

Court Services Branch
2016 and 2017 Leadership Conference at River Rock Casino

\$

2016 Contract with River Rock Casino for Leadership Conference

Fees for meeting rooms, food and non-alcoholic refreshments	21,978.34
Use of audio and visual equipment	<u>3,809.51</u>
Total as per Contract	<u>25,787.85</u>

Deposit for 2017 conference	<u>5,000.00</u>
-----------------------------	-----------------

Total paid to River Rock in Fiscal 2016/17	<u><u>30,787.85</u></u>
---	--------------------------------

2017 Contract with River Rock Casino for Leadership Conference

Fees for meeting rooms, food and non-alcoholic refreshments	22,093.26
Use of audio and visual equipment	<u>4,623.36</u>

Total as per Contract	<u><u>26,716.62</u></u>
------------------------------	--------------------------------

EVENT CONFIRMATION AGREEMENT

May 30, 2016

Lynda Cavanaugh
Assistant Deputy Minister
Court Services Branch
Ministry of Attorney General
PO Box 9249 Stn Prov Gov
Victoria, BC
V8W 9J2

Phone: 250.356-1527

Ref: Ministry of Attorney General Meeting
September 28, 2016 - September 30, 2016

Dear Lynda

Thank you for selecting the River Rock Casino Resort. It is a pleasure to confirm we are holding tentative the following space for your upcoming event(s) until **June 3, 2016**. We are confident that our banquet, culinary and sales teams will assist you with planning a successful event and extraordinary experience for you and your group. **Please carefully review the following event contract details below.**

STANDARD ROOM & SUITE RATES:

Day	Date	2 Queen Bed Standard Room	1 King Bed Standard Room	1 Bedroom Suite	Total Rooms
Wednesday	09-28-16	24 \$149.00	6 \$149.00	65 \$169.00	95
Thursday	09-29-16	24 \$149.00	6 \$149.00	65 \$169.00	95

The above noted guest room rates are for the specific dates outlined. The River Rock Casino Resort will be pleased to extend the rate three (3) days pre and post from the block dates based on availability.

The above rates are quoted in Canadian dollars and are per night, based on Single/Double occupancy and are net non-commissionable. Extra person charge is \$25 per night, per person. Room rates are subject to 10% hotel tax and 5% Goods and Services Tax (GST).

RESERVATIONS & NO SHOW CHARGES:

Should you choose to make reservations via rooming list, it will be due 30 days prior to arrival of the event on **September 28, 2016** or upon confirmation of event if within 30 days. On **August 29, 2016** or upon confirmation of the event, all uncommitted guest suites will be released back into the hotel inventory for general resale. Any group rates offered after this date will no longer be valid and your guest may book their reservations at the best available rate at time of booking.

If your procedure is by individual call in, each guest will be required to supply a credit card to guarantee their reservation. A guaranteed room reservation assures a room for your attendees regardless of their arrival time.

Exclusive Events							
	08:00 AM-05:00 PM	Meeting	Thompson Room	Custom Setup Style	100	\$0.00	
	08:00 AM-05:00 PM	Meeting	Fraser Room	Custom Setup Style	60	\$0.00	
The Sammy Davis Jr. Meeting Package					100		
	09:00 AM-05:00 PM	The Sammy Davis Jr. Meeting Package	Fraser Room	Banquet Style	100	Incl	
	10:00 AM-10:15 AM	Coffee Breaks AM	Fraser Room	Banquet Style	100	Incl	
	12:00 PM-01:00 PM	Lunch Buffet	Fraser Room	Banquet Style	100	Incl	
	03:00 PM-03:15 PM	Coffee Break PM	Fraser Room	Banquet Style	100	Incl	

- Meeting room rental is included in the package price with a guarantee of 80 people per event

The Hotel reserves the right to provide an alternate function room best suited for your group should the number of guests attending the function or the room set up differs greatly from the Event Contract. If the number of attendees or food & beverage requirements changes significantly, we reserve the right to reassess the room rental.

Additional meeting room requirements above and beyond contracted meeting space are subject to availability at full meeting room rental. Any revisions made to the contracted set up after the meeting room has been set up will be assessed a labour charge of \$35.00 per hour/ per staff member.

FOOD & BEVERAGE:

All food and beverage **MUST** be purchased through the hotel. Final menu selection must be submitted to the Catering Department a minimum of **thirty (30) days** prior to the event date. An estimated number of persons for each meal function is required **fourteen (14) days** prior to the event date. It is the responsibility of the client to advise the Catering Department in writing of the final guarantee number of guests by **12:00 noon local time (PST), five (5) days or no later than 120 hours** prior to the event date. Once the final guaranteed is given, numbers cannot be lowered. The Hotel will set and prepare 5% above the guaranteed number, to a maximum of fifteen (15) guests, space permitting. In the event a final guarantee has not been received by the Hotel, billing and meal preparation will be based on the original number of guests as noted on this Event Confirmation Agreement. The client agrees to pay the final guaranteed number or the actual number of guests in attendance, whichever is greater.

Food and beverage prices may be confirmed up to **two (2) months** in advance of requirement. Service Charge of 18% is applied to all food and beverage and audio visual based on pre-tax totals. Our current provincial tax on alcoholic beverages is 10%. The 5% G.S.T. will be applied to the service charge, food and alcoholic beverages before provincial sales tax.

AUDIO VISUAL:

PSAV, our in-house supplier and technician will supply full service audio/visual equipment. Charges for equipment are subject to applicable service charges and taxes. Audio Visual equipment cancelled within twenty-four (24) hours will be charged at the full rental amount. Additional power requirements will be assessed and charged at current rate. To book these services, please contact Sean Tamaki, Director, Event Technology – PSAV at 604-329-4502 or email: stamaki@psav.com.

Should you wish to arrange for your own A/V supplier (excluding your own personal equipment), a daily utility fee will be charge per event/day for the use of an outside supplier. Your A/V supplier is required to be a registered company approved by the Hotel. If the Hotel house sound is required, an additional patch fee will be charged in addition per meeting room. A labour charge may also apply if the Hotel deems that supervision is required for the move-in and move-out of the outside audio/visual supplier.

DEPOSIT:

The River Rock Casino Resort will require a non-refundable deposit of **\$5,000.00** with the signed contract to confirm the secured function/event date and space. This amount will be considered as a payment towards the event's final bill.

PAYMENT:

Should prior credit arrangements NOT be established, the River Rock Casino Resort will require full prepayment of the Catering & Room Balance Estimate and is due **fourteen (14)** days prior to the event date. Payment may be made by certified bank draft, approved company cheque, credit card or cash. We will also require a credit card for our files to act as a guarantee for any remaining balance owing following completion of the event(s). The Accounting Department will present the event organizer with an itemized invoice of all charges within 3 business days of the event's completion. Wire or bank transfer under \$500, a \$25 service charge will apply.

Direct billing may be established for Corporate Group upon completion of a full credit application and approval by the River Rock Casino Resort's Credit Department. Note that direct billing cannot be arranged for private individuals and therefore prepayment listed above will be required. Thirty (30) days is required to process the full credit application form. Payment term (once credit has been established) is Net thirty (30) days. Should payment not be made within thirty (30) days of the date of the invoice, interest charges in the amount of 2.25% will be applied to the account.

HOTEL ATTRITION:

This agreement and the guest room rates negotiated are based on the Group using and paying for the entire number of room nights in the Room Block that the Hotel has agreed to hold for the exclusive use of the Group.

The organization signing this contract is responsible for consuming a minimum of 85% of the total guest room block. If the total rooms consumed are less than 85% of the above contracted room block, which is << 160 >> guest room nights, the hotel will be due liquidated damages equal to the group rate multiplied by the difference between the total room nights consumed and 85% of the contracted block. In the event that the hotel is able to resell the available rooms, the above-liquidated damages will be adjusted.

Under the terms of this contract, and in accordance with the information you have provided to us regarding your needs, we have now taken out of our inventory the sleeping room block and meeting space outlined herein.

CANCELLATION:

In the event you cancel your function with the hotel, a cancellation fee may be charged to you and payable upon demand. The fee will be based on banquet pricing in effect at the time of cancellation. This amount is due as liquidated damages and not as a penalty. The following schedule will apply:

Notification of Cancellation prior to scheduled event	Cancellation Fee: Percentage (%) of estimated lost Guestrooms, Meeting Room Rentals, Food & Beverage Revenue and Labour Fees where applicable
181 - 365 days	Non-Refundable Deposit will be forfeited
91 - 180 days	25% of the estimated lost revenues
30 - 90 days	50% of the estimated lost revenues

15 - 29 days	75% of the estimated lost revenues
0 - 14 days	100% of the estimated lost revenues

The River Rock Casino Resort requires that all cancellations must be received in writing. In the event of a cancellation, these charges are subject to the River Rock Casino Resort's duty to mitigate its damages by making a reasonable effort to re-sell the cancelled function space. The hotel will only charge for the portion of reserved space, which the hotel is unable to resell.

SHIPPING ARRANGEMENTS:

The Hotel will not be responsible for shipping any packages. You agree to take the sole responsibility of handling arrangements in advance and coordinate with the respective shipping/delivery service. All displays, exhibits, decorations, equipment, musicians/entertainers must enter the Hotel via the loading dock. The Hotel will not accept deliveries made at the Resort entrance. Should you require assistance with your boxes, packages or freight, we can arrange for assistance at \$35.00 per hour, per staff member (*1hr minimum*). The Hotel will not receive or sign for C.O.D shipments. A \$5.00 per box or \$75.00 per pallet handling/delivery fee will be charged to the Group Master Account. The River Rock Casino Resort is not responsible for any customs brokerage charges arriving or leaving the country, it is the responsibility of the guest to arrange for their own customs broker.

If any boxes or materials are being shipped to the hotel, please address them to:

River Rock Casino Resort
8811 River Road
Richmond, BC
V6X 3P8

Attention: Guest Name – Company Name
c/o Gord Arnould, Sales Manager
Ministry of Attorney General Meeting
September 28, 2016
CONFERENCE ROOM
Total # of Pieces: _____

ADVERTISING:

All advertising for functions held at the *River Rock Casino Resort* must be approved by the hotel's management prior to printing and/or airing. Copies of *River Rock Casino Resort* logo are available upon request from your Sales & Catering Manager for reproduction and inclusion in your literature.

GIFT DELIVERY:

Should you require gifts to be delivered to your guests in their suites, a \$5 delivery charge per item will apply for each room delivery.

FORCE MAJEURE:

The performance of the Agreement by either party is subject to acts of God, war, government regulations, natural disaster, strikes, civil disorders, or other emergencies making it illegal or impossible to provide the facilities for your meeting. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from either party.

ACCEPTANCE:

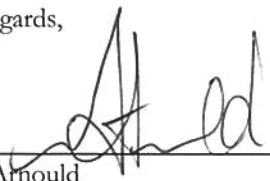
If the above arrangements meet with your approval, kindly sign and return a copy of this Event Confirmation Agreement, along with your deposit, by **June 3, 2016**. The Banquet Terms & Conditions in our Culinary Experience Menu are applicable to this contract. This will confirm your function/event as Definite by the Hotel. If we have not received a signed agreement by this date, River Rock Casino Resort has the right to re-

evaluate all terms and conditions of this Event Confirmation Agreement. Also, River Rock Casino Resort reserves the right to release meeting space and guestrooms for resale in which case neither party will have any further obligations.

The parties agree that this Agreement constitutes the entire contractual agreement between the parties. No other verbal or other commitments apply. This agreement may not be modified except by written agreement executed by both parties.

The entire staff at the Hotel sincerely appreciates the opportunity to serve you. You can be assured of the effort of our staff and my personalized attention to help make your event most enjoyable and successful. If you have any questions, or further requirements, please do not hesitate to contact me. We look forward to welcoming you and your guests to the River Rock Casino Resort.

Best Regards,




Gord Arnould
Sales Manager
Tel: 604-247-8591
Email: garnould@riverrock.com

June 7 / 2016

Date

The contents of the foregoing agreement meet with my approval, and I consider all arrangements to be confirmed and definite contingent upon the Hotel's approval and execution of this Agreement.

Approval on behalf of:
Ministry of Attorney General



Lynda Cavanaugh

June 3, 2016

Date

Court Service Branch - 2016 Leadership Conference
List of Attendees - Court Services and Coporate Management Services Branch

Names of Guest	Region	Position	Location	29-Sep	30-Sep
ACHAMPONG, Bernard	HQ	ED, Service Reform	Victoria	29-Sep	30-Sep
ADAMS, Scott	Interior	Senior Intelligence Officer	Kelowna		30-Sep
ALEXANDER, Janice	HQ	Mgr Workforce Planning	Victoria	29-Sep	
ALNUTT, Jade	Van Island	Acting Manager	Victoria	29-Sep	
AMBERCROMBIE, June	North	Manager	Quesnel	29-Sep	
ATKINS, Linda	Fraser	Acting Manager	Abbotsford		30-Sep
BAIRD, Lisa	Coastal	Sergeant	Vancouver	29-Sep	
BELL, Kathleen	Fraser	Sergeant	Chilliwack		30-Sep
BENNETT, Glenda	North	Manager, Registry Operations	Prince George	29-Sep	
BENNETT, Michelle	Coastal	Sr. Court Manager	Vancouver		30-Sep
BHULLER, Ravi	Fraser	Sergeant	New Westminster		30-Sep
BLAIR, Paul	Interior	Sergeant	Salmon Arm		30-Sep
BOSSERT, Carey	Fraser	Sergeant	Coquitlam	29-Sep	
BOYER, Patrick	Coastal	Manager- In Court Operations	Vancouver		30-Sep
BOYER, Peggy	Fraser	Manager Finance and Admin	New Westminster		30-Sep
BRADLEY, Kathleen	Van Island	Senior Registry Technician	Powell River		30-Sep
BROCK, Jeanne	Interior	Manager, Registry Operations	Cranbrook	29-Sep	
BRUCE, Brad	Fraser	Senior Sergeant	Coquitlam	29-Sep	
BRUNTON, Delaney	Van Island	Court Clerk	Victoria		30-Sep
BURCHNALL, Shelley	Van Island	Senior Manager	Nanaimo	29-Sep	
CAMPBELL, Mike	Interior	Sergeant	Kamloops	29-Sep	
CANNOVA, Angelo	Coastal	Senior Sergeant	Vancouver	29-Sep	
CANNOVA, Neil	Coastal	Senior Sergeant	Vancouver	29-Sep	
CARDOSO, Angela	Coastal	Deputy District Registrar	Vancouver	29-Sep	
CAREW, Gloria	North	Manager	Fort St John	29-Sep	
CARL, Koreen	HQ	Inspector	Vancouver		30-Sep
CATTON, Rich	Coastal	Senior Sergeant	Vancouver	29-Sep	
CAVANAUGH, Lynda	HQ	ADM	Victoria	29-Sep	30-Sep
CHATTEN, Tammy	HQ	Mgr., Perform Measurement	Victoria	29-Sep	
CHIDDELL, Dan	HQ	Director, SIBA	Victoria	29-Sep	
CHONG, Rob	Justice Institute	Guest/Speaker	Vancouver	29-Sep	30-Sep
CHRISTENSEN, Shannon	Fraser	A/Manager Operations	Abbotsford	29-Sep	
CLARK, Curtis	Interior	Executive Director	Kelowna	29-Sep	30-Sep
CLEMENTS, Rita	Van Island	Admin/Registry Operations	Duncan	29-Sep	
COLE, Shana	Fraser	In-Court Supervisor	Surrey	29-Sep	
CONN, Kevin	HQ	Director, Court Innovation	Vancouver	29-Sep	

ACHAMPONG, Bernard	HQ	ED, Service Reform	Victoria	29-Sep	30-Sep
COOPER, Dave	Interior	Sergeant	Kelowna		30-Sep
CORRADO, Paul	HQ	Chief Sheriff - Executive Director	Vancouver	29-Sep	30-Sep
CUNLIFFE, Cynthia	Van Island	Administrator, Finance & Admin	Victoria		30-Sep
CUSHING, Chinwe	Fraser	Court Clerk Supervisor	Richmond	29-Sep	
DANIELS, Georgina	HQ	Sr. Policy Analyst	Vancouver		30-Sep
DAWSON, Christal	Coastal	VTC Supervisor	Vancouver		30-Sep
DEAN, Jane	Justice Institute	Guest	Vancouver	29-Sep	30-Sep

ACHAMPONG, Bernard	HQ	ED, Service Reform	Victoria	29-Sep	30-Sep
DELACRETAZ, Stephanie	HQ	Mgr, Mgmt Info/Data Quality	Victoria	29-Sep	
DHANDWAR, Bill	Coastal	Sergeant	Vancouver		30-Sep
DHESI, Amar	Fraser	Senior Sergeant	Surrey	29-Sep	
DHILLON, Paul	Coastal	Sergeant	Vancouver		30-Sep
DUCHARME, Shelly	Interior	Registry Operations Manager	Kamloops		30-Sep
DUMITRESCU, Manraj	Fraser	Manager	New Westminster		30-Sep
ERICKSON, Kari	Van Island	Sr. Manager/Reg Operations	Victoria		30-Sep
ESSERY, Zac	Coastal	Sergeant	Vancouver	29-Sep	
EUSTIS, Beverly	Fraser	Sr. Registry Technician	New Westminster	29-Sep	
FARMER, Robyn	Van Island	Administrator, Reg. Operations	Campbell River	29-Sep	
FARRAHNAZ, Asin	Coastal	Deputy Sheriff	Vancouver		30-Sep
FAST, Chad	Fraser	Senior Sergeant	Coquitlam		30-Sep
FAYKES, Debbie	Van Island	Manager Finance & Admin	Victoria		30-Sep
FELLERS, Suzanne	North	Administrative Officer R21	Dawson Creek	29-Sep	
FERREIRA, Carlos	Coastal	Sergeant	Vancouver	29-Sep	
FINLAY, Deanna	Interior	Court Administrator	Salmon Arm	29-Sep	
FISHER, Ken	Fraser	Sergeant - PTO	Coquitlam		30-Sep
FRESHWATER, Cathy	Public Service Agency	Guest/Speaker	Victoria	29-Sep	30-Sep
GERSTEL, Cindy	North		Dawson Creek		30-Sep
GILMOUR, Chris	Coastal	Supervisor-Court Records	Vancouver	29-Sep	
GIN, Shelley	Coastal	Court of Appeal Manager	Vancouver		30-Sep
GINGRICH, Ken	Coastal	Sergeant	Vancouver		30-Sep
GOESSMAN, Kurt	North	Sergeant	Quesnel		30-Sep
GOODLAD, James	North	Sergeant	Fort St John		30-Sep
GREENWOOD, Lisa	Van Island	Deputy Sheriff	Nanaimo	29-Sep	
GREGORY, Kristen	Interior	Administrative Officer R18	Cranbrook	29-Sep	
GUNNARSON, Jess	HQ	A/Director	Victoria	29-Sep	
HALLOWAY, Matthew	North	Sergeant	Prince George		30-Sep
HAWKINS, Martina	Van Island	Admin/Registry Operations	Port Alberni	29-Sep	
HIGHNAM, Kent	Justice Institute	Guest/Speaker	Vancouver	29-Sep	30-Sep
HILTON, Dana	Interior	Manager	Vernon	29-Sep	
HOFFMAN, Brady	Fraser	Senior Sergeant	Surrey		30-Sep
HORODYSKI, Brian	North	Sergeant	Prince George	29-Sep	
HORVATH, David	North	Senior Sergeant	Terrace		30-Sep
HOWDEN, Colleen	North	Admin, Registry Operations	Prince Rupert	29-Sep	
HUNT, Adrienne	HQ	Manager/Service Design	Victoria		30-Sep
HUNTER, Kelly	Interior	Senior Sergeant	Cranbrook	29-Sep	

ACHAMPONG, Bernard	HQ	ED, Service Reform Administrative Officer R21	Victoria	29-Sep	30-Sep
HUNTER, Laura	Van Island		Courtenay		30-Sep
IACHETTA, David	Coastal	Registry Supervisor	Vancouver	29-Sep	
JEANNOTTE, Shaun	North	Inspector	Fort St John		30-Sep
JERVIS, Steve	Coastal	Senior Sergeant	Vancouver		30-Sep
JOSS, Edward	Fraser	Sergeant	Port Coquitlam		30-Sep
JOTIE, Verdon	Coastal	Operations Manager-Courts	Vancouver		30-Sep
KAIN, Andrew	Van Island	Sergeant	Victoria		30-Sep
KELNER, Rayna	North	Manager Finance & Admin	Prince George		30-Sep
KERR, Jeremy	Van Island	Sergeant	Victoria	29-Sep	
KHANNA, Eddie	Coastal	Senior Accounting	Vancouver		30-Sep
KINLOCH, Scott	Fraser	Registry Supervisor	New Westminster		30-Sep
KIPLING, Rachel	North	Administrative Officer R18	Prince George		30-Sep
KOLP, Stephaney	Fraser	Director of Operations	Vancouver	29-Sep	
KORIATH, Glenna	Interior	Administrative Officer R18	Kelowna		30-Sep
KORNAGA, Charlene	Van Island	Manager	Courtenay		30-Sep
KUMAR, Ray	Coastal	Sergeant	Richmond		30-Sep
LANG, Sherry	Fraser	In-Court Supervisor	Surrey		30-Sep
LAU, Alvin	HQ	Senior Policy Analyst	Victoria		30-Sep
LEVAC, Nathan	Fraser	Sergeant	Abbotsford	29-Sep	
LIVINGSTON, Josh	Fraser	Senior Sergeant	Coquitlam		30-Sep
LUNDE, Judy	Fraser	Manager, Registry Operations	Chilliwack	29-Sep	
MACLAGAN, George	Van Island	Sergeant	Campbell River		30-Sep
MADISEN, Alita	Van Island	Registry Supervisor	Port Hardy	29-Sep	
MAHAR, Ryan	Fraser	Senior Manager	Abbotsford		30-Sep
MARR, Gordon	Coastal	Sergeant	Vancouver		30-Sep
MARSHALL, Sheree	Interior	Manager, Registry Operations	Vernon		30-Sep
MASER, Bill	Justice Institute	Guest/Speaker	Vancouver	29-Sep	30-Sep
MATHIESON, Ashley	Coastal	Sergeant	North Vancouver		30-Sep
MAYHEW, Marnie	Public Service Agency	Guest/Speaker	Victoria	29-Sep	30-Sep
MCISAAC, Tracy	Fraser	Sergeant	Surrey		30-Sep
McLEOD, Cathy	Coastal		Sechelt		30-Sep
McMEEKIN, Laurie	HQ	Exec Coordinator to ADM	Victoria	29-Sep	30-Sep
McPHEE, Michelle	Interior	Senior Manager	Kamloops	29-Sep	
McWHINNIE, Mike	Coastal	Manager-In Court Operations	Vancouver	29-Sep	
MELVIN, Stephanie	Van Island	Executive Director	Victoria	29-Sep	30-Sep
MILLER, Brenda	HQ	ED, Corporate Support	Victoria	29-Sep	30-Sep


ACHAMPONG, Bernard	HQ	ED, Service Reform	Victoria	29-Sep	30-Sep
MIYASHITA, Charles	Interior	Manager Finance & Admin	Kelowna		30-Sep
MOLDOVANOS, George	Van Island	Sergeant - PTO	Victoria		30-Sep
MOORE, Marian	Fraser	Manager	Chilliwack		30-Sep
MORRISON, Brad	Coastal	Sergeant	Vancouver		30-Sep
MORRISON, Julie	Fraser	Manager, Registry Operations	Surrey		30-Sep
MORRISON, Katharine	Fraser	Manager-In Court Operations	Surrey	29-Sep	
MUMBY, Catherine	Coastal	Administrative Officer R18	Vancouver	29-Sep	
NAKAZAWA, Erika	Interior	Court Clerk	Vernon	29-Sep	
NEAL, Melanie	Van Island	Sr. Manager	Duncan		30-Sep
NEMETZ, Dr. Georgia	Justice Institute	Guest/Speaker	Vancouver	29-Sep	30-Sep
NEVIN, Sheila	Coastal	Manager	North Vancouver		30-Sep
NEWTON, Kimberly	Public Service Agency	Guest/Speaker	Victoria	29-Sep	30-Sep
NG, Camy	Coastal	JP/Supervisor	Vancouver	29-Sep	
NGUYEN, Jen	Coastal	Court Clerk R11	Vancouver		30-Sep
OLDRING, Robin	KEYNOTE SPEAKER	Keynote Speaker	Vancouver	29-Sep	30-Sep
OLMSTED, Debbie	North	Manager	Prince Rupert	29-Sep	
OLSEN, Dave	North	Senior Sergeant	Williams Lake	29-Sep	
PAINE, Alison	Public Service Agency	Guest/Speaker	Victoria	29-Sep	30-Sep
PALK, Sarah	Interior	Manager-Registry Operations	Nelson	30-Sep	30-Sep
PARENT, Camille	Coastal	Manager	Vancouver	29-Sep	
PATTON, Pamela	Interior	Administrative Officer R18	Penticton	29-Sep	
PENNER, Kelly	North	Manager, In-Court Operation	Prince George		30-Sep
PEREZ, Carman	Coastal	Manager Finance & Admin	Vancouver		30-Sep
PETERSEN, Jeff	Coastal	Sergeant	North Vancouver	29-Sep	
PIGHIN, Carol Anne	Interior	Manager	Cranbrook		30-Sep
PRINCE, Ken	Fraser	Sergeant	Abbotsford		30-Sep
PURDY, Maria	Coastal	Criminal/Traffic Supervisor	Vancouver	29-Sep	
QUON, Kathy	Fraser	Exhibits Supervisor	New Westminster	29-Sep	
RANALLO, Ezio	Fraser	Sergeant	Chilliwack	29-Sep	
REILLY, Joe	Fraser	Senior Sergeant	Coquitlam	29-Sep	
RICHARDSON, Rob	HQ	Planning and Policy Analyst	Victoria	29-Sep	
RINGER, Mike	North	Senior Sergeant	Prince Rupert	29-Sep	
ROBINSON, Patricia	Van Island	Administrative Officer R18	Colwood	29-Sep	
ROSEBERRY, Lori	Interior	Registry Administrator	Golden	29-Sep	
RYSAVY, Jessica	North	Manager	Smithers	29-Sep	

ACHAMPONG, Bernard	HQ	ED, Service Reform	Victoria	29-Sep	30-Sep
SANDE, Cynthia	Interior	Manager	Penticton		30-Sep
SANDHU, Mandy	Fraser	Manager, Court Admin	Richmond		30-Sep
SANDHU, Tara	Coastal	VTC Supervisor, JP	Vancouver		30-Sep
SAXON, Mary	Coastal	Manager	Vancouver	29-Sep	
SCANLAN, Derek	Van Island	Sergeant	Port Alberni	29-Sep	
SCHETLER, John	Coastal	Sergeant	Richmond	29-Sep	
SCHOON, Jeanette	Coastal	Sr. Registry Tech/Supervisor	Vancouver		30-Sep
SENECAL, Denis	Interior	Registry Operations	Nelson	29-Sep	
SEWELL, Jacquie	Fraser	Manager	Coquitlam	29-Sep	
SHARMA, Ajay	Coastal	Sr. Registry Technician	Vancouver		30-Sep
SIHOTA, Jessie	Coastal	Family Registry Supervisor	Vancouver	29-Sep	
SINGER, Laura	Fraser	Senior Manager	Surrey		30-Sep
SMITH, Cindy	North	Manager	Terrace	29-Sep	
SMITH, Douglas	Van Island	Manager	Campbell River		30-Sep
SMITH, Erin	HQ	A/Sr Policy Analyst, Civil	Victoria	29-Sep	
SOTI, Joseph	Fraser	Sergeant	Surrey	29-Sep	
SOUTHERN, Sheila	Van Island	Manager, In Court Operations	Nanaimo	29-Sep	
SPEARMAN, Daryl	Fraser	Sergeant	Sure	29-Sep	
SPOELSTRA, Bianca	Van Island	Manager Registry Operations	Nanaimo		30-Sep
STATTON, Joel	Coastal	Senior Manager	Vancouver		30-Sep
STEPHENSON, Kimberly	North	Administrator of Registry	Fort St John	29-Sep	
TASALIOTI, Karie	Coastal	Manager-Registry Operations	Vancouver		30-Sep
THOMPSON, Rebecca	North	Registry Administrator	Burns Lake		30-Sep
THOMSON, Michelle	North	Director of Operations	Prince George	29-Sep	
TOLUSSO, Danny	Fraser	Senior Sergeant	Coquitlam	29-Sep	
TOLUSSO, Sonai	Fraser	Manager-Registry Operations	Abbotsford		30-Sep
TRACEY, Lorraine	Coastal	Manager - Registry Operations	North Vancouver	29-Sep	
TURK, Wayne	Interior	Senior Manager	Kelowna	29-Sep	
TURNER, Erin	HQ	Sr. Policy Analyst	Vancouver	29-Sep	
TWUM, Ken	Coastal	Sergeant	Vancouver		30-Sep
VANCE, Melanie	Fraser	Manager	Port Coquitlam		30-Sep
VILLELLA, Angela	Fraser / Coastal	Executive Director	New Westminster	29-Sep	30-Sep
VON SCHULMAN, Beatrice	Interior	Sr Manager, Court Admin	Kelowna		30-Sep
VOSSHANS, Rena	North	Registry Administrator	Fort Nelson		30-Sep
WALDIE, Marlo	North	Executive Director	Prince George	29-Sep	30-Sep
WATSON, Tawyna	Van Island	Deputy Sheriff	Victoria	29-Sep	
WEBSTER, Mike	Fraser	Sergeant	Port Coquitlam	29-Sep	
WETTLAUFRER, Sandra	Fraser	Supervisor, Civil	Surrey	29-Sep	

ACHAMPONG, Bernard	HQ	ED, Service Reform	Victoria	29-Sep	30-Sep
WIGGINS, Emma	North	Manager	Williams Lake		30-Sep
WILK, John	Interior	Senior Court Manager	Kamloops	29-Sep	
WRIGHT, Cherie	Fraser	Senior Sergeant	Coquitlam	29-Sep	
YOUNG, Petra	HQ	Manager, Communications	Victoria		30-Sep
ZANATTA, Nancy	Coastal	Court Clerk Supervisor	Vancouver	29-Sep	
ROSA, Al	HQ	Superintendent - OPS	Vancouver	29-Sep	
				109	104

Dayman, Marlene JAG:EX

From: Dayman, Marlene JAG:EX
Sent: Monday, October 2, 2017 3:30 PM
To: Dayman, Marlene JAG:EX
Subject: FW: DAG approval of Leadership Conference Nov 2/3
Attachments: 421812 - DBN - CSB Leadership Conference with Agenda.pdf


Approved by
Deputy Attorney General

From: Cavanaugh, Lynda A JAG:EX
Sent: Monday, October 2, 2017 3:10 PM
To: Richter, Connie JAG:EX
Subject: DAG approval of Leadership Conference Nov 2/3

OCT 02 2017

Connie – we are holding our second annual leadership event Nov 2 and 3. Last year I provided this decision note, which the DAG signed off. The note reflects that – if the first event was successful based on evaluations – we would be making this an annual event. The evaluations from last year were overwhelmingly positive, thus the planning for this year started in spring 2017 and we are set to go Nov 2 and 3. My apologies for not obtaining approval from the DAG earlier on. Although I have mentioned this to him I neglected to formally request approval, though it is implied in the note above.

Key considerations for us have been:

- Ensuring court operations are not disrupted – attendance is by invitation and managed by the Regional Executive Director to ensure operations continue. While we held the event during the Provincial Judges conference last year, this year that was not possible. However, we are still ensuring that court operations are the first priority. We may have slightly lower attendance numbers this year. Registration is underway now, with completion at the end of this week, so I will know final numbers at that time.
- Budget – as last year, 90K has been set aside for this event. Last year we were slightly under budget. We are utilizing internal presenters, and managing costs while maintaining a professional and high quality event as was the case last year. The event is taking place at River Rock as last year.
- Succession management, leadership development, and employee engagement - all key HR priorities across government and consistent with the intended outcomes of this event and the reflected in the invited attendees.

Lynda

From: McMeekin, Laurie D JAG:EX
Sent: Monday, June 6, 2016 3:33 PM
To: Cavanaugh, Lynda A JAG:EX
Subject: DAG approval of Leadership Conference

Hi Lynda,

Here is a copy of the signed DBN and draft agenda.

Thanks,
Laurie

Agenda

Fraser Room

7:30 to 8:15

Breakfast - Fraser Room

8:30 to 8:55

Welcome - Lynda Cavanaugh, Assistant Deputy Minister

Traditional Territory Welcome

The Honourable Chief Justice Christopher E. Hinkson (Thursday, November 2)

The Honourable Chief Justice Thomas J. Crabtree (Friday, November 3)

9:00 to 10:30

Keynote: Developing your Capacity to Thrive as a Leader in Challenging Organizations

Dr Jennifer Walinga - Professional Communication Program Head, Royal Roads University

Wendy Rowe - Global Leadership Program Head, Royal Roads University

Maria Anderson - Doctoral Candidate, Royal Roads University

Leaders who re-frame troubling organizational events as opportunities, adopt a systems perspective, and engage others in collaborative approaches are more likely to thrive in response to organizational challenges. We involve participants in a self assessment process about their typical response to stressful work events, and discuss strategies for thriving.

Effective leaders thrive in the face of organizational complexity in ways that transform stress, ensure their health and productivity, and promote positive outcomes for the organization. Thriving is described as a psychological state in which individuals experience both a sense of vitality and a sense of learning at work. Thrivers seek to generate integrative and systemic solutions; they view the issue widely and from multiple perspectives and adopt a collective and inclusive perspective on how to respond to the issue.

Thriving leaders maintain an open and transparent communication style rather than closing down or keeping matters restricted only to a few. This systems view helps them avoid defining the issue as a simplistic problem requiring standardized rules or procedures to 'fix' it.

10:35 to 10:50

Networking Break - Fraser Room

Agenda

Fraser Room

10:55 to 11:55

Strategic Leadership & Organizational Dynamics

Salman Azam
Chief Administrative Officer
Independent Investigations Office of BC

This presentation will cover some of the significant challenges encountered by the IIO, as it established itself as a police watchdog.

Discussion will include several learning lessons, errors made and alliances that need to be built for a fledgling organization to succeed.

Thompson Room

10:55 to 11:55

Dealing with High Conflict Personalities in the Workplace

Michael Lomax
Conflict Management Lead
BC Public Service Agency

This engaging presentation which will help participants understand why some people engage in high conflict behavior and provide some helpful tips on dealing with them.

High conflict behaviour is characterized by all-or-nothing thinking, unmanaged emotions, extreme behaviour, a preoccupation with blaming others and drawing others in, and prolonged, unresolved conflicts which drain energy, time and resources.

Participants will gain insight into high conflict behavior and confidence for dealing with high conflict behavior in any situation.

Capilano Room

12:00 to 1:00

Lunch - Fraser Room
Marketplace opens

12:00 to 1:00

Marketplace: Your opportunity to talk one on one with subject matter experts.

HPN/Fentanyl - Denise Ransford
Morneau Shepell (EFAP) - Janice Alexander
Courtroom Technology - Kevin Conn
Business Continuity, Emergency Planning, Procurement, JOHS - Mona Jane
IRIS incident reporting - Marrienne Wallis

Training - Jaclyn Burgoyne
Occupational Health & Safety - Brandon Thistle
BCSS2020 & Sheriff Recruitment - Erin Turner
CEIS / JUSTIN / Court Services Online - Louise Turner
Critical Incident Stress Management Team - Deputy Sheriffs Michael Bramwell & Jerry Basi

Agenda

Fraser Room

1:05 to 2:05

Leading Deeply

Dr Rick Thomas
Ambient Consulting

Rick is very much a co-learner with his audiences, both honouring and harnessing the unique experience and expertise in the room for the benefit of the whole.

Rick shares his expertise through facilitation and teaching that is learner-focused and based on respect, curiosity and a sense of humour.

Developed specifically for the Court Services Branch Leadership Conference, this interactive workshop explores self awareness and how we show up as leaders in our language, demeanour and more.

2:15 to 3:15

Leadership - You'll Know it When You Feel it

Alex MacLennan
Executive Director
Road Safety BC

This workshop explores the emotional side of leadership, and grounds that exploration in concrete ideas and tools that participants can take away and apply for themselves. Leadership experts are progressively raising awareness of the importance of emotional intelligence in leadership. But, what is it and how do we develop the emotional IQ in our own leadership style?

In the workshop Alex focuses on three interconnected aspects of leadership: Focus on Purpose, Focus on Others, Focus on Self. For each of these concepts he shares perspectives from thought leaders, demonstrative examples from his own experience and group exercises that allow others to reflect and share ideas.

Thompson Room

1:05 to 2:05

Own Your Leadership Destiny

Neil Lilley
Senior Provincial Executive Director
BC Emergency Health Services

Drawing on his experiences in a fast paced public safety environment, Neil shares practical advice for taking ownership of your career and professional development.

This workshop also discusses how to translate concepts into action and apply development plans not only for yourself but also for members of your team.

2:15 to 3:15

Inclusive Leadership Practice - Understanding Unconscious Bias

Sasha Hobbs
Director of Talent Management
BC Public Service Agency

A high level overview of key elements we need to understand to become more inclusive leaders. This workshop draws on the latest in neurological research to help learners understand this process that impacts our conscious decisions about people. The workshop also includes a specific focus on strengthening our indigenous competency through understanding our current context.

We explore key differences between Indigenous and Western world views which provides a framework for an understanding of specific Aboriginal Relations Behavioural Competencies. Learners will gain a deeper understanding of issues and be empowered with many practical tools to become more inclusive leaders.

Agenda

Fraser Room

3:20 to 3:40

Networking Break - Fraser Room

3:45 to 4:15

Executive Panel Q&A

Lynda Cavanaugh - Assistant Deputy Minister, Court Services Branch

Angela Villella - Executive Director, Vancouver Coastal & Fraser Region

Bernard Achampong - Executive Director, Service Reform

Curtis Clark - Executive Director, Interior Region

Jenny Manton - Executive Director, Corporate Support

Marlo Waldie - Executive Director, North Region

Melanie Neal - Acting Executive Director, Vancouver Island Region

Paul Corrado - Chief Sheriff and Executive Director, Sheriff Service

4:45 to 4:55

Wrap Up

**MINISTRY OF JUSTICE
COURT SERVICES BRANCH
BRIEFING NOTE**

PURPOSE: Richard J. M. Fyfe, QC, Deputy Attorney General
and Deputy Minister, Justice
FOR DECISION

ISSUE:

Proposed Leadership Conference for all Managers, Inspectors and supervisors of Court Services Branch (CSB).

BACKGROUND:

- It has been over nine years since CSB has embarked on such an endeavor and is' unanimously supported by Branch Executive.
- Holding a leadership event in Richmond, likely close to the airport, will allow for a maximum number of participants to attend said event while mitigating costs.
- The conference will be held in September during the Provincial Court Judges' Conference to mitigate the workload.
- Two identical one day leadership sessions held over a three day period in September, will allow for necessary travel from the very rural areas of BC for half of the leadership team while the other half maintains operations throughout the province.
- The proposed Leadership Conference will take advantage of available facilitators with both the BCPSA and JIBC on a number of selected topics. (see Appendix 1 draft agenda)
- It is expected that this event will bolster overall engagement of supervisors and managers and ultimately the branch, within both court administration and sheriff services, as strategic and operational priorities are uniformly messaged and addressed.
- Costs associated with travel, accommodation and facilitation is estimated at \$90,000 with an estimated 260 employees attending over two days. Every effort will be made to ensure costs are as low as possible, while maintaining a professional and informative event.
- If successful as measured by evaluation, it is proposed that this event occur annually, in keeping with other areas of the sector, such as Corrections, Crown Counsel, and the judiciary.

DISCUSSION:

- Over the last decade, CSB has undergone a significant amount of demographic change, technological advancement and budgetary restraint.

- a growing and compelling need exists to provide a coordinated and dynamic responseteam in terms of direct leadership.
- WES analysis confirms that supervisory level leadership is a key foundation to engagement and excellent service provision.
- With a continued focus on "Supervisory Level Management" and succession management across the BC Public Service, this conference will support the development of supervisors and future leaders within CSB.

OPTIONS:

1. Proceed with the Leadership Conference at a cost of approximately \$90,000. This will be funded accordingly from current budgets and illustrate a commitment of CSB Executive to engage the branch leadership and create a responsive and dynamic organization.
2. Not proceed with Leadership Conference - potential lost opportunity to energize branch leadership towards positive long term engagement and reinstate a practice that CSB had formerly instituted periodically as a measure of strategic leadershipand enhanced supervisory capacity.

OTHER MINISTRIES IMPACTED:

- BC PSA and Justice Institute of BC proposed to provide sessional facilitation.


RECOMMENDATION:

Option 1 - Approve the proposal for CSB to host a Leadership Conference for its supervisory and managerial staff over the week of September 26, 2016, during the provincial court judge's conference week at an approximate cost of \$90,000.

RECOMMENDATION APPROVED:

DATE:

MAY 18 2016


Richard J. Fyfe, Q.C.
Deputy Attorney General and
Deputy Minister, Justice

Approved by:
Lynda Cavanaugh
Assistant Deputy Minister
Court Services Branch
(250) 356-1526

Prepared by:
Curtis Clark
Executive Director - Interior Region
Court Services Branch
(250)470-6934

Leadership and You

Strategies for Success

AGENDA

8:00 am Breakfast and registration (*breakfast provided*) – Fraser Room

8:45 am Welcome from ADM Lynda Cavanaugh

9:15 am SESSION 1

FRASER ROOM	THOMPSON ROOM
<p>A. EFFECTIVE COMMUNICATION <i>Presented by Kent Highnam - JBC</i></p> <p>Effective communication in today's workplace lays the necessary foundation for collaboration, teamwork and problem solving. But what <i>is</i> effective communication and what gets in the way? In this fast-paced interactive session, we will explore the following:</p> <ul style="list-style-type: none">• Effective communication defined• Communication channels (verba-Para verbal-text)• Barriers to effective communication-assumptions• Minding the intent-action-effect gap <p>Questions: the vital effective communication skill</p>	<p>B. PERFORMANCE MANAGEMENT <i>Presented by Kimberly Newton - PSA</i></p> <p>Conversations between supervisors and the employee have the power to increase engagement which increases performance and therefore citizen satisfaction and trust in government. This interactive session explores:</p> <ul style="list-style-type: none">• What is MyPerformance and why does it matter• How do we know how someone is doing?• What's the best approach to giving feedback• What comes next

10:15 am Morning Break

10:30 am SESSION 2

FRASER ROOM	THOMPSON ROOM
<p>C. RECOGNITION & REWARD <i>Presented by Rob Chong, Bill Maser, Jane Dean - JBC</i></p> <p>Recognition and reward are two keys of employee engagement and improved performance. This collaborative, interactive session explores:</p> <ul style="list-style-type: none">• How recognition and reward contribute to employee engagement and improved performance• Best practices when recognizing and rewarding others <p>How to use recognition and rewards strategies in everyday opportunities</p>	<p>D. SUCCESSION MANAGEMENT <i>Presented by Cathleen Freshwater/Alison Paine - PSA</i></p> <p>There is no success without a successor. Part of the role of management is to provide coaching, mentoring and development for the future of the organization. In this session we will discuss:</p> <ul style="list-style-type: none">• Overview of Corporate Succession Management, including vision, principles, best practices• Current tools and resources• Building a culture of Succession management

11:45 am Lunch Break (*lunch provided*) – Fraser Room

Leadership and You

Strategies for Success

AGENDA – page 2

1:00 pm SESSION 3

THOMPSON ROOM	FRASER ROOM
<p>E. MENTAL HEALTH & STRESS <i>Presented by Dr. Georgia Nemetz</i></p> <p>Stress is a part of our workplace, and can be triggered by a sudden event or be cumulative. This session explores the effects of stress on our lives, how we can recognize it in ourselves and in the workplace and steps we can take to cope, build resilience, and make our workplace healthier.</p> <ul style="list-style-type: none">• The impacts of stress on your personal and professional life• Signs and symptoms to look for in yourself and in your staff• Coping strategies• Building resilience• How to promote a healthy workplace	<p>F. COLLABORATIVE CONFLICT RESOLUTION <i>Presented by Kent Highnam - JBC</i></p> <p>This interactive session presents an overview of the concepts and skills of collaborative conflict resolution. You will explore factors that lead to conflict escalation and those that can de-escalate conflict. You will have opportunities to identify and practice the attitudes and behaviours that lead to positive outcomes in conflict situations. This session is designed to give participants an overview of various conflict styles and dealing with different conflict situations. It is ideal for members who are new to conflict resolution or those members who would like a refresher.</p> <ul style="list-style-type: none">• Discover personal orientations to conflict• Describe the various conflict styles in dealing with conflict situations• Identify factors that escalate conflict• Identify factors that defuse emotional situations and de-escalate conflict• Describe shift from defensiveness and blame to assertiveness, understanding and collaboration

FRASER ROOM

2:15 pm	"Leadership for a Discontinuous Future" – E. Robin Oldring
3:15 pm	Afternoon Break
3:30 pm	Executive Town Hall: Q & A with CSB ADM and Executive Directors
4:15 pm	ADM Lynda Cavanaugh Closing Remarks

BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

SECTION 1 – ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE Mona Jane	TELEPHONE NO. (250) 356-1826	DATE SUBMITTED 2017/10/02
MINISTRY/DIVISION/BRANCH Ministry of Justice, Court Services Branch	LOCATION (CITY) OF EVENT Richmond	START DATE OF EVENT 2017/11/01
		END DATE OF EVENT 2017/11/03

SECTION 2 – NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting – 20 government employees, 2 service contractors.

Leadership Conference 2017 for all managers, inspectors and supervisors of Court Services Branch with approximately 200 government employees attending over two days with presentations from both BCPSA and 2 service contractors. A briefing note was prepared and approved in 2016/17 for this conference with the intention if it was successful it would be held annually.

- 100 employees attending evening reception Nov 1 and conference Nov 2.
- New group of 100 employees attending evening reception Nov 2 and conference Nov 3.

The budget for the Leadership Conference is \$90,000 the total spent in 2016/17 was \$73,559. Last year's event was so successful that plans are underway for this year's event to be expanded to include a forum of information and displays.

SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

Court Services Branch employees and executive and Corporate Management Services Branch employees - 200
BC PSA presenters - 8
Service Contractors - 3

SECTION 4 – BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	2,650.00
2. Equipment/Furniture Rental	6531	3,500.00
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input checked="" type="checkbox"/> BREAKFAST <input checked="" type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input checked="" type="checkbox"/> SNACKS <input checked="" type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	32,500.00
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		5,000.00
7. Travel Costs for Non-BC Government Participants		1,000.00
8. Other: Employee travel		47,000.00
ESTIMATED TOTAL		\$ 91,650.00

SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE 15235	SERVICE LINE 10710	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING 1500081
EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies.		
PRINT NAME OF EXPENSE AUTHORITY Lynda Cavanaugh, ADM		DATE SIGNED 2017/10/11

SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

QUALIFIED RECEIVER SIGNATURE – Certified goods/services received pursuant to CPPM 4.3.2.

X

REIMBURSEMENT TOTAL

BUSINESS EXPENSE APPROVAL FORM INSTRUCTIONS

BUSINESS MEETING AND PROTOCOL EVENT EXPENSE POLICY HIGHLIGHTS

Refer to *CPPM C.17 for Business Meeting and Protocol Event Expenses procedure*.

- B.C. Government facilities should be used for business meetings/protocol events when available in accordance with **CPPM 18.3.4**.
- Meal expenses are not appropriate when a meeting can reasonably be adjourned over the meal period.
- A BEA form is not required for claims that are \$100 or less.

GENERAL INFORMATION

A Business Expense Approval (BEA) form may be used to obtain pre-approval and support claims for all costs associated with business meetings/protocol events, excluding travel costs for BC government employees and meeting registration fees. A BEA form can also be used for the purchase of protocol related gifts (e.g. when required for foreign dignitaries). One BEA Form is usually completed for each event. "Blanket" BEA forms may be used to cover costs of regularly scheduled meetings over a fiscal year – in these cases attach a photocopy of the BEA form to support receipts.

FORM COMPLETION

SECTION 1 – ORIGINATOR INFORMATION

This section should be completed by the originator of the business meeting/protocol event expense.

SECTION 2 – NAME/NATURE OF EVENT

Describe the nature of the expense. In general terms, name the event, the number of people and the affiliation of those attending. For example: Annual Regional Meeting – 20 BC Government employees, 2 service contractors.

SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section **only** if a meal is included in the claim. For all individuals who had their meal provided, identify their name and either the Ministry or company they are affiliated with. If necessary, attach a separate list. This information is required in order to cross reference to travel vouchers and service contract invoices to ensure duplicate meal claims are not made.

SECTION 4 – BUSINESS EXPENSES REQUESTED

Identify an estimated amount in the appropriate categories. Identify an "Estimated Total" for the claim. The estimated total should not be exceeded.

Subsequent approval for business meeting/protocol event expenses is not required when the actual cost exceeds the maximum estimated total cost, if **all** the following conditions are met:

- a) the nature of the business meeting/protocol event has not changed;
- b) the overage of costs is minimal (reasonable); and
- c) the actual amount remains within the approval level of the delegated ministry official who pre-approved the business meeting/protocol event expense.

If **ALL** conditions are not met, subsequent approval by the appropriate expense authority is required.

Enter the appropriate STOB if it is not identified (categories 6, 7 and 8).

SECTION 4 (cont'd)

Category 1: Identify the cost of the meeting room.

Category 2: Identify costs associated with renting equipment/furniture (e.g. overhead projectors, coffee machines, etc).

Category 3: Identify office services charged by the facility (e.g. photocopying, faxing, telephone charges).

Category 4: For business meetings/protocol events held in a government or commercial facility, identify the type of food and/or beverages provided.

Category 5: For business meetings/protocol events involving meals in restaurants, identify the type of meal.

Category 6: Identify costs associated with payments to event planners, speakers, performers, etc.

Category 7: Identify costs associated with paying travel expenses for non-BC Government participants.

Category 8: Identify any "other" business expenses not identified in Categories 1 through 7. "Other" would include protocol gifts for foreign dignitaries.

SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL

This section is to be completed and approved by the appropriate expense authority official prior to the event. Note that pre-approval may be obtained via e-mail instead of completing Section 5, as long as the e-mail request identifies the nature of the business expense and the estimated total. In these cases, attach the approved e-mail to the BEA form when submitting claims for processing.

SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section **only** if reimbursing an employee for expenses they have paid personally. Enter the payee name, cheque mailing address, and reimbursement total. The employee signs as Qualified Receiver certifying for goods/services received. For other payees, the payee information will be reflected on their attached invoice.

Note: Forms are also available on the intranet at:
www.min.fin.gov.bc.ca/OCG/ocg/forms/forms.stm

thehotel AT RIVER ROCK

8811 & 8888 River Road • Richmond • BC • V6X 3P8 • t. 604.247.8900 • f. 604.207.2641 • t/f. 1.866.748.3718 • www.riverrock.com

ADDENDUM TO CONTRACT CHANGES TO ROOM BLOCK & MEETING SPACE

July 14, 2017

Laurie McMeekin
 Court Services Branch, Ministry of Just
 PO Box 9249 Stn Prov Gov
 Victoria, BC
 V8W 9J2

Phone: 250.356-1527

Email: Laurie.McMeekin@gov.bc.ca

Ref: Court Services Branch, Ministry of Just Meeting

~~OCTOBER 31, 2017 - NOVEMBER 03, 2017~~ November 1, 2017 - November 3, 2017

Dear Laurie,

It is a pleasure to confirm the following guestroom block and meeting room schedule changes for your upcoming meeting. Please carefully review the following addendum details and return a signed copy to my attention by July 20, 2017.

STANDARD ROOM & SUITE RATES:

Day	Date	1 King or 2 Queen Bed Standard Room	1 Bedroom Suite	Total Rooms
Wednesday	11-01-17	70 \$149.00	30 \$169.00	100
Thursday	11-02-17	70 \$149.00	30 \$169.00	100

FUNCTION SPACE:

Date	Time	Event	Function Space	Setup Style	Att.	Rental Rev.	Package Rev.
11-01-17	06:00 PM-07:30 PM	Reception	Thompson Foyer	Reception Style	50		
	06:00 PM-07:30 PM	Reception	Thompson Room	Reception Style	50	\$0.00	
The Sammy Davis Jr. Meeting Package At \$100.00					100		\$10,000.00
11-02-17	07:30 AM-08:15 AM	Breakfast Buffet	Fraser Room	Banquet Style	100	Incl	
Exclusive Events							
	08:00 AM-	Meeting	Fraser Room	Custom	60	\$0.00	

	05:00 PM			Setup Style			
	08:00 AM-05:00 PM	Meeting	Thompson Room	Banquet Style	50	\$0.00	
	08:00 AM-05:00 PM	Trade Show Set up	Capilano - Birkenhead	Custom Setup Style	25	\$300.00	
The Sammy Davis Jr. Meeting Package					100		
	09:00 AM-05:00 PM	The Sammy Davis Jr. Meeting Package	Fraser Room	Banquet Style	100	Incl	
	10:35 AM-10:50 AM	Coffee Breaks AM	Fraser Room	Banquet Style	100	Incl	
	12:00 PM-01:00 PM	Lunch Buffet	Fraser Room	Banquet Style	100	Incl	
	03:25 PM-03:40 PM	Coffee Break PM	Fraser Room	Banquet Style	100	Incl	
Exclusive Events							
	05:00 PM-07:00 PM	Reception	Thompson Room	Reception Style	60	\$0.00	
The Sammy Davis Jr. Meeting Package At \$100.00					100		\$10,000.00
11-03-17	07:30 AM-08:15 AM	Breakfast Buffet	Fraser Room	Banquet Style	100	Incl	
Exclusive Events							
	08:00 AM-05:00 PM	Meeting	Fraser Room	Custom Setup Style	60	\$0.00	
	08:00 AM-05:00 PM	Meeting	Thompson Room	Banquet Style	50	\$0.00	
	08:00 AM-05:00 PM	Trade Show Set up	Capilano - Birkenhead	Custom Setup Style	25	\$300.00	
The Sammy Davis Jr. Meeting Package					100		
	09:00 AM-05:00 PM	The Sammy Davis Jr. Meeting Package	Fraser Room	Banquet Style	100	Incl	
	10:35 AM-10:50 AM	Coffee Breaks AM	Fraser Room	Banquet Style	50	Incl	
	12:00 PM-01:00 PM	Lunch Buffet	Fraser Room	Banquet Style	100	Incl	
	03:25 PM-03:40 PM	Coffee Break PM	Fraser Room	Banquet Style	100	Incl	

ACCEPTANCE:

If the above arrangements meet with your approval, kindly sign and return a copy of this Event Confirmation Agreement, by July 20, 2017. This will ensure that we are in accordance with your wishes.

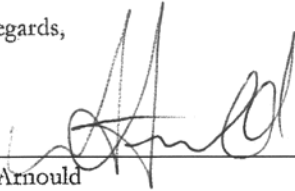
If you have any questions, or further requirements, please do not hesitate to contact me. We look forward to welcoming you and your guests to the River Rock Casino Resort.



thehotel
AT RIVER ROCK

8811& 8888 River Road • Richmond • BC • V6X 3P8 • t. 604.247.8900 • f. 604.207.2641 • t/f. 1.866.748.3718 • www.riverrock.com

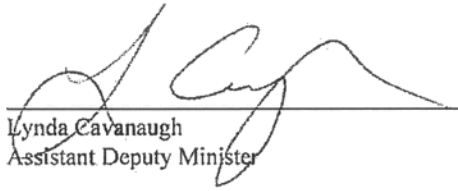
Best Regards,


Gord Arnould
Sales Manager
Tel: 604-247-8591
Email: garnould@riverrock.com

July 18/17
Date

The contents of the foregoing agreement meet with my approval, and I consider all arrangements to be confirmed and definite contingent upon the Hotel's approval and execution of this Agreement.

Approval on behalf of:
Court Services Branch, Ministry of Justi


Lynda Cavanaugh
Assistant Deputy Minister

July 14/17
Date

Nane	Regions	Job Description	Home Office	Day Attending	
ABERCOMBIE, June	North	Manager	Quesnel		03-Nov
ACHAMPONG, Bernard	HQ	ED, Service Reform	Victoria		
ADAMS, Scott	LMR	Senior Intelligence Officer	Interior	02-Nov	
ALLBEE, Danielle	North	Field Educator	Prince George	02-Nov	
ALLEN, Alex	Fraser	Field Educator	New Westminster	02-Nov	
ALLNUTT, Jade	Van Island	Acting Manager	Victoria		03-Nov
ANGHEL, Cristian	HQ	Manager/Revenue Trust	Victoria		03-Nov
ARNAUT, Maja	Coastal	Supervisor & Probate	Vancouver		03-Nov
ATKINS, Linda	Fraser	Acting Manage	Abbotsford		03-Nov
BATE, Richard	Coastal	Deputy Sheriff	Vancouver		03-Nov
BEAULIEU, Mark	HQ	Superintendent ITAU	HQ	02-Nov	
BENNETT, Glenda	North	Manager, Registry Operations	Prince George		03-Nov
BENNETT, Michelle	Coastal	Senior Manager	Vancouver	02-Nov	03-Nov
BERARDI, Margherita	North	Civil Registry Supervisor	Prince George	02-Nov	
BERG, Paul	Fraser	Sergeant Chilliwack			03-Nov
BLUNDELL, Landon	North	Staff Sergeant	Prince George	02-Nov	
BOYD, Blair	Fraser	Sergeant	Poco		03-Nov
BOYER, Patrick	Coastal	Manager- In Court Operations	Vancouver		03-Nov
BOYER, Peggy	Fraser	MFA	Fraser		03-Nov
BROCK, Jeanne	Interior	Manager, Registry Operations	Cranbrook		03-Nov
BURCHNALL, Shelly	Van Island	Senior Manager	Nanaimo	02-Nov	
BURGOYNE, Jaclyn	HQ	Manager Training	Victoria	02-Nov	
CARDILLO, Paul	Coastal	Deputy Sheriff	Vancouver		03-Nov
CAREW, Gloria	North	Manager	Fort St. John		03-Nov
CARL, Koreen		Inspector - OPS	Coastal		03-Nov
CASWELL, Deborah	Fraser	In-Court Supervisor	Chilliwack	02-Nov	
CAVANAUGH, Lynda	HQ	ADM	Victoria	02-Nov	03-Nov
CHAGGAR, Nancy	Van Island	Criminal Administrator	Victoria	02-Nov	
CHATTEN, Tammy	HQ	Mgr., Perform Measurement	Victoria	02-Nov	
CHEUNG, Tracy	Coastal	Accounting Supervisor	Vancouver	02-Nov	
CHIDDELL, Dan	HQ	Director, Strategic Info	Victoria	02-Nov	
CHRISTENSEN, Shannon	Fraser	A/Manager Operations	Abbotsford	02-Nov	
CLARK, Curtis	Interior	Executive Director	Kelowna	02-Nov	03-Nov
CLEMENTS, Rita	Van Island	Admin/Registry Operations	Duncan		03-Nov
COLE, Shana	Fraser	In-Court Supervisor	Surrey	02-Nov	

Nane	Regions	Job Description	Home Office	Day Attending	
COLLISHAW, Aaron	Van Island	Sergeant	Victoria	02-Nov	
CONN, Kevin	HQ	Director, Court Innovation	Vancouver		03-Nov
COOPER, Dave	Interior	Sergeant	Kelowna	02-Nov	
CORRADO, Paul	HQ	Chief Sheriff - Executive Director	Vancouver	02-Nov	03-Nov
CROWDER, Rob	Interior	Sergeant	Nelson	02-Nov	
CUSHING, Chinwe	Coastal	Court Clerk Supervisor	Vancouver	02-Nov	
D'ALESSANDRO, Jordan	Fraser	Deputy Sheriff	SPOC		03-Nov
DELACRETAZ, Stephanie	HQ	Manager, Strategic Bus Op	Victoria	02-Nov	
DHINJAL, Harjit	Coastal	Supervisor	Vancouver		03-Nov
D'Onofrio, Sandra	Fraser	In-Court Administrator	Port Coquitlam	02-Nov	
DUCHARME, Greg	Interior	Sergeant	Kamloops		03-Nov
DUCHARME, Shelly	Interior	Manager, Registry Operations	Kamloops		03-Nov
DYER, Karen		Sergeant - PTO	OPS, Fraser	02-Nov	

Nane	Regions	Job Description	Home Office	Day Attending	
ENDEAN, Brad	Interior	Sergeant	Kamloops	02-Nov	
ERICKSON, Kari -switched fri	Victoria	Sr. Manager/Reg Operations	Victoria		03-Nov
FARMER, Robyn	Van Island	Administrator, Reg. Operations	Campbell River	02-Nov	
FAST, Carla	LMR	Senior Intelligence Officer	Port Coquitlam	02-Nov	
FAYKES, Debbie	Van Island	MFA	Victoria		03-Nov
FEHR, Glen	Interior	Sergeant	Kamloops		03-Nov
FINLAY, Deanna	Interior	Registry Operations	Vernon		03-Nov
FIRENZE, Sandra	Fraser	Accounting Clerk	Surrey	02-Nov	
FISHER, KEN		Sergeant - PTO	SPOC	02-Nov	
GILMOUR, Chris	Coastal	Supervisor-Court Records	Vancouver		03-Nov
Gin, Shelley	Coastal	Court of Appeal Manager	Vancouver	02-Nov	
GOODLAD, James	Interior	Sergeant	Kelowna	02-Nov	
HAWKINS, Martina	Van Island	Admin/Registry Operations	Port Alberni	02-Nov	
HILTON, Dana	Interior	Manager	Vernon/Salmon Arm		03-Nov
HOLLOWAY, Matt	North	Sergeant	Prince George		03-Nov
HOLTSKOG, Brenda	Interior	Manager, Registry Operations	Kelowna	02-Nov	
HORODYSKI, Brian	North	Sergeant	Prince George	02-Nov	
HOWDEN, Colleen	North	Admin, Registry Operations	Prince Rupert		03-Nov
HUNT, Adrienne	HQ	Manager/Service Design	Victoria	02-Nov	
HYMAN, Carly	HQ	Director, Policy Legislation	Victoria	02-Nov	
Iachetta, David	Coastal	Registry Supervisor	Vancouver		03-Nov
JANE, Mona	HQ	Risk Mgmt. & Contract Programs	Victoria	02-Nov	03-Nov
JOHAL, Jag	Robson	Sergeant	Robson		03-Nov
JOTIE, Verdon	Coastal	Operations Manager-Courts	Vancouver		03-Nov
KARDOSH, Katie	Coastal	Field Educator	Vancouver	02-Nov	
KELNER, Rayna	North	MFA	North		03-Nov
KEMPTON, Duane	LMR	Inspector/ ITAU	Poco		03-Nov
KHANNA, Eddie	Coastal	Senior Accounting	Vancouver		03-Nov
KINLOCH, Scott	Fraser	Registry Supervisor	New Westminster	02-Nov	
KOLP, Stephaney	Fraser	Director of Operations	Fraser	02-Nov	03-Nov
KRZACZEK, Wojtek	Coastal	Deputy Sheriff	North Vancouver		03-Nov

Nane	Regions	Job Description	Home Office	Day Attending	
KUMAR, Ray	Fraser	Sergeant	Richmond	02-Nov	
LAI, Barry	Coastal	VTC Supervisor	Vancouver		03-Nov
LAKE, Nereid	HQ	Crt Clerk Desktop Mgr.	Vancouver	02-Nov	
LANG, Sherry	Fraser	In-Court Supervisor	Surrey		03-Nov
LANGLOIS, Richard	LMR	Senior Intelligence Officer	Port Coquitlam	02-Nov	
LAU, Alvin	HQ	Senior Policy Analyst	Victoria	02-Nov	
LEWIS, Hillary	North	Criminal Registry Supervisor	Prince George	02-Nov	
LINN, Gary	Interior	Manager, Registry Operations	Penticton	02-Nov	
LUCAS, Rob	Fraser	Deputy Sheriff	New Westminster	02-Nov	
LUMSDEN, Tamara	Coastal	Court Administration	Sechelt		03-Nov
LUNDE, Judy	Fraser	Manager, Registry Operations	Chilliwack		03-Nov
LUNOT, Darren	Coastal	Sergeant - PTO	Coastal	02-Nov	
MACDONALD, Dean	Van Island	Field Educators	Victoria	02-Nov	
MADISEN, Alita	Van Island	Registry Supervisor	Port Hardy		03-Nov
MAHAR, Ryan	Fraser	Senior Manager	New Westminster		03-Nov
MANGAT, Neety	Coastal	Deputy Sheriff	Vancouver	02-Nov	
MANTON, Jenny	Van Island	Executive Director	Island	02-Nov	03-Nov
MARSHALL, Sheree	Interior	Manager, Registry Operations	Vernon	02-Nov	
McGuire, Amy	North	Sergeant	Fort St. John	02-Nov	
MCISAAC, Tracy	Fraser	Sergeant	Surrey	02-Nov	
MCPHEE, Michelle	Interior	Senior Manager	Kamloops	02-Nov	
MCWHINNIE, Mike	Coastal	Manager-In Court Operations	Vancouver		03-Nov
MIRCEA, Teodora	HQ	MFA	Victoria	02-Nov	
MIYASHITA, Charles	Interior	MFA	Kelowna		03-Nov
MOORE, Marian	Fraser	Manager	Chilliwack	02-Nov	
MOORE, Rena	North	Registry Administrator	Fort Nelson	02-Nov	
MORRISON, Julie	Fraser	Manager, Registry Operations	Surrey		03-Nov
MORRISON, Katharine	Fraser	Manager-In Court Operations	Surrey	02-Nov	
MOSCHONAS, George		PTO	OPS/ JIBC		03-Nov
MUNROE, Nicole	Van Island	Manager	Port Alberni		03-Nov
MURCHISON, Lana	Fraser	Criminal Registry Supervisor	Surrey		03-Nov
NAGI, Baljit	Fraser	Accounting Supervisor	New Westminster	02-Nov	
NEAL, Melanie	Van Island	Sr. Manager	Victoria	02-Nov	03-Nov
NEVIN, Sheila	Coastal	Manager	North Vancouver		03-Nov

Nane	Regions	Job Description	Home Office	Day Attending	
NIVEN, Michael	HQ	Videocon/EPS product Mgr.	Vancouver	02-Nov	
NG, Camy	Coastal	JP/Supervisor	Vancouver		03-Nov
OLDHAM, Lindsay	Victoria	Civil Administrator	Victoria		03-Nov
OLMSTED, Debbie	North	Manager	Prince Rupert		03-Nov
OLSON, David	North	Sergeant	Williams Lake		03-Nov
OLSON, Tanner	North	Deputy Sheriff	Smithers		03-Nov
OROBKO, Wayne	Fraser	Deputy Sheriff	Escorts	02-Nov	
PANKIW, Christina	Interior	Field Educator	Kelowna	02-Nov	
PALIK, Sarah	Interior	Manager-Registry Operations	Nelson	02-Nov	
PARENT, Camille	Fraser	Manager	Richmond		03-Nov
PAULIN, Tara	Victoria	Court Clerk Supervisor	Victoria	02-Nov	
PENNER, Kelly	North	Manager, In-Court Operation	Prince George		03-Nov
PEREZ, Carmen	Coastal	MFA	Vancouver		03-Nov
PHILLIPS, Roger	Fraser	Sheriff Inspector	Fraser Region	02-Nov	
PIERCY, Colleen	Van Island	Sergeant	Victoria		03-Nov
PIGHIN, Carol Anne	Interior	Manager	Cranbrook	02-Nov	
PRINCE, Ken	Fraser	Sergeant	Abbotsford		03-Nov
PURDY, Maria	Coastal	Criminal/Traffic Supervisor	Vancouver	02-Nov	
RANALLO, Ezio	Fraser	Sheriff	North Van	02-Nov	
RAJANI, Nadir	Coastal	Deputy		02-Nov	
RASHEAD, Nour	Van Island	Court Clerk Supervisor	Victoria		03-Nov
ROBERTSON, Janice	Van Island	Registry Administrator	Powell River		03-Nov
ROSA, Al	HQ	Superintendent OPS	Vancouver	02-Nov	
ROSIE, Todd	Coastal	Acting-Manager Reg Op	Vancouver	02-Nov	
RYSAVY, Jessica	North	Manager	Smithers	02-Nov	
SALVADOR, Sandra	Coastal	In-Court Technologies	Vancouver	02-Nov	
SANDE, Cynthia	Interior	Manager	Penticton		03-Nov
SAYLES, Anthony	Fraser	Deputy Sheriff	Poco		03-Nov
SCHEELAR, Jennifer	Fraser	A/In Court Operations Manager	New Westminster		03-Nov
SCHOON, Jeanette	Coastal	Sr. Registry Tech/Supervisor	Vancouver	02-Nov	
SENECAL, Denis	Interior	Registry Operations	Rossland	02-Nov	
SEWELL, Jacquie	Fraser	Manager	Port Coquitlam	02-Nov	
SHARMA, Ajay	Coastal	Sr. Registry Tech/Supervisor	Vancouver		03-Nov
SIHOTA, Jessie	Coastal	Family Registry Supervisor	Vancouver	02-Nov	

Nane	Regions	Job Description	Home Office	Day Attending	
SINGER, Laura	Fraser	Senior Manager	Surrey	02-Nov	
SMITH, Douglas	Van Island	Manager	Campbell River		03-Nov
SMITH, Erin	HQ	Bus Planning & Policy Analyst	Victoria		03-Nov
SMITH, Gary	Van Island	Sergeant	Nanaimo		03-Nov
SMITH, Tanya	Interior	Sergeant	Vernon	02-Nov	
SOUKOREFF, Shelley	Victoria	Sergeant/ITAU	Victoria		03-Nov
SOUTHRN, Sheila	Van Island	Manager, In Court Operations	Nanaimo		03-Nov
SPEARMAN, Daryl	Fraser	Sergeant	Surrey		03-Nov
SPOELSTRA, Bianca	Van Island	Manager Registry Operations	Nanaimo		03-Nov
STATTON, Joel	Coastal	Senior Manager	Vancouver	02-Nov	
STATTON, Kathleen	CSB-HQ	Manager, Courtroom Tech	Vancouver	02-Nov	
STEFAN, Lina	Fraser	CMSB	New Westminster	02-Nov	03-Nov`
STEPHENSON, Kim	North	Administrator of Registry	Fort St. John		03-Nov
STEVENS, Ted	HQ	Director Finance	Victoria	02-Nov	03-Nov
STEWART, Shelley	Interior	Registry Operations	Nelson		03-Nov
STOKES, Cynthia	Van Island	Administrator	Victoria	02-Nov	
SWEENEY, Doug	Vancouver	Sheriff Inspector	Van. Coastal		
TANG, Eva	Coastal	Civil/Chambers Reg Supervisor	Vancouver	02-Nov	
TASALLOTI, Karie	Coastal	Manager-Registry Operations	Vancouver	02-Nov	
THOMPSON, Rebecca	North	Registry Administrator	Burns Lake	02-Nov	
THOMSON, Michelle	North	Director of Operations	Prince George	02-Nov	03-Nov
THUMATH, Kelsey	Coastal	Court Clerk Supervisor	Vancouver		03-Nov
TOLUSSO, Sonia	Fraser	Manager-Registry Operations	New Westminster		03-Nov
TRACEY, Lorraine	Coastal	Manager - Registry Operations	North Vancouver	02-Nov	
TURK, Wayne	Interior	Senior Manager	Kelowna	02-Nov	
TURNER, Erin	HQ	Sr. Analyst	Victoria	02-Nov	03-Nov
UNWIN, Jennifer	Interior	JP Registry Technician	Kamloops		03-Nov
VERLAAN, Paul	Van Island	Deputy Sheriff	Nanaimo	02-Nov	
VILLELLA, Angela	Fraser/Coastal	Executive Director	Vancouver/Fraser	02-Nov	03-Nov
VORUP, Mette	Interior	Registry Technician	Vernon	02-Nov	
WALDIE, Marlo	North	Executive Director	Prince George	02-Nov	03-Nov
WALLIS, Marianne	HQ	Business App Advisor	Victoria	02-Nov	03-Nov
WALSH, Sarah	North	A/Court Manager	Terrace		03-Nov

Nane	Regions	Job Description	Home Office	Day Attending	
WELLS, Maggie	Coastal	Sergeant	Vancouver	02-Nov	
WETTLAUFER, Sandra	Fraser	Civil Registry Supervisor	Surrey	02-Nov	
WIGGINS, Emma	North	Manager	Williams Lake	02-Nov	03-Nov
ZANATTA, Nancy	Coastal	Court Clerk Supervisor	Vancouver		03-Nov
ZOLLEN, Darla	HQ	Sr. Policy Analyst	Victoria		03-Nov
				Total	Total
				103	94