

Taylor, Heather HLTH:EX

From: Taylor, Heather HLTH:EX
Sent: Friday, November 6, 2015 2:41 PM
To: 'Bev Hooper'
Subject: RE: Contract for Signature Between Ministry of Health and Hooper Access and Privacy Consulting

Actually – we need to get the original signed. Please do not enter a date – the effective date has to be prior to or on the day your work began. The date will reflect your actual start date and I'll add it when Brad signs for the Ministry. I'll distribute the fully executed contract to you at that point.

Once signed and filed with Contract Management, (requirement over here) I'll prepare the modification to reflect our discussion and ask you to sign that as well.

When you sign, please pdf the contract and return it to my attention.

Cheers and thanks.

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
Office: 250 952-3206

Keep Calm and Carry On



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and providing health sector identity services

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From: Bev Hooper [mailto:bevhooper@shaw.ca]
Sent: Friday, November 6, 2015 2:35 PM
To: Taylor, Heather HLTH:EX
Subject: Re: Contract for Signature Between Ministry of Health and Hooper Access and Privacy Consulting

No I have not signed the contract yet. Would you like me to wait and sign the amended version?
Bev

Bev Hooper
Hooper Access and Privacy Consulting Ltd
3rd Floor, 848 Courtney Street

Victoria, BC V8W 1C4
tel: 250 595-3180
Cell: 250 896-4272
hooperconsulting.ca

On Nov 6, 2015, at 2:23 PM, Taylor, Heather HLTH:EX <Heather.Taylor@gov.bc.ca> wrote:

Hi Beverley – I received a text of your voice mail – but our phone system does not do a good job of translating speech to text.

So – have you signed the contract yet?

if so, could you send it to me and I'll have it signed within the Ministry.

After that, I have to do a modification to do the following:

1. Correct the Ministry address (we were advised of a new address to use after I had sent you the contract)
2. Correct your address
3. Add wording to Schedule F, and
4. Add Schedule G6 (because you are working with files containing personal and sensitive information).

I'm at my desk now, so if you have a chance to either e-mail me or call me, I'm available.

Cheers

Heather

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
Office: 250 952-3206

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<image001.jpg>

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From: Bev Hooper [mailto:bevhooper@shaw.ca]

Sent: Friday, November 6, 2015 2:08 PM

To: Taylor, Heather HLTH:EX

Subject: Re: Contract for Signature Between Ministry of Health and Hooper Access and Privacy Consulting

Hi Heather, I just noticed on the contract that my address is wrong as well. The address below is the correct one

thanks

Bev

Bev Hooper
Hooper Access and Privacy Consulting Ltd
3rd Floor, 848 Courtney Street
Victoria, BC V8W 1C4
tel: 250 595-3180
Cell: 250 896-4272
hooperconsulting.ca

On Oct 27, 2015, at 2:07 PM, Taylor, Heather HLTH:EX <Heather.Taylor@gov.bc.ca> wrote:

Thanks, Bev. Will look forward to receiving it from you on Thursday.

Cheers

Heather

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
Office: 250 952-3206

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From: BEV HOOPER [<mailto:bevhooper@shaw.ca>]
Sent: Tuesday, October 27, 2015 2:05 PM
To: Taylor, Heather HLTH:EX
Cc: Kocurek, Brad A HLTH:EX
Subject: Re: Contract for Signature Between Ministry of Health and Hooper Access and Privacy Consulting

Thanks Heather s.22
return Thursday
Regards
Bev

but will sign the contract upon my

Bev Hooper
Hooper Access and Privacy Consulting Ltd.
3rd Floor, 848 Courtney St
Victoria, BC.

On Oct 27, 2015, at 1:58 PM, Taylor, Heather HLTH:EX <Heather.Taylor@gov.bc.ca> wrote:

Good afternoon Beverley:

Enclosed for your review is the contract proposed between Ministry of Health and Hooper Access and Privacy Consulting for preparation of an inventory at the file level of sensitive records housed at the Ministry of Technology, Innovation and Citizen Services, 4000 Seymour Place, Victoria BC.

The worth of this contract is a maximum of \$25,000 and is considered to be in effect.

The contract you are receiving today reflects discussion between you and Brad Kocurek, Executive Director, including the correction of the spelling of your name, the addition of Tracy Jo Reid as Key Personnel, and reference in Schedule A to the provision by the Province of a secure drive for your use to hold the inventory.

Please review the contract and if you are agreeable to it, sign it on Page 12. Once signed, please scan it and return it to me as a pdf. Upon receipt of your signature, I will have it signed here, and will return a record for your files.

Please note that at this time a contract # has not been assigned. When I receive the number, the front page will be updated, and that will also be provided to you for your file.

If you have any questions or concerns, please feel free to contact me directly.

Cheers and thank you.

Heather J Taylor
Manager, Procurement and Contracts

IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
Office: 250 952-3206

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<HOOPER revised per BK Oct 27.15.docx>

Taylor, Heather HLTH:EX

From: Taylor, Heather HLTH:EX
Sent: Friday, November 6, 2015 3:06 PM
To: 'Bev Hooper'
Subject: RE: Contract for Signature Between Ministry of Health and Hooper Access and Privacy Consulting

Thanks, Bev.

You'll hear from me again shortly, with the fully signed contract for your files, and a follow up modification.

Best for your weekend, as well.

Cheers

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
Office: 250 952-3206

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From: Bev Hooper [<mailto:bevhooper@shaw.ca>]
Sent: Friday, November 6, 2015 3:01 PM
To: Taylor, Heather HLTH:EX
Subject: Re: Contract for Signature Between Ministry of Health and Hooper Access and Privacy Consulting

OK thanks Heather here is the signed document. Have a great weekend

Regards
Bev

Taylor, Heather HLTH:EX

From: Taylor, Heather HLTH:EX
Sent: Monday, November 9, 2015 3:27 PM
To: 'Bev Hooper'
Cc: Kocurek, Brad A HLTH:EX
Subject: Contract #2016-115 Between Hooper Access and Privacy Consulting

Good afternoon Beverley:

Enclosed for your file is Contract #2016-115 between Hooper Access and Privacy Consulting and the Ministry of Health. This contract is fully executed.

As discussed, a contract amendment is required adding wording to Schedule F, adding Schedule G6, to correct your address and to supplement the Ministry of Health address information. As soon as the amendment is approved, I'll provide it to you for your review and signature. The amendment will not affect services, term or the worth of the contract.

If you have any questions or concerns, please feel free to contact me at the telephone number shown below, or by e-mail at Heather.Taylor@gov.bc.ca.

Cheers

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
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Page 008 to/à Page 014

Withheld pursuant to/removed as

s.14

Taylor, Heather HLTH:EX

From: Taylor, Heather HLTH:EX
Sent: Monday, November 30, 2015 9:38 AM
To: 'Bev Hooper'
Subject: RE: Contract 2016 - 115

Thanks, Bev.

From: Bev Hooper [<mailto:bevhooper@shaw.ca>]
Sent: Monday, November 30, 2015 9:33 AM
To: Taylor, Heather HLTH:EX
Cc: So, Jeanette HLTH:EX
Subject: Re: Contract 2016 - 115

thanks Heather, I think I know why I'm not receiving the final hard copy versions of these - My address on it is not correct, the correct address is below

thanks
Bev

Bev Hooper
Hooper Access and Privacy Consulting Ltd
3rd Floor, 848 Courtney Street
Victoria, BC V8W 1C4
tel: 250 595-3180
Cell: 250 896-4272
hooperconsulting.ca

On Nov 30, 2015, at 9:30 AM, Taylor, Heather HLTH:EX <Heather.Taylor@gov.bc.ca> wrote:

Good morning Bev:

Per your request for a copy of your contract, please see the attached, fully executed version of the original.

Please note the amendment is not yet completed; you will receive a version for signing as soon as approval is received.

In Brad's absence for the next few days, if you have any questions about the process or anything that I can assist you with, please do not hesitate to call or e-mail me.

Cheers

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8

Office: 250 952-3206

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<MOH Hooper 2016-115 fully executed.pdf>

Taylor, Heather HLTH:EX

From: Taylor, Heather HLTH:EX
Sent: Monday, November 30, 2015 9:51 AM
To: 'Bev Hooper'
Cc: So, Jeanette HLTH:EX
Subject: RE: Contract 2016 - 115

Hi Bev – the hard copy is being sent to today, you at the correct address, as shown below, by courier.

Cheers

From: Bev Hooper [<mailto:bevhooper@shaw.ca>]
Sent: Monday, November 30, 2015 9:33 AM
To: Taylor, Heather HLTH:EX
Cc: So, Jeanette HLTH:EX
Subject: Re: Contract 2016 - 115

thanks Heather, I think I know why I'm not receiving the final hard copy versions of these - My address on it is not correct, the correct address is below

thanks
Bev

Bev Hooper
Hooper Access and Privacy Consulting Ltd
3rd Floor, 848 Courtney Street
Victoria, BC V8W 1C4
tel: 250 595-3180
Cell: 250 896-4272
hooperconsulting.ca

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Good morning Bev:

Per your request for a copy of your contract, please see the attached, fully executed version of the original.

Please note the amendment is not yet completed; you will receive a version for signing as soon as approval is received.

In Brad's absence for the next few days, if you have any questions about the process or anything that I can assist you with, please do not hesitate to call or e-mail me.

Cheers

Heather J Taylor

Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
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Office: 250 952-3206

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<MOH Hooper 2016-115 fully executed.pdf>

Taylor, Heather HLTH:EX

From: Taylor, Heather HLTH:EX
Sent: Monday, November 30, 2015 9:51 AM
To: 'Bev Hooper'
Subject: RE: Contract 2016 - 115

I cannot say yes until I hear about the critical approval that we require. I'll look into this right away, and get back to you.

Cheers

From: Bev Hooper [<mailto:bevhooper@shaw.ca>]
Sent: Monday, November 30, 2015 9:45 AM
To: Taylor, Heather HLTH:EX
Cc: Kocurek, Brad A HLTH:EX
Subject: Re: Contract 2016 - 115

Thanks Heather, Brad has instructed us to continue with the work on this and we are now into the extra \$\$ that the amendment covers so I'm assuming we are fine to proceed?

Regards
Bev

Bev Hooper
Hooper Access and Privacy Consulting Ltd
3rd Floor, 848 Courtney Street
Victoria, BC V8W 1C4
tel: 250 595-3180
Cell: 250 896-4272
hooperconsulting.ca

On Nov 30, 2015, at 9:42 AM, Taylor, Heather HLTH:EX <Heather.Taylor@gov.bc.ca> wrote:

The amendment is not yet ready to share – Brad has given me the information and I am still working on it. It adds \$20K of funding, bring the worth of the contract to \$45K. One critical approval that we require to go forward with this has not yet been received.

Unfortunately, without that approval, I cannot put the amendment into the next phase of the process – as soon as I hear it is ready, the amendment will go into the final phase of the approval process and then will be provided to you for signing.

I typically wait to get the critical approval (as mentioned in the first sentence of this message) before completing the amendment.

As suggested, feel free to call me if you would like to discuss.

Cheers

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
Office: 250 952-3206

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From: Bev Hooper [mailto:bevhooper@shaw.ca]
Sent: Monday, November 30, 2015 9:34 AM
To: Taylor, Heather HLTH:EX
Subject: Re: Contract 2016 - 115

Also, do you have a copy of the amendment that Brad initiated?

thanks

Bev

Bev Hooper
Hooper Access and Privacy Consulting Ltd
3rd Floor, 848 Courtney Street
Victoria, BC V8W 1C4
tel: 250 595-3180
Cell: 250 896-4272
hooperconsulting.ca

On Nov 30, 2015, at 9:30 AM, Taylor, Heather HLTH:EX <Heather.Taylor@gov.bc.ca>
wrote:

Good morning Bev:

Per your request for a copy of your contract, please see the attached, fully executed
version of the original.

Please note the amendment is not yet completed; you will receive a version for signing
as soon as approval is received.

In Brad's absence for the next few days, if you have any questions about the process or anything that I can assist you with, please do not hesitate to call or e-mail me.

Cheers

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
Office: 250 952-3206

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<MOH Hooper 2016-115 fully executed.pdf>

Taylor, Heather HLTH:EX

From: Taylor, Heather HLTH:EX
Sent: Thursday, December 3, 2015 8:51 AM
To: 'BEV HOOPER'
Subject: RE: please contact Beverly Hooper

Thanks, Bev. Be talking to you soon!

Cheers

From: BEV HOOPER [mailto:bevhooper@shaw.ca]
Sent: Thursday, December 3, 2015 8:45 AM
To: Taylor, Heather HLTH:EX
Subject: Re: please contact Beverly Hooper

Yes I believe so - I won't be in a position to provide an estimate or resources until after we chat next week
Bev

Bev Hooper
Hooper Access and Privacy Consulting Ltd.
3rd Floor, 848 Courtney St
Victoria, BC.

On Dec 3, 2015, at 8:42 AM, Taylor, Heather HLTH:EX <Heather.Taylor@gov.bc.ca> wrote:

Hi Bev – does this mean this is on hold for now? Or did you agree to add additional resources and did you provide a cost estimate? I'm fully booked this morning but will be turning my attention to this later today.

Cheers

Heather

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
Office: 250 952-3206

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From: BEV HOOPER [<mailto:bevhooper@shaw.ca>]
Sent: Wednesday, December 2, 2015 8:09 PM
To: Taylor, Heather HLTH:EX
Cc: Frith, Jan HLTH:EX; Diacu, Mariana HLTH:EX
Subject: Re: please contact Beverly Hooper

Thanks Heather, Mariana and I spoke later this afternoon and we have agreed to set up a meeting early next week with Brad to explore the scope further.

Regards
Bev

Bev Hooper
Hooper Access and Privacy Consulting Ltd.
3rd floor, 848 Courtney Street
Victoria BC V8W 1C4
Tel: 250 595-3180
Cell: 250 896-4272
www.hooperconsulting.ca

On Dec 2, 2015, at 8:57 AM, Taylor, Heather HLTH:EX <Heather.Taylor@gov.bc.ca> wrote:

Hi Jan – in following up to this, and our discussion, I have alerted Beverley Hooper to expect a call from Mariana.

Beverley **does have three resources available**, but needs Mariana to clearly describe the service deliverables she needs.

Beverley is interviewing today, and asks that Mariana contact her on her cell phone at: **250 896 4272**, and to note that she will be available in half hour intervals to respond.

Once Mariana and Bev have discussed and agreed upon the named resources, and the additional cost, I am to be advised so that the revised CIN can be prepared for **Deborah to walk into Sabine, to get a wet ink signature.**

Once approved by Sabine I can put the CIN and modification into eApprovals.

Cheers

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
Office: 250 952-3206

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From: Frith, Jan HLTH:EX
Sent: Wednesday, December 2, 2015 8:32 AM
To: Taylor, Heather HLTH:EX
Subject: RE: please contact Beverly Hooper
Importance: High

Heather,
Instead of contacting her yourself, as you are in the Insights training today. Can you please provide Mariana Diacu with the contact information of the contract and Mariana will contact them.

Jan

From: Frith, Jan HLTH:EX
Sent: Tuesday, December 1, 2015 4:28 PM
To: Taylor, Heather HLTH:EX
Subject: please contact Beverly Hooper

Heather,

Mariana has had no contact with Beverly Cooper. Can you please contact Beverly Cooper to determine if she has more resources that can be brought on board?

Thanks,

Jan

Jan Frith, PMP
Director Project Management Office
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC
Office: 250 952-3648 | Mobile: 250 812 9622

it Services
Branch

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s.14

Page 029

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s.14;s.22

Page 030

Withheld pursuant to/removed as

s.14

Taylor, Heather HLTH:EX

From: Taylor, Heather HLTH:EX
Sent: Wednesday, December 16, 2015 1:26 PM
To: 'BEV HOOPER'
Cc: Kocurek, Brad A HLTH:EX
Subject: Hooper Access and Privacy Consulting Contract 2-16-115 Mod 1
Attachments: 2016 115 HOOPER Mod 1 Final Dec 16.15.docx

Good afternoon Beverley:

Attached for your review and signature is Modification 1 to Contract #2016-115.

As itemized throughout the document, his modification places into effect a number of things including the addition of \$20,000 bringing the maximum worth to \$45,000, and address corrections.

Please review it carefully and if acceptable, sign it and return it to me as a pdf. I'll have it signed here and return it to you as an e-mail file.

If you have any questions or concerns, please do not hesitate to call or e-mail me.

Cheers and thanks.

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
Office: 250 952-3206

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Taylor, Heather HLTH:EX

From: Taylor, Heather HLTH:EX
Sent: Thursday, December 24, 2015 10:12 AM
To: 'BEV HOOPER'
Cc: Taylor, Heather HLTH:EX; Kocurek, Brad A HLTH:EX
Subject: Modification 1 to Contract 2016-115 Hooper Access and Privacy Consulting
Attachments: Hooper Contract 2016 115 MOD 1 fully executed Dec 23.15.pdf; CoI Hooper Access and Privacy Consulting Dec 2015.pdf

Good morning Beverley:

Attached for your records is the fully executed Modification 1 to Contract 2016-115 between Hooper Access and Privacy Consulting and Ministry of Health. This modification increases the worth of the contract by an amount of \$20,000, bringing it to a maximum worth of \$45,000.00. It also corrects address information, and adds certain schedules. The termination date of 2016-115 remains at December 31, 2015.

Also attached is a **Certificate of Insurance form** which must be completed by your insurance provider and returned for inclusion on our contract file.

In Contract 2016-115, Schedule D – Insurance stipulates that you must hold insurance in accordance with the conditions described in the Schedule. A **signed Certificate of insurance** is an essential part of the Ministry's contract file.

Part 1 of the enclosed Certificate of Insurance form has been completed by the Province. **Please have your insurance provider complete Part 2 of the form, and return the completed, signed document to my attention as a pdf.**

Please feel free to call if you have any questions or concerns.

Seasons Greetings!

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
Office: 250 952-3206

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Taylor, Heather HLTH:EX

From: Taylor, Heather HLTH:EX
Sent: Tuesday, January 19, 2016 11:55 AM
To: 'BEV HOOPER'
Cc: Taylor, Heather HLTH:EX
Subject: Contract ready to be signed
Attachments: HOOPER 2016-162 CM changes accepted Jan 19.16.docx

Good afternoon Bev:

Attached for your review and signature is **Contract #2016-162 between Hooper Access and Privacy Consulting and Ministry of Health**. Please note this contract is considered to have taken effect on January 11, 2016.

Please sign the contract and return it to me as a pdf. As soon as it is signed by the Ministry a fully executed copy will be sent to you for your files.

Also, I will use the Certificate of Insurance you provided for the previous contract for the file in this instance.

If you have any questions or concerns please do not hesitate to ask.

Cheers and thanks very much.

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
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Office: 250 952-3206

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Taylor, Heather HLTH:EX

From: Taylor, Heather HLTH:EX
Sent: Tuesday, January 19, 2016 1:45 PM
To: 'BEV HOOPER'
Cc: So, Jeanette HLTH:EX
Subject: Status of November, 2015 Invoice

Good afternoon Bev.

I've looked into the status of your November invoice and am pleased to tell you that the cheque was issued by the CAS system today, January 19/16. We also looked into the status of December's invoice, and a cheque for it was also issued today.

You should receive both cheques this week.

Cheers

Heather J Taylor
Manager, Procurement and Contracts
IT Services Branch | Health Sector IM/IT | Ministry of Health
2nd Floor, 1515 Blanshard Street | Victoria, BC V8W 3C8
Office: 250 952-3206

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GENERAL SERVICE AGREEMENT



For Administrative Purposes Only

Ministry Contract No.: _____	
Requisition No.: _____	
Solicitation No.(if applicable): N/A	
Commodity Code: _____	
Contractor Information	
Supplier Name: Hooper Access and Privacy Consulting	
Box 30087	
405 – 3989 Quadra Street, Victoria BC V8X 5E1	
Supplier No.: _____	
Telephone No.: (250) 595 3180	
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Template version: December 1, 2013	

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SCHEDULE A – SERVICES

- Part 1 - Term
- Part 2 - Services
- Part 3 - Related Documentation
- Part 4 - Key Personnel

SCHEDULE B – FEES AND EXPENSES

- Part 1 - Maximum Amount Payable
- Part 2 - Fees
- Part 3 - Expenses
- Part 4 - Statements of Account
- Part 5 - Payments Due

SCHEDULE C – APPROVED SUBCONTRACTOR(S)

SCHEDULE D – INSURANCE

SCHEDULE E – PRIVACY PROTECTION SCHEDULE

SCHEDULE F – ADDITIONAL TERMS

SCHEDULE G – SECURITY SCHEDULE

THIS AGREEMENT is dated for reference the 26th day of October, 2015.

BETWEEN:

Hooper Access and Privacy Consulting, (the "Contractor") with the following specified address and fax number:
Box 30081; 405 – 3989 Quadra Street, Victoria BC
V8X 5E1
(250) 595 3180

AND:

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

Ministry of Health
1515 Blanshard Street, Victoria BC V8W 3C8
FAX: (250) 952 1186

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, other than a Saturday or Sunday, 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 or provided by the Contractor or a Subcontractor and includes 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;
 - (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; and

- (c) any applicable taxes payable by the Province under law or agreement with the relevant taxation authorities on the fees and expenses described in paragraphs (a) and (b).

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:
 - (a) apply for, and use reasonable efforts to obtain, any available refund, credit, rebate or remission of federal, provincial or other tax or duty imposed on the Contractor as a result of this Agreement that the Province has paid or reimbursed to the Contractor or agreed to pay or reimburse to the Contractor under this Agreement; and
 - (b) immediately on receiving, or being credited with, any amount applied for under paragraph (a), remit that amount to the Province.

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 or other agreements in place and available to enable the Contractor to fully perform the Services and to grant any licenses under this Agreement, 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 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 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 exercise, in respect of that Incorporated Material, the rights set out in the *Copyright Act* (Canada), including the right to use, reproduce, modify, publish and distribute that Incorporated Material; and
 - (b) the right to sublicense or assign to third-parties any or all of the rights granted to the Province under section 6.4(a).

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 loss, claim (including any claim of infringement of third-party intellectual property rights), damage award, action, cause of action, cost or expense 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, (each a "Loss") to the extent the Loss is directly or indirectly caused or contributed to by:
- (a) 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; or
 - (b) any representation or warranty of the Contractor being or becoming untrue or incorrect.

Insurance

- 9.2 The Contractor must comply with the Insurance Schedule 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 embargo

if 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 Mediate BC 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 *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 or obligations under this Agreement without the Province's prior written consent. Upon providing written notice to the Contractor, the Province may assign to any person any of the Province's rights under this Agreement and may assign to any "government corporation", as defined in the *Financial Administration Act*, any of the Province's obligations under this Agreement.

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 subject to any applicable limitation period prescribed by law, 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

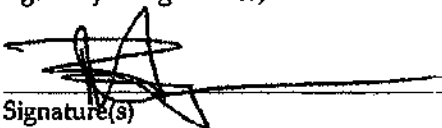

14.1 In this Agreement:

- (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:

<p>SIGNED on the 26th day of October, 2015 by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p> Signature(s)</p> <p><u>BEN HOOPER</u> Print Name(s)</p> <p><u>OWNER / PRESIDENT</u> Print Title(s)</p>	<p>SIGNED on the 26th day of October, 2015 on behalf of the Province by its duly authorized representative:</p> <p> Signature</p> <p><u>B. KOFUREK</u> Print Name</p> <p><u>Chief Technology Officer</u> Print Title</p>
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Schedule A – Services

PART 1. TERM:

1. Subject to section 2 of this Part 1, the term of this Agreement commences on October 26, 2015 and ends on December 31, 2015.

PART 2. SERVICES:

Working with Ministry of Health records currently housed at the Ministry of Technology, Innovation and Citizen's Services at 4000 Seymour Place, Victoria BC, the Contractor will prepare an inventory at the file level of sensitive records.

Outputs

Working from the assigned location at Ministry of Technology, Innovation and Citizen Services, 4000 Seymour Place, Victoria BC, the Contractor will:

1. On behalf of the Ministry of Health, prepare an inventory at the file level of sensitive records currently housed at the Ministry of Technology, Innovation and Citizen Services, 4000 Seymour Place, Victoria BC;
2. Utilize a secure drive provided by the Province to store the inventory;
3. Provide the inventory of records in electronic and hard copy form to the Executive Director, IT Services Branch, HSIMIT/DS Division for review and approval;
4. Correct any deficiencies in the inventory that may be identified by the Executive Director, IT Services Branch, HSIMIT/DS Division as a result of his review; and
5. Re-submit the inventory for final approval.

Inputs

The Contractor must:

1. Provide resources qualified to review sensitive materials, conduct an inventory and prepare a hard copy and electronic version of the inventory for delivery to the Executive Director, IT Services Branch, HSIMIT/DS Division;
2. Ensure qualified resources are available from the beginning of the project to the end of the project without interruption;
3. Provide qualified resources with the equipment necessary to conduct the project to its conclusion;
4. Provide oversight and supervision of the qualified resources throughout the project;
5. Routinely review the progress of the work entailed in the project and make process corrections if necessary; and
6. Report to the Executive Director, IT Services Branch, HSIMIT/DS Division, on October 30, 2015 and every Friday thereafter until the work is complete regarding the status of the project.

Outcomes

Through the delivery of the Services the Province wishes to realize the following outcomes and, without limiting the obligation of the Contractor to comply with other provisions of this Part, the Contractor must use commercially reasonable efforts to achieve them:

1. The furtherance of best practices pertaining to the responsible treatment of sensitive records currently housed at Ministry of Technology, Innovation and Citizen Services, 4000 Seymour Place, Victoria BC.

The parties acknowledge that the Contractor does not warrant that these outcomes will be achieved.

Reporting requirements:

2. The Contractor will provide a written report concerning the progress of the project to the Executive Director, IT Services Branch, HSIMIT/DS Division, on November 30, 2015 and December 31, 2015.
3. At the conclusion of the project, the Executive Director, IT Services Branch, HSIMIT/DS Division will be provided with a complete, accurate and approved electronic and a hard copy of the inventory.
4. On an immediate basis, report any anomalies identified during the course of the project to the Executive Director, IT Services Branch, HSIMIT/DS Division.

PART 3. RELATED DOCUMENTATION:

1. The Contractor must perform the Services in accordance with the obligations set out in this Schedule A including any engagement letter, Solicitation document excerpt, proposal excerpt or other documentation attached as an Appendix to, or specified as being incorporated by reference in, this Schedule.

PART 4. KEY PERSONNEL:

Beverley Hooper

Tracy Jo Reid

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$25,000.00 is the maximum amount which the Province is obliged to pay to the Contractor for fees under this Agreement (exclusive of any applicable taxes described in section 3.1(c) of this Agreement).

2. FEES:

Hourly Rate

Fees: at a rate of \$150.00 per hour for those hours during the Term when the Contractor provides the Services, to a maximum of \$25,000.00.

3. EXPENSES:

Expenses: None

Statements of Account: In order to obtain payment of any fees under this Agreement for a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period (each a "Billing Date"), 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, and the Billing Period to which the statement pertains;
- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked during the Billing Period.
- (d) the Contractor's calculation of any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (e) a description of this Agreement;
- (f) a statement number for identification; and
- (g) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

Payments Due: Within 60 days of the Province's receipt of the Contractor's written statement of account delivered in accordance with this Schedule, the Province must pay the Contractor the fees and expenses (plus all applicable taxes) 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 the Province as required to obtain the discount.

Schedule C-- Approved Subcontractor(s)

Not applicable

Schedule D – Insurance

1. The Contractor must, without limiting the Contractor's obligations or liabilities and at the Contractor's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
 - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
 - (i) include the Province as an additional insured,
 - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change, and
 - (iii) include a cross liability clause.
2. All insurance described in section 1 of this Schedule must:
 - (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of the Province.
3. The Contractor must provide the Province with evidence of all required insurance as follows:
 - (a) within 10 Business Days of commencement of the Services, the Contractor must provide to the Province evidence of all required insurance in the form of a completed Province of British Columbia Certificate of Insurance;
 - (b) if any required insurance policy expires before the end of the Term, the Contractor must provide to the Province within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Province of British Columbia Certificate of Insurance; and
 - (c) despite paragraph (a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.
4. The Contractor must obtain, maintain and pay for any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the Contractor's sole discretion.

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);
 - (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*;
 - (e) "Sensitive Information" means
 - (i) Information that is "personal information" as defined in the *Freedom of Information and Protection of Privacy Act*, 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

4. 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 them or deliver them 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

- 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

- 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

- 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

- 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.



BETWEEN:

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

Ministry of Health
Health Sector IM/IT Division
2nd Floor, 1515 Blanshard Street
PO Box 9640 Stn Prov Govt.
Victoria BC V8W 9P1
Fax: (250) 952 1186

AND:

Hooper Access and Privacy Consulting (the "Contractor") with the following specified address:
3rd Floor, 848 Courtney Street
Victoria BC V8W 1C4

BACKGROUND

- A. The parties entered into an agreement dated for reference October 26, 2015, which should have been identified as Ministry Contract #2016-115.
- B. The Parties have agreed to modify the Agreement.

AGREEMENT

The parties agree as follows:

1. On the front page of the Contract the Ministry Contract No. will now read 2016-115.
2. On page 1 of the Contract, the Contractors address has been replaced and will now read:
3rd floor, 848 Courtney Street, Victoria BC V8W 1C4
3. On page 1 of the Contract, the Ministry of Health's address has been replaced and will now read:
2nd floor – 1515 Blanshard Street, PO Box 9640 Stn Prov Govt,
Victoria BC, V8W 9P1
4. Schedule A – Services, Part 1. Term: "Subject to section 2 of this Part 1" has been removed.
5. The Output section of Schedule A is replaced as follows effective December 1, 2015:
 1. On behalf of the Ministry of Health, prepare an inventory at the file level of sensitive records currently housed at the Ministry of Technology, Innovation and Citizen Services, 4000 Seymour Place, Victoria BC;
 2. Utilize a secure drive provided by the Province to store the inventory;
 3. Provide the inventory of records in electronic and hard copy form to the Executive Director, IT Services Branch, HSIMIT/DS Division for review and approval;
 4. Correct any deficiencies in the inventory that may be identified by the Executive Director, IT Services Branch, HSIMIT/DS Division as a result of his review;
 5. Re-submit the inventory for final approval;

6. Conduct a comparative analysis of the information on the current file inventory against outcomes from responses to previous Freedom of Information requests;
 7. Prepare and present to Ministry of Health Executive a briefing on the status of the inventory and the results of the comparative analysis of file inventory information against outcomes from responses to previous Freedom of Information requests.
6. The numbering sequence in the Reporting Requirements in Schedule A has been changed and will now read 1 through 3
 7. The following has now been added to Part 3. Related Documentation in Schedule A:
Not Applicable
 8. The Maximum Amount section of Schedule B is increased by \$20,000.00 from \$25,000.00 to \$45,000.00.
 9. Item (d) Expenses, Statement of Account Schedule B has been replaced and will now read:

a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period with receipts attached, if applicable, and, if the Contractor is claiming reimbursement of any GST or other applicable taxes paid or payable by the Contractor in relation to those expenses, a description of any credits, rebates, refunds or remissions the Contractor is entitled to from the relevant taxation authorities in relation to those taxes;
 10. Schedule F- Additional Terms is replaced and will now read:
 1. Contractor Identification – During the term of this Agreement and at the request of the Province, contractors shall identify themselves as contractors to the ministry. This may be in the form of email signature blocks, business cards, correspondence, and verbal business dealings.
 2. In addition to section 13.1, the General Services Agreement may be entered into by each party signing and delivering it to the other party by email with attachment in PDF format.
 11. Schedule G – Appendix G6 – Sensitive Information is added with the following wording:

"In addition to the information described in section 1(e) (i) of this Schedule, the following information is specified as "Sensitive Information" for the purposes of this Schedule:

(a) Any and all information or documentation provided to the Contractor in relation to this project."
 12. In all other respects, the Agreement is confirmed.

SIGNED AND DELIVERED on the 23 day of December, 2015 on behalf of the Province by its duly authorized representative:

Signature B. Kocurek

Print Name B. KOCUREK

SIGNED AND DELIVERED on the 18 day of DECEMBER, 2015 by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation):

Signature [Signature]

Print Name B. HOOPER

Ministry of Health

Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
1				
Brown envelope #3 - CCHS Nutrition Cycle 2.2, 2004 (CD Returned, Doc + Jewel Retained)	Empty CD/DVD CD-R case entitled "2 o 2 final July 11/06 ", 3 - CCHS Nutrition Cycle 2.2, 2004 - Health & 24 Hour Recall (Dietary Components)	2006	N	N
	Facsimile cover sheet from s.22 couriered on June 26, 2006.	2006	N	N
	Canadian Community Health Survey (CCHS), Nutrition - General Health and 24-hour Dietary Recall Components Share File survey results which include respondents personal information.	2006	N	N
Brown envelope #4 - CCHS 2.2 PHN Link 2004, CCHS & MOH, Disks destroyed, case & docs retained	Empty CD/DVD case entitled "4 - CCHS 2.2 PHN Link 2004"	2004	N	N
	Data Listing with annotations noting identifying and personal information of respondents on the DVD	N/A	N	N

Brown envelope #6 - CCHS 2009/10 FULL, CD returned, Doc & Jewell Case Retained	Empty CD/DVD case entitled "6 - CCHS 2009-10 Docs"	N/A	N	N
	Canadian Community Health Survey Annual Component User guide - 2010 and 2009-10 Microdata files, Documentation and Layout files only, metadata only, no PI.	2011	N	N
Brown envelope #8 - CCHS 2.1 Canada 2004, PHN, CCHS & MOH, Disk destroyed, case & docs retained	Empty CD/DVD case entitled "8 - CHHS 2.1 Canada 2004, PHN"	N/A	N	N
Brown envelope #12 - CCHS 1.2 with Scrambled PHN, CCHS & MOH, Disks destroyed, case & docs retained	Empty CD/DVD, CD-R case entitled "12-CCHS 1.2 with scrambled PHN". Inner cover reads "CCHS Cycle 1.2 Mental Health", Data + Bootstrap	N/A	N	N
	Cover sheet DVD12 Summary.txt - "...Files on DVD re: Canadian Community Health Survey Cycle 1.2 which contain personal identifiers which can be used to re-identify an individual provided there is a crosswalk file. No crosswalk file was included in the files...". Listing of data attached.	2004	N	N
Brown envelope #14 - CCHS Cycle 4.1, CCHS & MOH files, Disks Destroyed, Case & Docs retained	Empty CD/DVD case entitled "14 - CCHS, Cycle 4.1, CCH 4.1 backup. Empty CD case.	2009	N	N

	Canadian Community Health Survey (CCHS) - Annual component, User guide 2007-2008 Microdata files. Keyed by Sample ID & Person ID, reidentifiable with crosswalk (not included).	2009	N	N
Brown envelope #15 - CCHS Cycle 3.1, Returned, Doc & Jewell case retained	Canadian Community Health Survey (CCHS) - Cycle 3.1 (2005), Public Use Microdata File (PUMF) User Guide. Keyed by SAMPLEID + PERSONID. Reidentifiable with crosswalk (not included).	2006	N	N
	Empty CD/DVD case entitled "15" - CCHS Cycle 3.1	N/A	N	N
	Facsimile cover sheet from S.22 re: PW for the DVD (CCHS 3.1 Share Final, Canada-dated June 13, 2006) couriered on July 5, 2006.	2006	N	N
	Canadian Community Health Survey (CCHS) Cycle 3.1 (2005). Public Use Microdata File (PUMF) User Guide. Keyed by Sample ID & Person ID, reidentifiable with crosswalk (not included).	2006	N	N
Brown envelope #19: CCHS1.1 & NPHS4 Link Files (Full ID), Return-CD returned, doc & jewel case retained	Empty CD/DVD case entitled "19 CCHS 1.1 & PHS4 LINK FILES, CCH Link-Share	2002	N	N
	Readme.txt - CCHS 1.1 and NPHS Cycle 4 Share Link Files CD-ROM - July 8, 2002. Full Identity + contact info, linkable to survey data.	2002	N	N
Brown envelope #20: CCHS 3.1 Share Link ID - Full Identity, Return-CD returned, doc + jewel case retained	Empty CD/DVD case entitled "20 CCHS 3.1 Share Link ID	2005	N	N
	One piece of paper with the title Label and data information (eg. SAMPLEID = 'Household identifier')	N/A	N	N

Brown envelope #21: CCHS Cycle 2.1 Canada, HS.TXT keyed by SAMPLEID + PERSONID, Return-CD returned, doc+ jewel case retained	Empty CD/DVD case entitled "CCHS Cycle 2.1 Canada"	N/A	N	N
	CCHS Cycle 2.1: Data Dictionary Share File - Canada. Data listing and content.	2004	N	N
Brown envelope #22: CCHS 2011 Full with Link ID, has both the survey and full identity + contact for respondents, CCHS +MOH files, disks destroyed case + docs retained	Empty CD/DVD Sleeve entitled "22 CCHS 2011 full with link ID, CCHS 2011 U Link ID and Rapid Response"	2011	N	N
Brown envelope #24: CCHS + MOH, Disks destroyed case + docs retained	Canadian Community Health Survey (CCHS) Household weights documentation - Household weights only, no personal info	2011	N	N

Brown envelope #30: CCHS 1.1 & 1.2 to (CHSPR) encrypted, No PW, CCHS + MOH, Disks destroyed case & docs retained	Empty CD/DVD case entitled - Sent to CHSPR CCHS 1.1, CHS1.2 (Mental Health). Couriered to CHSPR - 30: CCHS1.1 & 1.2 to CHSPR, encrypted, no password.	2004	N	N
Brown envelope #31: CCHS 1.1, Canada W BC, encrypted, no password - CCHS + MOH, Disks Destroyed, case & docs retained	Empty CD/DVD CD-R case entitled 31 - CCHS 1.1, Canada with BC, encrypted, no password	2003	N	N
Brown envelope #32: CCHS 1.1 Canada W BC, encrypted, no password - CCH + MOH, Disks Destroyed, case + docs retained	Empty CD/DVD case entitled 32 - CCHS 1.1 Canada W BC, Encrypted, No Password. CCHS 1.1 Data + Bootstrap.	N/A	N	N
Brown envelope 17: NPHS, 96/97 + 98/99 with Full ID - Returned, doc + jewel case retained	Empty CD/DVD case entitled - 17 NPHS 96/97 + 98/99 with Full ID	N/A	N	N
	National Population Health Survey - Household Component Share Files for BC - listing of data on CD.	2002	N	N

Brown envelope 18: NPHS Survey Data 96/97, Returned doc + jewel case	Empty CD/DVD case entitled - 18 NPHS Survey Data 96/97. Statistics Canada, Health Statistics Division, National Population Health Survey 1995/97, Household Component, Share Files - Confidential.	2002	N	N
	List of data entitled - H356_LBE.SAS, label	N/A	N	N
Brown envelope - S.22 Disks, Copied to portable drive	500 GB StoreJet drive (A33663-2448) entitled "Copies of original media sent to RCMP"	N/A	N	N
Binder - Investigation 2012- 0601	Box and document listings by person S.22	N/A	N	N
Binder - Investigation 2012- 0601, S.22 S.22	Emails, charts, reference material, studies, data, charts from/to S.22 re: various health related topics/issues.	2012	N	N
S.22 - RCMP- GRC, Cst C.E. (Catherine) Colthart	Sara Brownlee emails re: various health related topics/issues (eg. S.22 S.22 Divisional Plan, Ministry of Health Research Priorities, Briefing Notes, HR issues, S.22	2008-2012	N	N
White binder with mint green cover	Emails and documents organized in 4 tabs S.22 S.22 (Laine Coopsie, S.22 Wendy Taylor, Sara Brownlee, S.22	2008-2012	N	N
Binder - S.22 S.22	Emails printed by Wendy Taylor, Dianne Houston re: various health related project/issues S.22 S.22	2002-2012	N	N

<p>Binder - Investigation 2012- 0601, Litigations Version 1</p>	<p>Legal records and supporting documentation (eg. Notice of Civil Claims, letters to/from law firms, an MOU, affidavits) organized in 5 tabs s.22</p>	<p>2011-2013</p>	<p>N</p>	<p>N</p>
<p>Binder - Investigation 2012- 0601 - Background from Deputy Minister Whitmarsh's Office (Dale Samsonoff,</p>	<p>Various records, information and correspondence (eg. Emails, correspondence referrals, meeting minutes, medical articles, contracts proposals, approvals, grievance, etc.) separated by tabs (eg. s.22 , "Key s. contract", "BN").</p>	<p>2007-2012</p>	<p>N</p>	<p>N</p>

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
2				
Biologic's Binder	Emails re: various health related topics and issues (eg. Data Access, s.22 PIA's, Contracts and Subcontractors, Meetings, Agreements, Researchers, etc.	2007-2009	N	Y
Binder - Email Archive & Historical Emails 2008-09	Records, information and correspondence re: various health related topics (eg. Handwritten notes, Analysis, Requirements and Project Initiation Documents, Project Terms of Reference, Service Requests, Presentation, Data Access, Meeting. Forms. Swimlanes, etc). All emails printed by Diane Houston (header). PharmaNet Steering Committee - Pharmaceutical Services Division - Email with s.22 header re: s.22 Data Application for PharmaNet Stewardship Committee. Records (separated by tab) related to s.22 Requests for Data Access, PIA, Role Access with Classifications, Letter from s.22 to s.22 (re: Confirmation of the Pharmaceutical Division's desire to participate in the s.22	2008	N	N
Binder - s.22	PharmaNet Steering Committee - Pharmaceutical Services Division - Email with s.22 header re: s.22 Data Application for PharmaNet Stewardship Committee. Records (separated by tab) related to s.22 Requests for Data Access, PIA, Role Access with Classifications, Letter from s.22 to s.22 (re: Confirmation of the Pharmaceutical Division's desire to participate in the s.22	2010	N	N
Request for Access to Data	s.22 Grant Forms and Proposal, Canadian Institutes of Health Research Notice of Decision and Review, s.22 s.22			
Binder - Investigation 2012-0601, s.2 Data Access	Email from s.22 Agreement - contractor provisions, Data Access Agreement, data sharing agreement.	2010	N	N

	Draft Information Sharing Agreement between University of British Columbia and University of Victoria re: s.22 (3 projects - s.22)	N/A	N	N
Binder - Investigation 2012-0601, Phase II, Contracts for s.22	2012-0601 Investigation: Confidential - DRAFT for DISCUSSION . Phase II Contractor Review - Pre-Interview Issue Summary and Example Questions. Handwritten note on findings.	2010 N/A	N N	N N
	s.22	2012	N	N
		2010 - 2013	N	N
		2003 - 2004	N	N

s.22

2004-2006 N N

2004 N N

2005 N N

2005-2006 N N

2005-2006 N N

2006 N N

2005-2008 N N

2006-2008 N N

s.22

2006-2007 N N

2006-2008 N N

2007-2009 N N

2007-2010 N N

2008-2011 N N

2008 N N

2008 N N

2008 N N

s.22

2008-2010 N N

2008-2010 N N

2008-2010 N N

2008-2010 N N

2008-2010 N N

2008-2010 N N

2009 N N

s.22

2009-2010	N	N
2009	N	N
2012	N	N
2009	N	N
2008-2010	N	N

Ministry of Health

Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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3

s.22

N/A N N

2007-2012 N N

2007-2012 N N

2007-2012 N N

s.22

2005-2012 N Y

N/A N N

2011-13 N N

2012 N N

2013 N N

2011-2012 N N

Ministry of Health

Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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4

s.22

2007-2012 N N

2008-2013 N N

2003-2012 N N

s.22

2013 N N

2012-2013 N N

2000-2012 N N

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Health

Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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5

s.22

2007-2012 N N

2009-2012 N N

s.22

2007-2012

N

N

2011-2012

N

N

2007-2012

N

N

2006-2012 N N

2003-2012 N N

2003-2012 N N

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
6				

s.22

2000-2013

N

N

2012

N

N

s.22

2007-2012 N N

2012 N N

2010-2012 N N

2008-2012 N N

2007-2012

N

N

2003-2012

N

N

s.22

2003-2012

N

N

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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7

s.22

2008-2012 N N

2011-2012 N N

s.22

2003-2012

N

N

2003-2012

N

N

Ministry of Health

Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
8				

s.22

2009-2010

N

N

2010

N

N

s.22

2011

N

N

2003-2012

N

N

2012

N

N

2009-2011

N

N

2011

N

N

s.22

2010-2011 N N

2010-2013 N N

2009 N N

2012 N N

2010 N N

2008 N N

2005-2006 N N

2005-2006 N N

2002-2008 N N

s.22

2006-2008	N	N
2011-2013	N	N

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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9

s.22

2008

N

Y

2000-2012

N

N

s.22

2007-2012 N N

2007-2012 N N

2008-2012 N N

2002-2012 N N

2009-2013 N N

2010-2011 N N

2012-2013 N N

2010-2011 N N

2009 N N

2012 N N

s.22

2010	N	N
2008	N	N
2005-2006	N	N
2005-2006	N	N
2002-2008	N	N
2005-2007	N	N
2011-2012	N	N

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
10	s.22	2008-2012	N	N
		2010-2012	N	N
		2009-2012	N	N
		2000-2012	N	N

s.22

2011-2012 **N** N

2005-2012 N N

2005-2012 N N

2002-2003 N N

2008-2012 N **N**

2010-2012 N N

2009-2012 N N

2000-2012 N N

2011-2012 N N

2008-2012 N N

2003-2012 N N

2005-2012 N N

2002-2012 N N

2008-2012 N N

2000-2012 N N

s.22

2005-2012

N

N

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Health

Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Documen t (Y/N)	Handwritte n Notes Indicating a Decision (Y/N)
11				

s.22

2004-2012

N

N

s.22

2002-2012

N

N

2002-2013

N

N

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
12				

s.22

2000-2012

N

N

s.22

2002-2013 N N

2002-2013 N N

2009-2013 N N

2011-01-01 N N

2010-2012 N N

s.22

2010-2011 N N

2009 N N

2012 N N

2010 N N

2008 N N

2006 N N

2005-2006 N N

2002-2008 N N

2005-2008 N N

s.22

2011-2012

N

N

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
13	s.22	2012-2013	N	Y
		2007-2008	N	N
		2013	N	N

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Health

Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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14

s.22

2012-2013	N	N
2009-2012	N	N
2012-2013	N	N
2012	N	N
2008-2013	Y	N

Ministry of
Health

Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
15				
s.22		N/A	N	N
		2012	N	N
		2008-2012	N	N
		2000-2012	N	N
		2011-2013	N	N
		2012-2013	N	N

s.22

2012	N	N
2012-01-01	N	N
2012-2013	N	N
2009-2013	N	N
2008-2012	N	N
2012	N	N
2012	N	N
2010-2012	N	N
2010-2012	N	N

s.22

2010-2012 N N

2012 N N

2010-2012 N N

2012 N N

2009-2012 N N

2011-2012 N N

2012 N N

2009-2012 N N

2000-2013 N N

2012 N N

2012 N N

2008-2012 N N

2008-2012 N N

2010-2012 N N

2009-2012 N N

s.22

2011-2012 N N

2000-2012 N N

2008-2012 N N

2005-2012 N N

2005-2012 N N

2005-2012 N N

2008-2012 N N

2000-2012 N N

s.22

2008-2012 N N

2008-2012 N N

2008-2009 N N

2008-2012 N N

2008 N N

2012 N N

s.22

2007-2012 N N

2012 N N

2011-2012 N N

2010-2012 N N

2010-2011 N N

2012 N N

2010-2012 N N

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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16

s.22

2012-2013

N

N

2013

N

N

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Box #	Subject Matter	Date or Date Range (Includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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HR - 17

s.22

2008-2012	N	Y
2012-2013	N	Y
2011-2012	N	Y
2009-2012	N	N
2012	N	N

s.22

2010-2012 N N

2008-2012 N N

2010-2012 N N

2012 N Y

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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RCMP - 18

s.22

2004 N N

N/A N N

2005 N N

N/A N N

2013 N N

s.22

N/A

N

N

1995

N

N

2010-2011

N

N

N/A

N

N

s.22

N/A

N

N

N/A

N

N

2012

N

N

N/A

N

N

N/A

N

N

1995-2011

N

N

s.22

2003

N

N

2010

N

N

2009-2010

N

N

s.22

2006-2007 N N

N/A N N

N/A N N

2011 N N

2005 N N

2009 N N

2011 N N

s.22

N/A	N	N
2005-2012	N	N
N/A	N	N
N/A	N	N

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Health

Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
1				
Box 1	s.22	2008-2012	N	N
		2010-2012	N	N
		2007-2012	N	Y
		2010-2012	N	Y
		2010-2012	N	Y
		2010-2011	N	N
		2012	N	Y
		2012	N	Y
		2011	N	N
		2010	Y	N
		2012	N	N
		2012	N	N
		2012	N	N
		2012	N	Y
		2012	N	N
		2009-2012	N	N
		2009-2012	N	N
		2006-2007	N	N
		2007	N	Y
		2006	N	N
		2006	N	N

s.22

2010	N	Y
2012	N	N

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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2

Box 2 s.22

2011-2012	N	N
2011-2012	N	N
2011-2012	N	N
2010-2012	N	Y
2010-2012	Y	Y
2010-2011	Y	Y
2010-2012	N	Y
2008-2012	N	Y
2009-2012	N	Y
2006	Y	N
2008-2012	N	N
2011-01-01	N	Y
2008-2012	N	N
2007-2012	N	N
2007-2012	Y	Y
2008-2012	N	N
2007-2012	N	N
2009-2012	N	Y
2009-2012	N	Y
2009-2012	N	Y
2010-2012	Y	Y

s.22

2010-2012

N

Y

2010-2012

N

Y

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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3

Box 3 s.22

2012-2013	Y	N
2012-2013	Y	N
2012-2013	N	Y
2006-2008	Y	N
2006-2009	Y	N
2007-2009	Y	N
2007	Y	N
2009-2012	N	N
2009-2012	Y	N
2004-2008	Y	N
2005-2008	Y	N
2006-2008	Y	N
2003-2004	Y	N

s.22

2003-2004	Y	N
2004-2005	Y	N
2005	Y	N
2005	Y	N
2005-2006	Y	N
2004-2012	Y	N

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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4

Box 4	s.22	2006-2012	Y	N
		2007	N	N
		2010	N	Y
		2010-2012	Y	N
		2007	N	Y
		2006	N	Y
		2007	Y	N
		2005	Y	N
		2003	N	N
		2005	N	Y
		2006	N	Y
		2010	N	Y
		2009	N	Y
		2009	N	Y
		2009	Y	Y
		2008	Y	Y
		2010	N	N

s.22

2010	N	Y
2012	Y	N

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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5

Box 5 s.22

2007	Y	N
2009	N	N
2007	N	N
2007	N	Y
2008	N	N
2008	N	N
2009	N	N
2003	N	Y
2006	Y	Y
2007	N	Y
2003	N	Y
2006	N	Y
2005	N	Y
2007	N	N
2001	N	Y
2004	N	Y
2007	N	Y
2007	N	Y
2008	N	Y
2007	N	Y

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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6

Box 6	s.22	2003-2005	Y	N
		2009	Y	Y
		2009	Y	Y
		2009	Y	Y
		2008	Y	Y
		2008	Y	N
		2009	Y	Y
		2006	Y	Y
		2007	Y	Y

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
7				
Box 7	s.22	2007	N	Y
		2009	N	N
		2004-2005	Y	Y
		2008	N	Y
		2009	Y	Y
		2005	N	N
		2007	Y	N
		2009	N	Y
		2006-2007	Y	Y
		2007	Y	Y
		2007	Y	N
		2009	N	N
		2009	N	N
		2008	N	Y

s.22

2009	N	Y
2007	N	Y
2009	N	Y
2009	N	N
2008	N	Y
2008	N	Y
2007	N	N
2009	N	N
2003-2004	N	N
2010	Y	Y
2006	Y	N
2009	Y	Y
2007	Y	Y
2008	Y	N
2007	Y	Y

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
8				
Box 8	s.22	2003-2004	Y	Y
		2008-2009	Y	Y
		2009-2013	Y	Y
		2006-2013	Y	Y

s.22

2009-2013 Y Y

2006-2014 Y Y

2007-2014 Y Y

2005-2014 Y Y

s.22

2008-2013	Y	Y
2009-2014	Y	Y
2010-2014	Y	N
2011-2013	Y	Y
2009-2013	Y	Y
2010-2012	Y	Y
2010-2014	N	N

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
9				
Box 9	s.22	2007	Y	Y
		2012	Y	Y
		2011	Y	N
		2008	Y	Y
		2008	N	N
		2007	Y	Y
		2006	N	N
		2010	N	Y
		2003	N	N
		2004	Y	N

Ministry of Health

Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
10				
Box 10	s.22	2009-2012	Y	Y
		2009-2012	Y	Y
		2006-01-01	N	Y
		2008-2012	Y	N
		2009-2012	Y	N
		2004-01-01	N	Y
		2006-2008	Y	Y
		2010-2012	Y	Y

s.22

2009-2010 Y Y

2003-2012 Y Y

2007-2012 Y Y

2007-2008 Y N

2007-2012 Y Y

2007-2010 Y Y

s.22

2010-2011

Y

Y

2004-2012

Y

Y

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
11				
Box 11	s.22	2010	Y	N
		2009-2010	Y	Y
		2010-2011	N	N
		2009	N	Y
		2010	Y	N
		2009	Y	N
s.22		2009	Y	N
		2009	N	N
		2009	Y	N
		2009	Y	N
		2010	Y	N

s.22

2009	N	N
2010	N	N

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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12

Box 12 s.22

2009	Y	Y
2009-2010	Y	N
201	Y	N
2010	N	Y
2010	N	Y
2009	N	Y
2006	N	Y
2010	N	Y
2010	Y	Y
2011	Y	N
2011	Y	Y
2010	N	Y
2011	N	N
2011	N	Y
2012	N	Y
2011	N	N
2010	N	Y
2011	Y	N
2010	N	Y
2011	N	Y
2011	Y	Y

s.22

2009	Y	N
2009	N	Y
2008	N	Y
2009	Y	Y
2008	Y	Y
2007	N	Y
2006	N	N
2010	N	N
2012	N	N
2011	N	Y

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
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13

Box 13 s.22

2005-2008 Y Y

2005-2006 Y Y

2005-2006 Y Y

2006-2009 Y Y

s.22

2007-2009	Y	Y
2007-2008	Y	Y
2007-2008	Y	N
2008-2011	Y	Y
2008-01-01	Y	Y
2010-2011	Y	N
2011-2014	Y	Y

s.22

2011-2012	Y	N
2005-2006	Y	N
2006-2009	Y	Y
2009-2010	Y	Y
2000-2013	Y	Y

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
14				
s.22		2007-2010	Y	N
		2009	Y	N
		2009	Y	N
		2008	N	N
		2011-2012	N	Y
		2009	N	Y
		2010	N	Y
		2009	N	Y
		2010	N	N

s.22

2008	N	Y
2008	N	Y
2004	N	N
2009-2010	N	N
2008-2010	N	Y
2009	N	Y
2012	N	Y
2013	N	Y
2005	N	N
2011	N	Y
2010	N	Y
2006	N	Y
2007	N	Y

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Box #	Subject Matter	Date or Date Range (includes date range if appropriate)	Original Signed Document (Y/N)	Handwritten Notes Indicating a Decision (Y/N)
15	s.22	2008	N	N
		2011	Y	Y
		2007	N	N
		2007	N	N
		2007	N	N
		2010	Y	Y
		2006	Y	Y
		2006	Y	Y
		2006	N	Y
		2006	Y	Y