM:EX

From: s.17
Sent: Friday, October 23, 2015 10:53 AM
To: Doyle, Dan PREM:EX
Subject: Memo
Attachments: 2015 10 23 Memo.doc

Dan, as discussed. Please send this memo to all Political Staff



October 23, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

Until Mr. Loukidelis completes his work, I am further directing my Cabinet Ministers and all political staff, to keep all the emails they send, regardless of whether they are transitory or not.

There can be conflicting views on how the rules have been applied over the decades. It is my expectation that we do our utmost to follow the regulations around Freedom of Information. But, we also need to recognize that technology, as well as public expectations are evolving.

We can, and should, take this additional step to give our citizens greater confidence that their government is open and accountable.

Sincerely,

Christy Clark
Premier

Doyle, Dan PREM:EX

From: Doyle, Dan PREM:EX
Sent: Friday, October 23, 2015 10:59 AM
To: LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants
Subject: Memo from Premier Clark
Attachments: 2015 10 23 Memo.pdf

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle
Chief of Staff to Premier Christy Clark



October 23, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

Until Mr. Loukidelis completes his work, I am further directing my Cabinet Ministers and all political staff, to keep all the emails they send, regardless of whether they are transitory or not.

There can be conflicting views on how the rules have been applied over the decades. It is my expectation that we do our utmost to follow the regulations around Freedom of Information. But, we also need to recognize that technology, as well as public expectations are evolving.

We can, and should, take this additional step to give our citizens greater confidence that their government is open and accountable.

Sincerely,

Christy Clark
Premier

Doyle, Dan PREM:EX

From: Plecas, Bobbi PREM:EX
Sent: Friday, October 30, 2015 2:23 PM
To: Cadario, Michele PREM:EX; Doyle, Dan PREM:EX; Chin, Ben PREM:EX
Subject: Loukidelis Terms of Reference FINAL
Attachments: Loukidelis Terms of Reference FINAL.docx

Please find attached the final Terms of Reference for Mr. Loukidelis. These have been approved by Mr. Loukidelis.

Terms of Reference

On October 22, 2015, Elizabeth Denham, Information and Privacy Commissioner for British Columbia, released an investigation report entitled "*Access Denied: Record Retention and Disposal Practices of the Government of British Columbia*" (the "Report").

Government is committed to ensuring that it complies with its obligations under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and records management legislation. Government is also committed to dealing with the records management concerns referenced in the Report in a manner that is transparent and inspires public confidence.

The Commissioner made a number of findings in the Report. The Commissioner also provided eleven recommendations to Government in the Report. Some of those recommendations will be actioned by Government immediately. Some of the recommendations in the Report (8 and 11) will require legislative amendment and have been referred for consideration to the Select Standing Committee to Review the Freedom of Information and Protection of Privacy Act.

A number of findings and recommendations in the Report dealt with records management issues. Those findings and recommendations require careful consideration by Government.

To that end, Government has retained David Loukidelis, Q.C., former Information and Privacy Commissioner for British Columbia, to assist Government in dealing with the findings and recommendations in the Report dealing with records management issues.

Mr. Loukidelis will provide the following services to Government:

1. Advice to Government in relation to the records management findings and recommendations found in the Report, including advice on any policies, procedures, structures and/or technical measures that Government could implement to ensure compliance with records management requirements. That advice will include recommendations and guidance concerning the types of records that need not be retained under applicable records management requirements. The advice will also include any FOIPPA requirements to retain records.
2. The provision of training to Ministers and staff in their offices, including the Office of the Premier, and advice on records management training to be carried-out across the public service.

3. Recommendations concerning the establishment of an ongoing practice review process to ensure records management processes across Government are improved over time.

~~4. Any additional recommendations or advice to government he deems appropriate in light of the Report's findings and recommendations.~~

All advice provided by Mr. Loukidelis to Government will be made publicly available.

Mr. Loukidelis has advised that he anticipates completing this work before December 15, 2015, with the training contemplated in paragraph 2 being provided as early in 2016 as practicable.

Exceptions to Disclosure

Section 12: Cabinet Confidences

~~A provincial government public body must withhold information that would reveal~~
Cabinet confidences. This section also allows local public bodies to withhold information that was discussed at closed-door (in camera) meetings.

Section 13: Advice or Recommendations

Section 13 allows a public body to withhold advice or recommendations.

Section 14: Legal Advice

In the same way that communications with your lawyer is confidential, Section 14 allows a public body to withhold communications between itself and its legal counsel.

Section 15: Law Enforcement

Public bodies may withhold information that would harm a law enforcement matter.

Section 16: Intergovernmental Relations

Matters which could harm the relations between B.C.'s levels of government and governments from other provinces and jurisdictions may be withheld under this section.

Section 17: Financial or Economic Harm

This section allows public bodies to withhold information which, if released, would cause financial or economic harm to the public body or to the government.

Section 18: Conservation of Heritage Sites

Information about heritage sites which would result in the exploitation or destruction of those sites can be withheld from disclosure.

Section 19: Harm to Individual or Public Safety

Information that could result in harm to any person's mental, physical or emotional health or to public safety can be withheld under this section.

Section 20: Information Soon to be Published

A public body may withhold information from an applicant if it had already planned to release or publish information within 60 days, or if it is already for sale to the public.

Section 21: Harm to Business Interests

Public bodies are often in possession of commercial or financial information of outside businesses and must withhold that information from an applicant if releasing it would cause harm to the business.

Section 22: Harm to Personal Privacy

Your personal information belongs to you, and except in very limited circumstances, public bodies must not release your information to anyone but you.

Cadario, Michele PREM:EX

From: Southern, Evan PREM:EX
Sent: Monday, October 26, 2015 9:36 AM
To: Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; McPhee, Jordan PREM:EX; Gjoka, Ina PREM:EX; Ives, Andrew PREM:EX; Oliphant, Sam PREM:EX; Toda, Sarah PREM:EX; Grant, Wade PREM:EX; Kay, Maclean PREM:EX; Dolan, Chelsea PREM:EX; Carey, Linda J PREM:EX; Bremner, Virginia PREM:EX
Cc: Leamy, Michelle T PREM:EX
Subject: FOI Protocol

Hi all,

Effective immediately, this is the new process for how we handle FOI requests directed to the Executive Branch. The Deputy Minister Office will be sending you an email that contains the wording of the request plus a date range by which you are to respond back to them with either records pertaining to that request or a 'no records response'.

If you have any questions on this process, please don't hesitate to ask either myself or Michelle Leamy.

Thank you
Evan

Evan Southern
Director of Issues Management
Office of the Premier
C: 250-480-9095

s.17

From: Bennett, Bill MEM:EX
Sent: Saturday, October 24, 2015 9:59 AM
To: s.17
Subject: Re: Memo from the Premier

Thank you Premier. I confirm receipt of your direction and will follow that direction.

Bill

Sent from Bill Bennett,
Minister of Energy & Mines
British Columbia

On Oct 23, 2015, at 12:09 PM, s.17

wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

<2015 10 23 Letter.pdf>

Doyle, Dan PREM:EX

From: Stone, Todd TRAN:EX
Sent: Friday, October 23, 2015 11:13 AM
To: s.17 Doyle, Dan PREM:EX
Subject: Re: Memo from the Premier
Categories: MLA

Received.
Todd Stone

Sent from my iPhone

On Oct 23, 2015, at 11:09 AM^{s.17} > wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

<2015 10 23 Letter.pdf>

s.17

From: Anton, Suzanne JAG:EX
Sent: Saturday, October 24, 2015 9:25 AM
To: s.17
Subject: Re: Memo from the Premier

Yes and yes. Good advice.
Have a good WE.

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: s.17
Sent: Friday, October 23, 2015 11:09
To: Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX
Subject: Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

From: Coleman, Rich MEM:EX
Sent: Saturday, October 24, 2015 9:04 AM
To: Wat, Teresa MIT:EX; s.17 Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX
Subject: Re: Memo from the Premier

Received, read, rich

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Wat, Teresa MIT:EX
Sent: Friday, October 23, 2015 11:12 AM
To: s.17 ; Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX
Subject: Re: Memo from the Premier

Hi Premier,
I have read the memo and will follow the new procedures.
Thank you.
Sincerely,
Teresa

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: s.17
Sent: Friday, October 23, 2015 11:09 AM
To: Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX
Subject: Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

s.17

From: Bond, Shirley B JTST:EX
Sent: Friday, October 23, 2015 2:41 PM
To: s.17
Subject: Re: Memo from the Premier

Premier,
Understood. I have read and of course will follow the procedure as laid out.
SBond

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: s.17
Sent: Friday, October 23, 2015 11:09 AM
To: Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX
Subject: Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

s.17

From: Oakes, Coralee SBRT:EX
Sent: Friday, October 23, 2015 2:25 PM
To: s.17
Subject: Re: Memo from the Premier

Dear Premier;

I confirm that I have received and read that memo and will follow procedures. I have also discussed memo with clear expectations to follow procedures identified.

With respect

Coralee Oakes

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: s.17
Sent: Friday, October 23, 2015 11:09 AM
To: Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX
Subject: Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

s.17

From: Stilwell, Michelle SDSI:EX
Sent: Friday, October 23, 2015 1:30 PM
To: s.17
Subject: Re: Memo from the Premier

Premier,

I have received the letter and have reinforced the same with my staff.

Best,

Michelle Stilwell, MLA Parksville-Qualicum
Minister of Social Development and Social Innovation



Sent from my iPad

On Oct 23, 2015, at 11:09 AM, s.17

• wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

<2015 10 23 Letter.pdf>

s.17

From: Wilkinson, Andrew AVED:EX
Sent: Friday, October 23, 2015 1:06 PM
To: s.17
Subject: Re: Memo from the Premier

. Confirmed on both points.

Sent from my iPad

On Oct 23, 2015, at 11:09 AM, s.17

wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

<2015 10 23 Letter.pdf>

From: Fassbender, Peter CSCD:EX
Sent: Friday, October 23, 2015 12:21 PM
To: s.17 Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX
Subject: Re: Memo from the Premier

Premier

Have received the letter and have reinforced the same with staff.

MPF

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: s.17
Sent: Friday, October 23, 2015 11:09 AM
To: Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX
Subject: Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

s.17

From: Yamamoto, Naomi TRAN:EX
Sent: Friday, October 23, 2015 11:45 AM
To: s.17
Subject: Re: Memo from the Premier

Email received and will be following the new procedures.
Naomi

Sent from my iPhone

On Oct 23, 2015, at 11:09 AM, s.17 wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

<2015 10 23 Letter.pdf>

s.17

From: Polak, Mary ENV:EX
Sent: Friday, October 23, 2015 11:28 AM
To: s.17
Subject: Re: Memo from the Premier

Received and will follow the new procedures as outlined.
Thanks
M

Sent from my iPad

On Oct 23, 2015, at 11:09 AM, s.17 wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

<2015 10 23 Letter.pdf>

s.17

From: Bernier, Mike EDUC:EX
Sent: Friday, October 23, 2015 11:28 AM
To: s.17
Subject: Re: Memo from the Premier

Thanks very much. I have received and I am following all procedures.

Mike

On Oct 23, 2015, at 11:09 AM, s.17 wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

<2015 10 23 Letter.pdf>

s.17

From: Letnick, Norm AGRI:EX
Sent: Friday, October 23, 2015 11:24 AM
To: s.17
Subject: Re: Memo from the Premier

Yes and yes.

Norm Letnick, MLA
Minister of Agriculture

On Oct 23, 2015, at 11:09 AM, s.17 wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

<2015 10 23 Letter.pdf>

s.17

From: Virk, Amrik MTJC:EX
Sent: Friday, October 23, 2015 11:19 AM
To: s.17
Subject: Re: Memo from the Premier

Premiere

I am acknowledging receipt of the email and the attached memo. I am confirming compliance with new procedures set out in the memo.

Amrik S. Virk
Minister of Technology, Innovation & Citizens' Services

On Oct 23, 2015, at 11:09 AM, s.17 _____ wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

<2015 10 23 Letter.pdf>

s.17

From: Rustad, John ABR:EX
Sent: Friday, October 23, 2015 11:23 AM
To: s.17
Subject: Re: Memo from the Premier

Premier, thank you for your leadership on this issue. I will make sure that my sent emails and my staff's sent email are not deleted until we receive further direction.

Regards,
John

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: s.17

Sent: Friday, October 23, 2015 11:09 AM

To: Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX

Subject: Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

s.17

From: Lake, Terry HLTH:EX
Sent: Friday, October 23, 2015 11:18 AM
To: s.17
Subject: Re: Memo from the Premier

Received.

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: s.17
Sent: Friday, October 23, 2015 11:09 AM
To: Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX
Subject: Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

s.17

From: Thomson, Steve FLNR:EX
Sent: Friday, October 23, 2015 11:18 AM
To: s.17
Subject: Re: Memo from the Premier

Received

Sent from my iPhone

On Oct 23, 2015, at 11:09 AM, s.17

wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

<2015 10 23 Letter.pdf>

s.17

From: Cadieux, Stephanie MCF:EX
Sent: Friday, October 23, 2015 11:15 AM
To: s.17
Subject: Re: Memo from the Premier

Confirming receipt. Thank you and will keep all sent email.

Stephanie

Sent from my iPhone

On Oct 23, 2015, at 11:09 AM, s.17

wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

<2015 10 23 Letter.pdf>

From: Wat, Teresa MIT:EX
Sent: Friday, October 23, 2015 11:13 AM
To: s.17 Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX
Subject: Re: Memo from the Premier

Hi Premier,
I have read the memo and will follow the new procedures.
Thank you.
Sincerely,
Teresa

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: s.17
Sent: Friday, October 23, 2015 11:09 AM
To: Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX
Subject: Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

s.17

From: Stone, Todd TRAN:EX
Sent: Friday, October 23, 2015 11:13 AM
To: s.17 Doyle, Dan PREM:EX
Subject: Re: Memo from the Premier

Received.
Todd Stone

Sent from my iPhone

On Oct 23, 2015, at 11:09 AM, s.17 wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,
Premier Clark

<2015 10 23 Letter.pdf>

Page 30

Withheld pursuant to/removed as

s.14

Page 31 to/à Page 32

Withheld pursuant to/removed as

s.14;s.13

Plecas, Bobbi PREM:EX

From: Plecas, Bobbi PREM:EX
Sent: Friday, October 30, 2015 9:25 AM
To: Fraser, John Paul GCPE:EX
Subject: Loukidelis Terms of Reference 6 (2)
Attachments: Loukidelis Terms of Reference 6 (2).docx

Attached please find the (nearly) final draft of the terms of reference. The date for the submission of the report is noted incorrectly as December 31, 2015. This is a typo - Mr. Loukedelis has verbally agreed to December 15th.

Bobbi

Page 34 to/à Page 35

Withheld pursuant to/removed as

s.13

Page 36

Withheld pursuant to/removed as

s.14

Page 37 to/à Page 38

Withheld pursuant to/removed as

s.14;s.13

Page 39

Withheld pursuant to/removed as

s.14

Plecas, Bobbi PREM:EX

From: Plecas, Bobbi PREM:EX
Sent: Thursday, October 29, 2015 2:29 PM
To: David Loukidelis QC (david@loukidelis.ca)
Subject: Loukidelis Terms of Reference 4
Attachments: Loukidelis Terms of Reference 4.docx

Draft for your consideration.

Bobbi

Bobbi Plecas

Associate Deputy Minister
Corporate Initiatives
Office of the Premier
Room 272, West Annex, Parliament Buildings
Victoria BC V8W 9E1
250 387 7988 bobbi.plecas@gov.bc.ca

Page 41

Withheld pursuant to/removed as

s.14

Page 42

Withheld pursuant to/removed as

s.14;s.13

Page 43 to/à Page 46

Withheld pursuant to/removed as

s.14

Page 47

Withheld pursuant to/removed as

s.14;s.13

Page 48 to/à Page 52

Withheld pursuant to/removed as

s.14

Page 53 to/à Page 54

Withheld pursuant to/removed as

s.14;s.13

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Withheld pursuant to/removed as

s.14

Leamy, Michelle T PREM:EX

FOI Session to SBRT:EX
10/15 at the Lab 5

From: Leamy, Michelle T PREM:EX
Sent: Wednesday, October 7, 2015 2:17 PM
To: Kennard, Kimberley SBRT:EX
Subject: FOI Session

Hi -- it has been arranged! Oct 15 at 10:30am . . . held in s.15
MTICS, will be conducting the sessions. m

Brad Williams, from

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Friday, October 2, 2015 12:31 PM
To: Nugent, Tim EDUC:EX; Brosz, Corinne M JTST:EX; Volk, Frances PREM:EX; Uzdavinyas, Titas PREM:EX; Westcott, William PREM:EX; Charlebois, Collette AVED:EX; McGroarty, Shannon TRAN:EX; Borschneck, Lindsay TRAN:EX; McCormick, Erika HLTH:EX; Robertson, Derek HLTH:EX; Scheffel, Emile HLTH:EX
Subject: FOI Info Session
Attachments: Email Tips.pdf; Transitory Records Guide.pdf; Scan_20151002.pdf
Importance: High

Hi -- Thank you to everyone attending this morning! Here is the info, as promised. Please feel free to call me if you have any questions. m

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Monday, September 28, 2015 2:06 PM
To: Nugent, Tim EDUC:EX; Nanninga, Tanera PREM:EX; Brosz, Corinne M JTST:EX; Volk, Frances PREM:EX; Uzdevinys, Titas PREM:EX; Westcott, William PREM:EX; Charlebois, Collette AVED:EX; McGroarty, Shannon TRAN:EX; Borschneck, Lindsay TRAN:EX; McCormick, Erika HLTH:EX; Robertson, Derek HLTH:EX; Scheffel, Emile HLTH:EX; Cummings, Derek SBRT:EX
Subject: FOI Info Session - Oct 2 @ 10:00am

Hi – confirming your attendance at the upcoming FOI Info Session on Friday, October 2, 2015 from 10:00am – 11:00am.
The session will be held in s.15 Thanks. m

s.15



BRITISH
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Ministry of
Technology, Innovation
and Citizens' Services



Logistics and Business Services

RECORDS MANAGEMENT AND FREEDOM OF INFORMATION

Presented September 2015

Minister Bernier's Office

Sept 16

Self Admin - User Based

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Friday, September 11, 2015 4:07 PM
To: LP Chief of Staff; LP Administrative Coordinators
Subject: ~~FOI Info Session and Information Sharing and Privacy Awareness Training~~

Hi Everyone – Our next FOI Info Session for new staff will be held on **Friday, October 2 at 10:00am** in s.15
Can you please let me know the new staff who will be attending this session by the end of next week.

A reminder for those of you with new staff . . . they must register and complete this on-line course within their first few weeks. Please note that unless they mark the course as complete and do the survey, it will not be registered with the Learning Centre as a completed course. The Learning site has been revamped – the new link is included below.

IM 111: Information Sharing and Privacy Awareness Training for Employees

Description: Focussing on the employee's role and responsibilities in handling personal and confidential information and preventing information incidents in the workplace. Participants will learn how to handle information incidents, including privacy breaches.

Abstract: The Purpose of the course is to:

- build understanding and support a culture of privacy awareness of responsible information sharing; and
- develop capacity to respond effectively and correctly when breaches and information incidents (including privacy breaches) occur.

To receive credit for this activity you must complete all required tasks.

IM 111: Information Sharing and Privacy Awareness Training for Employees
Required -- Web-based (Duration : 1 Hrs)

Mark this Course as Complete
Required – Survey

NOTE To register for these courses and more, visit the learning system. »[Learning System](#)

Any questions, please call me!

Thanks.

m

Member	Parliamentary Secretary Responsibilities	Confirmation and MO Attendee
Ashton, Dan Penticton	• Parliamentary Secretary to the Minister of Finance	Sept 29 @ noon Greg Moy
Barnett, Donna Cariboo-Chilcotin	• Parliamentary Secretary to the Minister of Forests, Lands and Natural Resource Operations for Rural Development	Sept 21 @ 1pm Bruce Strongitharm
Gibson, Simon Abbotsford-Mission	• Parliamentary Secretary for Independent Schools	Sept 21 @ 5:30pm Corrie Delisle
Hogg, Gordon Surrey-White Rock	• Parliamentary Secretary for Youth Sport to the Minister of Community, Sport and Cultural Development	Sept 21 @ 1pm Kellie O'Brien
Kyllo, Greg Shuswap	• Parliamentary Secretary for the BC Jobs Plan to the Minister of Jobs, Tourism and Skills Training	Sept 21 @ 1pm No MO staff
Larson, Linda Boundary-Similkameen	• Parliamentary Secretary for Accessibility to the Minister of Social Development and Innovation	Oct 27 @ 3pm Val Richmond
Lee, Richard Burnaby North	• Parliamentary Secretary for the School of Chinese Medicine to the Minister of Advanced Education	Sept 21 @ 1pm Jordan Mason
Morris, Mike Prince George-MacKenzie	• Parliamentary Secretary to the Minister of Forests, Lands and Natural Resource Operations	Sept 21 @ 5:30pm Bruce Strongitharm
Plecas, Darryl Abbotsford South	• Parliamentary Secretary for Seniors to the Minister of Health	Sept 21 @ 1pm Emile Scheffel
Reimer, Linda Port Moody-Coquitlam	• Parliamentary Secretary to the Minister of Community, Sport and Cultural Development for Communities	Sept 21 @ 1pm Kellie O'Brien
Sturdy, Jordan West Vancouver-Sea to Sky	• Parliamentary Secretary for Energy Literacy and the Environment for Minister of Environment	Sept 21 @ 1pm Kevin Langlands
Thornthwaite, Jane North Vancouver-Seymour	• Parliamentary Secretary to the Minister of Children and Family Development for Child Mental Health and Anti-bullying	Sept 21 @ 1pm Terry Lalari
Throness, Laurie Chilliwack-Hope	• Parliamentary Secretary to the Minister of Justice and Attorney General for Corrections	Sept 21 @ 1pm Matt Mitschke
Yap, John Richmond-Steveston	• Parliamentary Secretary to the Minister of Small Business, Red Tape Reduction and Minister Responsible for Liquor Distribution Branch	Sept 21 @ 5:30pm Derek Cummings via phone

Leamy, Michelle T PREM:EX

From: McDonald, Seanna MTIC:EX
Sent: Monday, July 20, 2015 11:21 AM
To: Leamy, Michelle T PREM:EX
Subject: RE:
Attachments: FOI Training_Leg MO staff_Apr 2015.pptx; FOI Trg_Good Practice Tips for Calendars.pdf; Transitory Records Guide.pdf; Calendar Severing Guidelines.pdf; FOI BEST PRACTICES FOR MINISTRIES.PDF

Presentation and materials are attached and the list of confirmed attendees is below:

Gurpreet Vinning
Kim Kennard
Josh Stewart
--- Marissa Chan-Kent ---
Tristan Denniston
Jennifer Pougnet

From: Leamy, Michelle T PREM:EX
Sent: Monday, July 20, 2015 9:21 AM
To: McDonald, Seanna MTIC:EX
Subject:

Hi Seanna: Can you please send me a copy of the FOI presentation from July 10th along with the attendance list. Thanks so much! m

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Monday, July 6, 2015 10:13 AM
To: Vinning, Gurpreet S JTST:EX; Denniston, Tristan M JTST:EX; Kennard, Kimberley AVED:EX;
Stewart, Josh JAG:EX; Chan-Kent, Marissa MIT:EX; Cummings, Derek PREM:EX; Pougnet,
Jennifer ENV:EX
Subject: FOI Info Session - this Friday

Hi – confirming your attendance at the upcoming FOI Info Session on Friday, July 10th from 10:00am – 11:00am. The session will be held in s.15
Thanks. m



Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, June 2, 2015 9:28 AM
To: Sloane, Kari MCF:EX; Wilson, Cameron PREM:EX; Osmar, Haillie JAG:EX; Botry, Sanjay A
FIN:EX; Puhky, Brittany AGRI:EX; Bauer, Nakisha MTIC:EX *Meghan Malkovich*
Subject: FOI Info Session - June 5 @ 10:15am

Hi – confirming your attendance at the upcoming FOI Info Session on Friday, June 5th from 10:15am – 11:15am. The session will be held in s.15

Thanks. m

s.15



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Logistics and Business Services

FREEDOM OF INFORMATION

Presented April 2015

2 sessions held for Ministers with
these Cops

April 27 - April 28/2015

No attendance taken

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, April 28, 2015 9:04 AM
To: Delaney, Kirby FLNR:EX; Robbins, Lia EDUC:EX; Petryshyn, Yarko ENV:EX; Blake, Kristen SDSI:EX; Sketchley, Rani ABR:EX; Gibbs, Lisa AGRI:EX; Keene, Jeff SDSI:EX; Carey, Linda J AVED:EX; Grice, Rebecca MTIC:EX; Hart, Emma CSCD:EX; Rioux, Luke MEM:EX
Subject: Confirming Friday's FOI Info Session

B. Hockson ✓

Hi – This is to confirm your attendance at this Friday's FOI Info Session at 10:00am. Please note that we will be meeting in the s.15 , which is s.15 in the Buildings.

Thanks,

m

s.15

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Thursday, April 23, 2015 11:12 AM
To: LP Chief of Staff
Cc: LP Administrative Coordinators
Subject: FOI Info Session for New Staff

Hi Everyone – we have an FOI Info Session scheduled for **Friday, May 1 at 10:00am** for all new employees. If you can forward me the names of new staff in your office who will be attending by April 28th that would be great. The location of the session will be confirmed once we know number of attendees.

Also a reminder for those of you with new staff . . . they must also register and complete this on-line course within their first few weeks. Please note that unless they mark the course as complete and do the survey, it will not be registered with the Learning Centre as a completed course. The Learning site has been revamped – the new link is included below.

IM 111: Information Sharing and Privacy Awareness Training for Employees

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IM 111: Information Sharing and Privacy Awareness Training for Employees
Required -- Web-based (Duration : 1 Hrs)

Mark this Course as Complete
Required – Survey

NOTE To register for these courses and more, visit the learning system. [»Learning System](#)

Any questions, please call me!

Thanks.

m

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Friday, February 6, 2015 9:46 AM
To: Sandur, Parveen JTST:EX; Whitelock, Riley AGRI:EX; Petryshyn, Yarko ENV:EX; Togneri, Sebastian MEM:EX; Yardley, Ryan D MINGD:EX + *not in attendance*
Subject: FOI Info Session - February 13 *Black, Skibsted*

Hi All:

Confirming your attendance at the upcoming FOI Info Session. The session will be held next Friday in s.15
s.15 and starts at 10:00am.

See you there!

m

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, October 21, 2014 11:07 AM
To: Langlands, Kevin J JAG:EX; Martin, Rhianon HLTH:EX; La Forge, Jessica FLNR:EX;
Duncan, Tim A TRAN:EX
Subject: Friday's FOI Info Session - Location Change

Hi -- confirming your participation for the FOI Info Session being held this Friday at 10am. Since we have small group of participants we are now going to hold the Session in s.15 This is the meeting room located in s.15
s.15 Thanks. m

FOI Session – August 21, 2014

Angella Ok-Stone ✓

Kevin Langlands → ~~will attend next session~~

Caitlin Conroy ✓

Julia Phillips ✓

Greg Moy ✓

Marie Alaimo ✓

Alexandria Garcia ✓

Chakara Doherty ✓

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, June 10, 2014 3:38 PM
To: Butcher, Lynette MEM:EX; Diacu, Raz MTIC:EX; Sahota, Simran MTIC:EX; Borschneck, Lindsay MTIC:EX; ~~Driedger, Emily AGRI:EX; O'Byrne, Kirsten SDSI:EX; Sandhu, Justin~~
HLTH:EX; Campbell, Kirsten E FLNR:EX; Jones, Anthony MIT:EX; Pantazopoulos, Athina ABR:EX; Lalari, Gulshan CSCD:EX
Cc: Sandve, Chris MEM:EX; Chalmers, Jennifer MTIC:EX; Bill, Karen F AGRI:EX; Dick, Joan L SDSI:EX; Loiacono, Sabrina HLTH:EX; Strongitharm, Bruce FLNR:EX; Denney, Jay MIT:EX; Campbell, Carolyn ABR:EX; Ehl, Cameron CSCD:EX
Subject: FOI Info Session This Friday

Hi Everyone:

This is to confirm your attendance at the upcoming FOI Info Session this Friday at 10:00am. The Session will be held in s.15 of the Buildings and the sessions usually run about 30-40 minutes in length.

See you there!

m

Athina - not attending

→ *Plus one Wednes Day*

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: March-28-14 9:56 AM
To: Conroy, Caitlin CSCD:EX; Rollheiser, Kate ENV:EX; Lalli, Guneet SDSI:EX; Silverio, Lisa FLNR:EX
Subject: FOI session - April 4 @ 10

Hi – FYI, we will hold the April FOI session in s.15
s.15 . See you then! m

Leamy, Michelle T PREM:EX

From: Olson, Alisha PREM:EX
Sent: January-17-14 10:14 AM
To: Leamy, Michelle T PREM:EX
Subject: FOI session outcomes

Here is the attendance record for the FOI session this morning

In attendance:

*Yvette Marquis
Geoff Ingram
Sam Oliphant
Nicki Tuttle
Julia Griffin
Katie Harper
Martina Kapac de Frias*

Absent:

Rishi Sharma

Rishi has emailed me letting me know that he was pulled into a conference call with his minister. Geoff is going to provide him a copy of the materials that were distributed but he will need to be added to the list for the next session.

A

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Friday, October 18, 2013 2:01 PM
To: Plecas, Bobbi MTIC:EX
Cc: McDonald, Seanna MTIC:EX
Subject: RE: Oct FOI session
Attachments: RE: Oct FOI session

As of today, there are 11 people confirmed!

Heather Doerksen ✓
Geoff Ingram
Debbie Wade ✓
TJ Parhar ✓
Rishi Sharma
Cole Cyr ✓
Ina Gjoka ✓
Sam Oliphant
Victoria Kline ✓
Meghan McCann Diaz ✓
Marie Alaimo ✓

m

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, August 20, 2013 3:03 PM
To: Cyr, Cole MTIC:EX; Ingram, Geoff ENV:EX; Fleites, Toris, Angela AVED:EX; Bell, Jordan ENV:EX; Wade, Debbie HLTH:EX; Nash, Frankie W MEM:EX; Ehl, Cameron CSCD:EX; Lolocono, Sabrina HLTH:EX; Dobrowolski, Dayna HLTH:EX
Cc: Tennant, Laura PREM:EX; Olson, Alisha PREM:EX
Subject: Upcoming FOI Session on Sept 6

Hi All:

This is to confirm your attendance at the FOI Session on September 6th at 9:15am. Our usual meeting room is already booked so we have reserved s.15 in the Buildings.

Thanks.

m

Plus:

Matt Stickney
Corrie Delisle
Jordan Marsh
Michelle Tourangeau

Leamy, Michelle T PREM:EX

From: Plecas, Bobbi CITZ:EX
Sent: Tuesday, August 20, 2013 2:41 PM
To: Leamy, Michelle T PREM:EX
Cc: Olson, Alisha PREM:EX; McDonald, Seanna CITZ:EX; Ward, Kathleen CITZ:EX
Subject: RE: FOI Session for September 6 - 9:15am

Perfect. Thanks Michelle.

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, August 20, 2013 1:33 PM
To: Plecas, Bobbi CITZ:EX
Cc: Olson, Alisha PREM:EX
Subject: FOI Session for September 6 - 9:15am

Hi Bobbi – we are all confirmed for the next session to be held on September 6 at 9:15 am. Our usual meeting room is already booked so we have reserved s.15 in the Buildings.

Here are the confirmed participants to date:

Cole Cyr
Geoff Ingram
Angela Fleites-Toris
Jordan Bell
Debbie Wade
Frankie Nash
Jordan Mason
Cameron Ehl
Sabrina Loiacono
Dayna Dobrowolski

Security will ensure the meeting room is open by 9am for set-up. If you wish to use powerpoint, you will need to bring a laptop and connector cords – there is TV screen in the room but no computer. Security will assist us in setting up, if required.

Thanks.

m

July 2013

Date	Time	Participants
Wednesday, July 3	4:00pm – 5:00pm	Jarett Lalonde
		Taylor Briggs
		Ed Sem
		Christina Bates
		Will Robson
		Lucy Hansen
		Nick Facey
		Kellie O'Brien
		Heidi Scott
Tuesday, July 9	4:00pm – 5:00pm	Tobie Myers
		Jessica Wolford
		Jay Denney
		Tom Hancock
		Meghan Brady
		Hector Bremner
		Gabby Kalaw
		Evan Southern
		Andrew Ives
		Fatima Siddiqui
		Carolyn Campbell
		Mario Miniaci
		John Manning
		Kim McCooey
		Lindsay Gardner
Wednesday, July 10	4:00pm – 5:00pm	Marc Chawrun
		Matt Stickney – need to reschedule
		Candice Hughes
		Mark Knudsen
		Terry Lalari
		Jasmine Bains
		Jordan Bell - need to reschedule
		Carleen Kerr
		Maclean Kay
		Joan Dick
		Manjit Gill

Date	Time	Participants
Friday, July 12	10:00am – 11:00am	Gail Gajda
		Lisa Johnson
		Don Smukowich
		Connie Roberts
		Bruce Strongitharm
		Claire Vessey
		Lea Plamondon
		Frankie Nash – need to reschedule
		Chris Sandve
		Lynette Butcher
		Valerie McKnight
		Gail Hamilton
		Kit Sauder
		Francesca Guetchev
		Sabrina Loiacono – need to reschedule
		Katy Merrifield
		Matt Holme
		Jordan Simmons
		Cameron Ehl – need to reschedule
		Yvette Marquis – need to reschedule
		Jane Wong
		Sarah Toda
		Ashley Stewart
		Antoinette De wit
		Danna McGaw
		Valerie Richmond
		Jordan Bell – need to reschedule
		Damon Dhanowa
		Carissa Matheson
		Sarah Blonde
		Cole Cyr – need to reschedule

Date	Time	Participants
Friday, July 12	11:00am – 12:00pm	Luella Barnetson
		Karen Bill
		Sarah Britton
		Shannon McGroarty
		Scott Harrison
		Ty James
		Cindy Flesh
		Sarina Costa
		Kyle Marsh
		Taylor McKinnon
		Linsey Cole
		Nikki Walker
		Jennifer Przada
		Michelle Tourangeau
		Jennifer Chalmers
		Ben Chin
		Angela Fleites-Toris – need to be rescheduled
		Emma Hart
		George Gretes
		Brian Menzies
		Penelope Chandler
		Lara O'Connor-Dixon
		Linda Carey
		Richard Maksymetz
		Brandon Reddy
		Matt Mitschke
		Shaina Jukes