

Shortt, Amanda PREM:EX

From: Suzanne Hawkes <hawkes@convergecom.ca>
Sent: November 29, 2017 10:42 PM
To: Canitz, Shelley L PREM:EX
Cc: Massy, Michelle E PREM:EX
Subject: Re: Suzanne Hawkes Invoice No. INV-000001
Attachments: Expenses - Cabinet_Session-Nov-17-Hawkes.pdf; ATT00001.htm

Sure thing Shelley, I understand - here you are! Please don't hesitate to let me know if there are other changes needed.

Cheers, Suzanne

Cabinet Session - Nov 27/2017 - Expenses

C\$419.³²

hawkes@convergecom.ca--

Billable: C\$419.32



Date

Nov 26, 2017 to Nov 27, 2017

Tax: C\$19.96

Airfare - C\$109.00

DATE	MERCHANT	COMMENT	TOTAL
Nov 26	Helijet	^{±2}	C\$109.00 ^B

C\$109.00

Ground Transportation - C\$63.40

DATE	MERCHANT	COMMENT	TOTAL
Nov 26	Yellow Cab	¹ Taxi to Helijet Vancouver	C\$19.30 ^B
Nov 27	Taxi Cab	⁵ Taxi to Helijet Victoria	C\$10.60 ^B
Nov 27	Vancouver Taxi	³ Taxi from Helijet to home/office	C\$23.50 ^B
Nov 27	Yellow Cab Victoria	^{±6} Taxi from Helijet to Hotel	C\$10.00 ^B

C\$63.40

Lodging - C\$220.15

DATE	MERCHANT	COMMENT	TOTAL
Nov 27	s.15	⁷ 1 night plus meals	C\$220.15 ^B

C\$220.15

Meals - C\$26.77




DATE	MERCHANT	COMMENT	TOTAL
Nov 27	Re-bar Modern Foods	⁴ lunch	C\$26.77 ^B

C\$26.77

Notes

[±] The information on this receipt was manually entered. Please verify for authenticity.^B Billable expense.

Report History & Comments

-  Nov 29, 2017 11:22 AM PDT
You changed the policy of this report from your personal policy to Policy-Canada
-  Nov 27, 2017 7:49 PM PDT
You changed the policy of this report from Policy-USD Total to your personal policy
-  Nov 27, 2017 6:17 PM PDT
You created this report

Receipt Thumbnails



Date: Nov 26
Merchant: Yellow Cab
Total: C\$19.30
Category: Ground Transportation
Comment: Taxi to Helijet Vancou...



Date: Nov 26
Merchant: Helijet
Total: C\$109.00
Category: Airfare



Date: Nov 27
Merchant: Vancouver Taxi
Total: C\$23.50
Category: Ground Transportation
Comment: Taxi from Helijet to h...



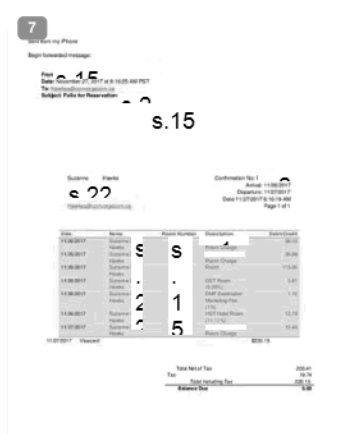
Date: Nov 27
Merchant: Re-bar Modern Foods
Total: C\$26.77
Category: Meals
Comment: lunch



Date: Nov 27
Merchant: Taxi Cab
Total: C\$10.60
Category: Ground Transportation
Comment: Taxi to Helijet Victoria



Date: Nov 27
Merchant: Yellow Cab Victoria
Total: C\$10.00
Category: Ground Transportation
Comment: Taxi from Helijet to h...



Date: Nov 27
Merchant: s.15
Total: C\$220.15
Category: Lodging
Comment: 1 night plus meals

Attachments

Sent from my iPhone

Begin forwarded message:

From: s.15
Date: November 27, 2017 at 8:16:25 AM PST
To: Hawkes@convergecom.ca
Subject: Folio for Reservation s.22

s.15

Suzanne s.22 Hawks
s.22

Confirmation No: s.22
Arrival: 11/26/2017
Departure: 11/27/2017
Date: 11/27/2017 8:16:19 AM
Page 1 of 1

Hawkes@convergecom.ca

Date	Name	Room Number	Description	Debit/Credit
11/26/2017	Suzanne Hawks s.22	s.15	s.15 Room Charge	38.03
11/26/2017	Suzanne Hawks		s.15 Room Charge	36.98
11/26/2017	Suzanne Hawks		Room	115.00
11/26/2017	Suzanne Hawks		GST Room (5.05%)	5.81
11/26/2017	Suzanne Hawks		DMF Destination Marketing Fee (1%)	1.15
11/26/2017	Suzanne Hawks		HST Hotel Room (11.11%)	12.78
11/27/2017	Suzanne Hawks		s.15 Room Charge	10.40
11/27/2017	Visacard s.22			\$220.15

Total Net of Tax	200.41
Tax	19.74
Total Including Tax	220.15
Balance Due	0.00

Page 005

Withheld pursuant to/removed as

s.15

TAX) TO NOTE

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240077

PURCHASE

11-26-2017

16:13:54

Acct #

s.22

Exp Date **/** Card Type VI

Name: SUZANNE HAWKES

A0000000031010

VISA

Operator: 177

Trace # 8397

Inv. # 431

Auth # 005617

RRN 001965002

Total

\$10.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

TARI TO NELIJST

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240008

PURCHASE

11-27-2017

13:11:56

Acct #

s.22

Exp Date **/**

Card Type VI

Name: SUZANNE HAWKES

A0000000031010

VISA

Operator: 008

Trace # 15095

Inv. # 008

Auth # 046818

RRN 001949003

Purchase

\$8.60

Tip

\$2.00

Total

\$10.60

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Re-Bar Modern Foods

50 Bastion Square, Victoria BC
www.rebarmodernfood.com

MON NOVEMBER 27, 2017
CHECK #1098229-1
TABLE #1

s.22

	\$2.75
	\$10.75
	\$2.00
	\$3.25
	\$2.50
SUB-TOTAL	: \$21.25
GST 5%	\$1.06
TOTAL	\$22.31

Time: 12:43 1 CUSTOMER

PLEASE PAY YOUR SERVER
THANKS GST# 12535 1189

YOU HAVE BEEN SERVED
BY : BILLY 59

LUNCH

RE-BAR MODERN FOOD LTD.
50 BASTION SQUARE
VICTORIA BC

CARD s.22
CARD TYPE VISA
DATE 2017/11/27
TIME 0183 12:45:16
CLERK ID 59
RECEIPT NUMBER
C82011559-001-117-002-0

PURCHASE
AMOUNT \$22.31
TIP \$4.46
TOTAL

\$26.77

VISA
A0000000031010
E532C572A240F9A9
0080008000-E800
6B6FC5FF0F78C241
0080008000-F800

APPROVED

AUTH# 054770 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

RE-BAR MOD

2021 FOM NEURST
VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

s.22

CARD
CARD TYPE VISA
DATE 2017/11/27
TIME 4679 14:46:03
CLERK ID 2222
INVOICE # 47034
RECEIPT NUMBER
H85062703-001-294-007-0

PURCHASE
AMOUNT \$19.50
TIP \$4.00
TOTAL

\$23.50

VISA
A0000000031010
51DB70DDAA23F2C0
0000000000-

APPROVED

AUTH# 080858 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604*871*1111
GST# 1054855080
DOWNLOAD
VANCOUVER APP

Sent from my iPhone

Begin forwarded message:

From: <passengerservices@helijet.com>
Date: November 26, 2017 at 1:04:23 PM PST
To: <hawkes@convergecom.ca>
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer # s.17
Name Suzanne Hawkes

Booking

s.22

Sunday, November 26, 2017

787

15:30 Vancouver Harbour

16:05 Victoria Harbour

Dropoff:

Taxi Requested

35 minutes

Confirmed

1 Passengers - Off-Peak

. Suzanne Hawkes, Female

[Add to Calendar](#)

Invoice s.22

FARE-YWH-OffPeak_Winter17-18 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Weekend and Off Peak Fares

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:
R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

Baggage Liability:

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not

exceed \$250.00 (CAD) per passenger, unless greater value declared.

Transportation upon arrival:

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

Pets on Helijet:

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

Weather Conditions:

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

Reservations:

Reservations are required for all flights and may be booked online at www.helijet.com or by calling 1.800.665.4354 (within North America).

[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Taken TO NEUJBT

YELLOW CAB #12
1441 CLARK DR
VANCOUVER BC

s.22

CARD
CARD TYPE VISA
DATE 2017/11/26
TIME 5811 15:09:44
CLERK ID 1
RECEIPT NUMBER
H85029658-001-242-504-0

PURCHASE
AMOUNT \$16.30
TIP \$3.00
TOTAL

\$19.30

VISA
A0000000031010
640E26E3C7E1A360
0000000000-

APPROVED

AUTH# 082704 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Shortt, Amanda PREM:EX

From: Suzanne Hawkes <hawkes@convergecom.ca>
Sent: November 29, 2017 4:55 PM
To: Canitz, Shelley L PREM:EX
Cc: Massy, Michelle E PREM:EX
Subject: Re: Suzanne Hawkes Invoice No. INV-000001
Attachments: Invoice-Cabinet-session-Hawkes-Nov-17.pdf; ATT00001.htm; NDP_Caucus_Session__Nov-17-Suzanne_Hawkes_Expenses.pdf; ATT00002.htm

Oh dear. Thank you Shelley, and my apologies Michelle. Here is the invoice again, and the expense report with the new, corrected title. Thanks so much,

Suzanne

INVOICE

Bill To

Province of British Columbia

Office of the Deputy Minister to the Premier
272 West Annex,
Parliament Buildings
Victoria, B.C.
V8V 1X4
Canada

Invoice#
INV-000001

Invoice Date	Terms	Due Date
November 29, 2017	Due on Receipt	November 29, 2017

#	Description	Qty	Rate	Amount
1	Facilitation of Cabinet meeting on November 27, 2017. Includes preparation (scoping meetings, interviews, agenda design, chart development), facilitation, and brief follow-up.	1.75 Day	2,000.00	3,500.00
2	Expenses, including transportation, lodging, and meals. Please see attached expense report. Note that all expenses are inclusive of GST where applicable.	419.32 1	1.00	419.32

Thank you for your partnership!

Sub Total 3,919.32

Total \$3,919.32

Cabinet Session - Nov 27/2017 - Expenses

C\$419.³²

hawkes@convergecom.ca--

Billable: C\$419.32

Tax: C\$19.96



Date

Nov 26, 2017 to Nov 27, 2017

Airfare - C\$109.00

DATE	MERCHANT	COMMENT	TOTAL
Nov 26	Helijet	^{±2}	C\$109.00 ^B

C\$109.00

Ground Transportation - C\$63.40

DATE	MERCHANT	COMMENT	TOTAL
Nov 26	Yellow Cab	¹ Taxi to Helijet Vancouver	C\$19.30 ^B
Nov 27	Taxi Cab	⁵ Taxi to Helijet Victoria	C\$10.60 ^B
Nov 27	Vancouver Taxi	³ Taxi from Helijet to home/office	C\$23.50 ^B
Nov 27	Yellow Cab Victoria	^{±6} Taxi from Helijet to Hotel	C\$10.00 ^B

C\$63.40

Lodging - C\$220.15

DATE	MERCHANT	COMMENT	TOTAL
Nov 27	s.15	⁷ 1 night plus meals	C\$220.15 ^B

C\$220.15

Meals - C\$26.77

DATE	MERCHANT	COMMENT	TOTAL
Nov 27	Re-bar Modern Foods	⁴ lunch	C\$26.77 ^B

C\$26.77


Notes

[±] The information on this receipt was manually entered. Please verify for authenticity.^B Billable expense.

Report History & Comments


- Nov 29, 2017 11:22 AM PDT
You changed the policy of this report from your personal policy to Policy-Canada
- Nov 27, 2017 7:49 PM PDT
You changed the policy of this report from Policy-USD Total to your personal policy
- Nov 27, 2017 6:17 PM PDT
You created this report

Receipt Thumbnails




1

Date: Nov 26
Merchant: Yellow Cab
Total: C\$19.30
Category: Ground Transportation
Comment: Taxi to Helijet Vancou...




2

Date: Nov 26
Merchant: Helijet
Total: C\$109.00
Category: Airfare




3

Date: Nov 27
Merchant: Vancouver Taxi
Total: C\$23.50
Category: Ground Transportation
Comment: Taxi from Helijet to h...




4

Date: Nov 27
Merchant: Re-bar Modern Foods
Total: C\$26.77
Category: Meals
Comment: lunch



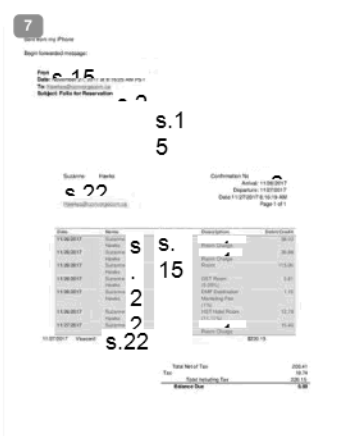
5

Date: Nov 27
Merchant: Taxi Cab
Total: C\$10.60
Category: Ground Transportation
Comment: Taxi to Helijet Victoria



6

Date: Nov 27
Merchant: Yellow Cab Victoria
Total: C\$10.00
Category: Ground Transportation
Comment: Taxi from Helijet to H...



7

Date: Nov 27
Merchant: s.15
Total: C\$220.15
Category: Lodging
Comment: 1 night plus meals

Attachments

Sent from my iPhone

Begin forwarded message:

From: s.15
Date: November 27, 2017 at 8:16:25 AM PST
To: Hawkes@convergecom.ca
Subject: Folio for Reservation s.22

s.15

Suzanne s.22 Hawks
s.22

Confirmation No: s.22
Arrival: 11/26/2017
Departure: 11/27/2017
Date: 11/27/2017 8:16:19 AM
Page 1 of 1

Hawkes@convergecom.ca

Date	Name	Room Number	Description	Debit/Credit
11/26/2017	Suzanne Hawks	s.15	s.15 Room Charge	38.03
11/26/2017	Suzanne Hawks		s.15 Room Charge	36.98
11/26/2017	Suzanne Hawks		Room	115.00
11/26/2017	Suzanne Hawks		GST Room (5.05%)	5.81
11/26/2017	Suzanne Hawks		DMF Destination Marketing Fee (1%)	1.15
11/26/2017	Suzanne Hawks		HST Hotel Room (11.11%)	12.78
11/27/2017	Suzanne Hawks		s.15 Room Charge	10.40
11/27/2017	Visacard	s.22		\$220.15

Total Net of Tax	200.41
Tax	19.74
Total Including Tax	220.15
Balance Due	0.00

Page 019

Withheld pursuant to/removed as

s.15

TAX) TO NOTE

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240077

PURCHASE

11-26-2017

16:13:54

Acct #

s.22

Exp Date **/**

Card Type VI

Name: SUZANNE HAWKES

A0000000031010

VISA

Operator: 177

Trace # 8397

Inv. # 431

Auth # 005617

RRN 001965002

Total

\$10.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

TARI TO NELIJST

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240008

PURCHASE

11-27-2017

13:11:56

Acct #

s.22

Exp Date **/** Card Type VI

Name: SUZANNE HAWKES

A0000000031010

VISA

Operator: 008

Trace # 15095

Inv. # 008

Auth # 046818

RRN 001949003

Purchase

\$8.60

Tip

\$2.00

Total

\$10.60

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Re-Bar Modern Foods

50 Bastion Square, Victoria BC
www.rebarmodernfood.com

MON NOVEMBER 27, 2017

CHECK #1098229-1

TABLE #1

s.22

\$2.75
\$10.75
\$2.00
\$3.25
\$2.50

SUB-TOTAL : \$21.25
GST 5% \$1.06

TOTAL \$22.31

Time: 12:43 1 CUSTOMER

PLEASE PAY YOUR SERVER
THANKS GST# 12535 1189

YOU HAVE BEEN SERVED
BY : BILLY 59

LUNCH

RE-BAR MODERN FOOD LTD.
50 BASTION SQUARE
VICTORIA BC

CARD s.22
CARD TYPE VISA
DATE 2017/11/27
TIME 0183 12:45:16
CLERK ID 59
RECEIPT NUMBER
C82011559-001-117-002-0

PURCHASE
AMOUNT \$22.31
TIP \$4.46
TOTAL

\$26.77

VISA
A0000000031010
E532C572A240F9A9
0080008000-E800
6B6FC5FF0F78C241
0080008000-F800

APPROVED

AUTH# 054770 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

RE-BAR MOD

2021 FOM NEURST
VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD s.22
CARD TYPE VISA
DATE 2017/11/27
TIME 4679 14:46:03
CLERK ID 2222
INVOICE # 47034
RECEIPT NUMBER
H85062703-001-294-007-0

PURCHASE
AMOUNT \$19.50
TIP \$4.00
TOTAL

\$23.50

VISA
A0000000031010
51DB70DDAA23F2C0
0000000000-

APPROVED

AUTH# 080858 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604*871*1111
GST# 1054855080
DOWNLOAD
VANCOUVER APP

Sent from my iPhone

Begin forwarded message:

From: <passengerservices@helijet.com>
Date: November 26, 2017 at 1:04:23 PM PST
To: <hawkes@convergecom.ca>
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer # s.17
Name Suzanne Hawkes

Booking s.22

Sunday, November 26, 2017

787

15:30 Vancouver Harbour

16:05 Victoria Harbour

Dropoff:

Taxi Requested

35 minutes

Confirmed

1 Passengers - Off-Peak

. Suzanne Hawkes, Female

[Add to Calendar](#)

Invoice s.22

FARE-YWH-OffPeak_Winter17-18 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Weekend and Off Peak Fares

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:
R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

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Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

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Transportation upon arrival:

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Accessibility:

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Pets on Helijet:

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Reservations:

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[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Taken TO NEUJBT

YELLOW CAB #12
1441 CLARK DR
VANCOUVER BC

s.22

CARD

CARD TYPE

VISA

DATE

2017/11/26

TIME

5811 15:09:44

CLERK ID

1

RECEIPT NUMBER

H85029658-001-242-504-0

PURCHASE

AMOUNT

\$16.30

TIP

\$3.00

TOTAL

\$19.30

VISA

A0000000031010

640E26E3C7E1A360

0000000000-

APPROVED

AUTH# 082704

01-027

THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Shortt, Amanda PREM:EX

From: Suzanne Hawkes <hawkes@convergecom.ca>
Sent: November 29, 2017 4:22 PM
To: Canitz, Shelley L PREM:EX; Wakeman, Michelle PSSG:EX
Cc: Suzanne Hawkes
Subject: Re: Suzanne Hawkes Invoice No. INV-000001
Attachments: Invoice-Cabinet-session-Hawkes-Nov-17.pdf; ATT00001.htm; NDP_Caucus_Session__Nov-17-Suzanne_Hawkes_Expenses.pdf; ATT00002.htm

My apologies, the actual invoice is attached here, along with another copy of the expense report so that it's all in once place. Thanks Shelley!

Warmly

Suzanne

INVOICE

Bill To

Province of British Columbia

Office of the Deputy Minister to the Premier
 272 West Annex,
 Parliament Buildings
 Victoria, B.C.
 V8V 1X4
 Canada

Invoice#
INV-000001

Invoice Date	Terms	Due Date
November 29, 2017	Due on Receipt	November 29, 2017

#	Description	Qty	Rate	Amount
1	Facilitation of Cabinet meeting on November 27, 2017. Includes preparation (scoping meetings, interviews, agenda design, chart development), facilitation, and brief follow-up.	1.75 Day	2,000.00	3,500.00
2	Expenses, including transportation, lodging, and meals. Please see attached expense report. Note that all expenses are inclusive of GST where applicable.	419.32 1	1.00	419.32

Thank you for your partnership!

Sub Total 3,919.32

Total \$3,919.32

Caucus Session - Nov/17 - Expenses

C\$419.³²

hawkes@convergecom.ca--

Billable: C\$419.32

Tax: C\$19.96



Date

Nov 26, 2017 to Nov 27, 2017

Airfare - C\$109.00

DATE	MERCHANT	COMMENT	TOTAL
Nov 26	Helijet	^{±2}	C\$109.00 ^B

C\$109.00

Ground Transportation - C\$63.40

DATE	MERCHANT	COMMENT	TOTAL
Nov 26	Yellow Cab	¹ Taxi to Helijet Vancouver	C\$19.30 ^B
Nov 27	Taxi Cab	⁵ Taxi to Helijet Victoria	C\$10.60 ^B
Nov 27	Vancouver Taxi	³ Taxi from Helijet to home/office	C\$23.50 ^B
Nov 27	Yellow Cab Victoria	^{±6} Taxi from Helijet to Hotel	C\$10.00 ^B

C\$63.40

Lodging - C\$220.15

DATE	MERCHANT	COMMENT	TOTAL
Nov 27	s.15	⁷ 1 night plus meals	C\$220.15 ^B

C\$220.15

Meals - C\$26.77

DATE	MERCHANT	COMMENT	TOTAL
Nov 27	Re-bar Modern Foods	⁴ lunch	C\$26.77 ^B

C\$26.77

Notes

[±] The information on this receipt was manually entered. Please verify for authenticity.^B Billable expense.

Report History & Comments

Nov 29, 2017 11:22 AM PDT
You changed the policy of this report from your personal policy to Policy-Canada

Nov 27, 2017 7:49 PM PDT
You changed the policy of this report from Policy-USD Total to your personal policy

Nov 27, 2017 6:17 PM PDT
You created this report

Receipt Thumbnails



Date: Nov 26
Merchant: Yellow Cab
Total: C\$19.30
Category: Ground Transportation
Comment: Taxi to Helijet Vancou...



Date:	Nov 26
Merchant:	Helijet
Total:	C\$109.00
Category:	Airfare



Date: Nov 27
Merchant: Vancouver Taxi
Total: C\$23.50
Category: Ground Transportation
Comment: Taxi from Helijet to h...



Date: Nov 27
Merchant: Re-bar Modern Foods
Total: C\$26.77
Category: Meals
Comment: lunch



Date: Nov 27
Merchant: Taxi Cab
Total: C\$10.60
Category: Ground Transportation
Comment: Taxi to Helijet Victoria



Date: Nov 27
Merchant: Yellow Cab Victoria
Total: C\$10.00
Category: Ground Transportation
Comment: Taxi from Helijet to H...



Date: Nov 27
Merchant: **s.15**
Total: C\$220.15
Category: Lodging
Comment: 1 night plus meals

Attachments

Sent from my iPhone

Begin forwarded message:

From: s.15
Date: November 27, 2017 at 8:16:25 AM PST
To: Hawkes@convergecom.ca
Subject: Folio for Reservation s.22

s.15

Suzanne s.22 Hawks
s.22

Confirmation No: s.22
Arrival: 11/26/2017
Departure: 11/27/2017
Date: 11/27/2017 8:16:19 AM
Page 1 of 1

Hawkes@convergecom.ca

Date	Name	Room Number	Description	Debit/Credit
11/26/2017	Suzanne s.22 Hawks	s.15	s.15 Room Charge	38.03
11/26/2017	Suzanne Hawks		s.15 Room Charge	36.98
11/26/2017	Suzanne Hawks		Room	115.00
11/26/2017	Suzanne Hawks		GST Room (5.05%)	5.81
11/26/2017	Suzanne Hawks		DMF Destination Marketing Fee (1%)	1.15
11/26/2017	Suzanne Hawks		HST Hotel Room (11.11%)	12.78
11/27/2017	Suzanne Hawks		s.15 Room Charge	10.40
11/27/2017	Visacard s.22			\$220.15

Total Net of Tax	200.41
Tax	19.74
Total Including Tax	220.15
Balance Due	0.00

Page 033

Withheld pursuant to/removed as

s.15

TAX) TO NOTE

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240077

PURCHASE

11-26-2017

16:13:54

Acct #

s.22

C

Exp Date **/**

Card Type VI

Name: SUZANNE HAWKES

A0000000031010

VISA

Operator: 177

Trace # 8397

Inv. # 431

Auth # 005617

RRN 001965002

Total

\$10.00

(001) APPROVED-THANK YOU

Retain this copy for your
records

Customer copy

www.yellowcabvictoria.com

250-381-2222

TARI TO NELIJST

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240008

PURCHASE

11-27-2017

13:11:56

Acct #

s.22

C

Exp Date **/**

Card Type VI

Name: SUZANNE HAWKES

A0000000031010

VISA

Operator: 008

Trace # 15095

Inv. # 008

Auth # 046818

RRN 001949003

Purchase

\$8.60

Tip

\$2.00

Total

\$10.60

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Re-Bar Modern Foods

50 Bastion Square, Victoria BC
www.rebarmodernfood.com

MON NOVEMBER 27, 2017

CHECK #1098229-1

TABLE #1

s.22

	\$2.75
	\$10.75
	\$2.00
	\$3.25
	\$2.50

SUB-TOTAL : \$21.25

GST 5% \$1.06

TOTAL \$22.31

Time: 12:43 1 CUSTOMER

PLEASE PAY YOUR SERVER
THANKS GST# 12535 1189

YOU HAVE BEEN SERVED
BY : BILLY 59

LUNCH

RE-BAR MODERN FOOD LTD.
50 BASTION SQUARE
VICTORIA BC

CARD

s.22

CARD TYPE

VISA

DATE

2017/11/27

TIME

0183 12:45:16

CLERK ID

59

RECEIPT NUMBER

C82011559-001-117-002-0

PURCHASE

AMOUNT

\$22.31

TIP

\$4.46

TOTAL

\$26.77

VISA

A0000000031010

E532C572A240F9A9

0080008000-E800

6B6FC5FF0F78C241

0080008000-F800

APPROVED

AUTH# 054770

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

RE-BAR MOD

2021 FOM NEURST
VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

s.22

CARD
CARD TYPE VISA
DATE 2017/11/27
TIME 4679 14:46:03
CLERK ID 2222
INVOICE # 47034
RECEIPT NUMBER
H85062703-001-294-007-0

PURCHASE
AMOUNT \$19.50
TIP \$4.00
TOTAL

\$23.50

VISA
A0000000031010
51DB70DDAA23F2C0
0000000000-

APPROVED

AUTH# 080858 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604*871*1111
GST# 1054855080
DOWNLOAD
VANCOUVER APP

Sent from my iPhone

Begin forwarded message:

From: <passengerservices@helijet.com>
Date: November 26, 2017 at 1:04:23 PM PST
To: <hawkes@convergecom.ca>
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer # s.17

Name Suzanne Hawkes

Booking s.22

Sunday, November 26, 2017

787

15:30 Vancouver Harbour

16:05 Victoria Harbour

Dropoff:

Taxi Requested

35 minutes

Confirmed

1 Passengers - Off-Peak

. Suzanne Hawkes, Female

[Add to Calendar](#)

Invoice s.22

FARE-YWH-OffPeak_Winter17-18 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Weekend and Off Peak Fares

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:
R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

Baggage Liability:

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not

exceed \$250.00 (CAD) per passenger, unless greater value declared.

Transportation upon arrival:

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

Pets on Helijet:

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

Weather Conditions:

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

Reservations:

Reservations are required for all flights and may be booked online at www.helijet.com or by calling 1.800.665.4354 (within North America).

[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Taken TO NEUJBT

YELLOW CAB #12
1441 CLARK DR
VANCOUVER BC

CARD

s.22

CARD TYPE

VISA

DATE

2017/11/26

TIME

5811 15:09:44

CLERK ID

1

RECEIPT NUMBER

H85029658-001-242-504-0

PURCHASE

AMOUNT

\$16.30

TIP

\$3.00

TOTAL

\$19.30

VISA

A0000000031010

640E26E3C7E1A360

0000000000-

APPROVED

AUTH# 082704

01-027

THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Shortt, Amanda PREM:EX

From: Suzanne Hawkes <hawkes@convergecom.ca>
Sent: November 27, 2017 6:14 PM
To: Meggs, Geoff PREM:EX; Wright, Don J. PREM:EX; Canitz, Shelley L PREM:EX; Aaron, Sage PREM:EX
Subject: Cabinet retreat Nov. 27/17 - Action items and notes from today
Attachments: Cabinet session Nov 27-17 Action Items.docx; ATT00001.htm

Page 043 to/à Page 045

Withheld pursuant to/removed as

s.12;s.13

Shortt, Amanda PREM:EX

From: Suzanne Hawkes <hawkes@convergecom.ca>
Sent: November 26, 2017 9:32 PM
To: Wright, Don J. PREM:EX; Canitz, Shelley L PREM:EX; Meggs, Geoff PREM:EX
Subject: USE THIS: Agenda for Nov. 27 Cabinet Retreat - Part 1
Attachments: Cabinet session facilitator's agenda v.1.docx; ATT00001.htm

Sorry, here's the summary:

Purpose: Strengthen team alignment and capacity

Outcomes:

- celebration/review of recent successes
- clarity of the cross-pressures s.12,s.13
s.13
- affirmation on shared agreements [caucus as a whole also needs this]
- s.12,s.13
- stronger relationships and team alignment overall

Summary Agenda

8:30	ARRIVE
8:45	Welcome and Introductions (JH)
9:00	Check-in
	Caucus agreements
9:30	s.12,s.13
10:15	BREAK
10:30	s.12,s.13
11:15	Appreciations and wrap-up
	CLOSE

Hello Don, Shelley, and Geoff,

I apologize for your receiving this so late. Here is a detailed agenda for tomorrow morning. It is based on the conversations we've had, as well as calls I had yesterday and today with Carol, Adrian and Mike (I wasn't able to connect with Katrina Chen). Geoff kindly reviewed this with me as well. Shelley, tomorrow if you share the afternoon and day 2 agendas with me I can also write a summary version of those on a chart, so people can see the entire arc.

I've also pasted the summary agenda below for small screens :)

Shelley, see you tomorrow at 7:45!

Warmly,

Suzanne

Suzanne Hawkes

s.22

Cabinet mini-retreat: Internal Facilitator's Agenda, Nov. 27-17, v. 1

Purpose:

Strengthen team alignment and capacity

Outcomes:

- celebration/review of recent successes
- clarity of the cross-pressures s.12,s.13
- affirmation on shared agreements [caucus as a whole also needs this]
- s.12
- stronger relationships and team alignment overall

Process: Summary Agenda

8:30	ARRIVE
8:45	Welcome and Introductions (JH)
9:00	Check-in Caucus agreements
9:30	s.12,s.13
10:15	BREAK
10:30	s.12,s.13
11:15	Appreciations and wrap-up
	CLOSE

Detailed Agenda

Min	Time	Topic	Purpose/Outcome	Activities	Tool/AV
		Set up room		Music on; name tags out; tables in open U; charts up; handouts set out; equipment out	
	8:30	ARRIVE			
	8:45	Welcome and Introductions (JH)	Set welcoming tone	<p>Welcome; acknowledge unceded Coast Salish territory Thanks for taking the time Purpose for this morning: catch our breath, align as a team, support one another 14 weeks in, and remind ourselves the time; speak to shared purpose and outcomes for today.</p> <p><i>Sample points to consider:</i></p> <ul style="list-style-type: none"> • celebration: the first 15 weeks • challenge: the need for a publicly united front, even while supporting vigorous <i>internal</i> debate when appropriate; • the subtle and overt shifts in tone needed when shifting from years of Opposition to holding power; • the added complexity and necessary trade-offs mandated by a coalition gov't; 	
15	9:00	Icebreaker	Fully 'arrive'; warm up room	<p>Quick pairs – 4 rounds, 4 partners...</p> <ol style="list-style-type: none"> 1. How are you holding up personally? 2. What's hard about being here today? What's keeping you from being present? 3. What's one thing you feel particularly proud of so far, 14 weeks in? 4. Describe one thing you're excited about the moving on that's related to one of the three big priorities – but NOT connected to your own portfolio? [refer to the chart with the 3 big priorities] 	<p>Chime</p> <p>Chart: Our priorities:</p> <ul style="list-style-type: none"> - Affordability - Improved Services - Sustainable economy

Min	Time	Topic	Purpose/Outcome	Activities	Tool/AV
5 - 15	9:15	Agenda; caucus agreements	<p>Shared initial understanding of the agreements identified August 31st</p> <p>Set expectations for behavior in this and future meetings</p>	<p>Review agenda</p> <p>Review caucus agreements (handed out); note those specific to meetings:</p> <p>Commit to safe environment</p> <ul style="list-style-type: none"> - Respect confidentiality - Make space for dissenting opinions - Disagree with ideas, not people <p>Engage in meaningful dialogue</p> <ul style="list-style-type: none"> - Stay focused - Decide then move on - Listen - Avoid repetition; be concise - Bring solutions - Seek to understand vs. being positional) 	<p>Hand-drawn charts:</p> <ol style="list-style-type: none"> 1. agenda 2. Caucus agreements <p>Printed copies...</p>
45	9:30	s.12,s.13			

Min	Time	Topic	Purpose/Outcome	Activities s.12,s.13	Tool/AV
15	10:15	BREAK			
45-60	10:30	s.12,s.13			Charts for each station

Min	Time	Topic	Purpose/Outcome s.12,s.13	Activities	Tool/AV
					Blank charts and markers/post-it notes for each station - add a 'scenario' to each one Assign a recorder to each
	11:15	Appreciations	Practice the caucus agreement for appreciative feedback	Feedback pairs (1 min each, 5 rounds)	
		BUFFER (if ending at 12)			
	11:45	BREAK & CLOSE PART 1			

CHARTS

Agenda

8:30	ARRIVE
8:45	Welcome and Introductions (JH)
9:00	Check-in Caucus agreements
9:30	s.12,s.13
10:15	BREAK
10:30	s.12,s.13
11:15	Appreciations and wrap-up
	CLOSE

Our Priorities

- Affordability
- Improved Services
- Sustainable economy

Caucus agreements

Respectful behavior

Supporting success in ourselves and each other

Find strength in our diversity

Working together: Respect our time together and use time wisely

Commit to safe environment

- Respect confidentiality
- Make space for dissenting opinions
- Disagree with ideas, not people

Engage in meaningful dialogue

- Stay focused
- Decide then move on
- Listen
- Avoid repetition; be concise
- Bring solutions
- Seek to understand vs. being positional)

Scenarios for “world café” tip-sharing discussions

s.12,s.13

Other potential scenarios:

Political staff are constraining me

Scenario: a CM is frustrated because they're constantly feeling constrained or directed by people that aren't themselves elected and don't have to bear the public pushback of hard decisions or slow responses

Colleagues being lobbied against me:

Scenario: stakeholders are meeting with one of my colleagues to lobby against the decision I made

Silent dissent

Scenario: a CM doesn't agree with what a colleague has put forward but didn't speak up at the time; and now is having side conversations

Shortt, Amanda PREM:EX

From: Suzanne Hawkes <hawkes@convergecom.ca>
Sent: November 20, 2017 1:21 PM
To: MacMillan, Elizabeth PREM:EX
Cc: Canitz, Shelley L PREM:EX
Subject: Re: Details for your contract
Attachments: Suzanne Hawkes NDP Bio Nov 2017.docx; ATT00001.htm

Hello Elizabeth, and thank you Shelley!

Here are the details as you requested. Since this is a small contract I assume email is fine; let me know please if you need the estimate in a different format.

CONTACT INFORMATION:

Suzanne Hawkes
Convergence Communications, Inc.
s.22

Here is an estimate of the fees and expenses:

FEES: 2.0 days @ \$2000/day, estimated at \$4000- \$4500 plus GST

- includes project scoping meetings and interviews where appropriate, agenda design, development of charts and/or handouts where appropriate, session facilitation (approximately 1/2 a day) and brief follow up as appropriate

EXPENSES: to be billed at cost, estimated at \$1250 plus GST

- 1 night accommodation and meals: \$250
- Airfare: \$700 return (assuming full-fare Helijet costs)
- Ground transportation: \$200
- Printing or other incidental expenses: \$100

I've also attached a 1-page biography. Please don't hesitate to call, email or text for additional information.

Warm regards,

Suzanne

Suzanne Hawkes



Suzanne Hawkes is a management consultant, facilitator and leadership trainer with 20 years' experience helping diverse leaders and organizations amplify their strategic impact through skillful engagement, strategic planning, and dialogue. She works across the US and Canada with a wide range of clients. They include Simon Fraser University (External Relations), UBC (External Relations),

Mayor and council for the Town of Smithers, the New Democratic Party, Vision Vancouver, StratCom, Communication Workers of America (in partnership with Wellstone Action), SEIU (in partnership with Rockwood Leadership Institute), Open Media Society, Vancouver Coastal Health, Clean Energy Canada, Center for Progressive Leadership, the W.K. Kellogg Foundation, and Community Foundations of Canada. Suzanne is a core faculty member of the *Rockwood Leadership Institute*, where she co-facilitates fellowships for SEIU, Women in Racial Justice, and LGBTQ Advocacy across the USA. She is a Dialogue Associate with SFU's Centre for Dialogue, and an instructor with SFU/Booth University's Certificate Program in Executive Leadership. Suzanne is also a Senior Associate with *InPartnership Consulting*, a US-based firm supporting organizational effectiveness through the lens of racial equity. Suzanne has a Master's Degree with Resource and Environmental Management, and is certified to lead the *Interpersonal Leadership Styles* and *Diamond Power Index*.

From: [Canitz, Shelley L PREM:EX](#)
To: ["Suzanne Hawkes"](#)
Cc: [MacMillan, Elizabeth PREM:EX](#)
Subject: Details for your contract
Date: November 19, 2017 12:25:00 PM

Suzanne – am so pleased you are able to facilitate the morning session of the Cabinet retreat. Many thanks for accommodating our last minute change of date and venue.

I would like to ensure your contract is finalized as soon as possible. Elizabeth MacMillan is the ADM and Deputy Cabinet Secretary for Cabinet Operations within the Office of the Deputy Minister to the Premier, and her team will initiate the contract papers with you. Would you please send your name/your company's name, address and contact information to Elizabeth? The contract should incorporate your services and costs for travel. Please also send an estimate of the total amount of the contract.

We have not confirmed the start time of the December 1 session yet, but will let you know as soon as possible. It is best that you arrive the night before and we are looking at transportation options to get Ministers and staff to the College and I am certain we can find room for you to join us. We will confirm those details soon.

Elizabeth – Suzanne has some questions about the room layout and appearance (windows, etc) – would there be some photos/diagrams that could be sent to her?

Sincerely,
Shelley

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

From: [Meggs, Geoff PREM:EX](#)
To: [Suzanne Hawkes](#)
Cc: [Wright, Don J. PREM:EX](#); [Canitz, Shelley L PREM:EX](#); [Aaron, Sage PREM:EX](#)
Subject: Re: Cabinet retreat Nov. 27/17 - Action items and notes from today
Date: November 28, 2017 5:53:41 AM

Many thanks Suzanne - a great session

Geoff

Sent from my iPhone

On Nov 27, 2017, at 6:14 PM, Suzanne Hawkes <hawkes@convergecom.ca> wrote:

<Cabinet session Nov 27-17 Action Items.docx>

Hello team; I took the liberty of typing in the notes and action items from this morning's session; after all our conversations on load and efficiency I realized I could probably do this much more quickly than a staffer who wasn't in the meeting! Here they are. And here is a [link to the original chart images](#) if you need those:

In the end I was able to speak with all four CMs, including Katrina Chen, and those conversations were very helpful.

I would greatly appreciate any feedback you may have, as well, about what worked well and anything you'd recommend changing in how we worked together or how I supported the team. I have a handy on-line survey (super short) for that purpose [here](#) if you have 2-3 minutes (absolutely no pressure though, truly!).

Thank you again for the opportunity to work with the team; it is an incredible honour.

Warmly,

Suzanne

Suzanne Hawkes
www.suzannehawkes.com
cell s.22

From: [Suzanne Hawkes](#)
To: [Moran, Roseanne LASS:EX](#)
Cc: [Canitz, Shelley L PREM:EX](#)
Subject: Re: introductions
Date: October 27, 2017 5:32:39 PM

Thank you so much Roseanne, and it's a pleasure to meet you, Shelley! I look forward to speaking with you - I see that you've emailed me and I'll follow up directly. Have a beautiful weekend, both of you ^{s.22}
s.22

Warmly,

Suzanne

Suzanne Hawkes
Convergence Strategies
www.suzannehawkes.com
cell: s.22
skype: s.22

Visit www.suzannehawkes.com for ideas on organizational effectiveness, leadership, facilitation, and strategic communications.

"Power without love is reckless and abusive, and love without power is sentimental and anemic. Power at its best is love implementing the demands of justice, and justice at its best is power correcting everything that stands against love."

— Martin Luther King Jr.

On Oct 27, 2017, at 3:32 PM, Moran, Roseanne <Roseanne.Moran@leg.bc.ca> wrote:

Hi Suzanne. Hope this finds you well. I am facilitating an introduction here for Shelley Canitz who works in the office of the Deputy to the Premier and would like to connect with you on a possible contract. Let me know if you need more info. Thx. Roseanne.

Roseanne Moran | Executive Director | New Democrat BC Government Caucus
T: 778-835-7537 | E: roseanne.moran@leg.bc.ca

From: [Suzanne Hawkes](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: Re: introductions
Date: November 8, 2017 3:42:05 PM

Hi Shelley; yes, I can definitely hold the 23rd for now, it's safely blocked off. I'm currently booked to conduct interviews for another client on the morning of the 27th, from 9-12:00 - but they have not yet been confirmed (someone else is scheduling them). If Nov. 27th looks highly likely, please let me know by Friday and I can probably make it work. Sorry, it is a blessing to be so busy, but also a challenge when it comes to scheduling, and I really want to support you and your team if at all possible. So let's keep trying!

Take care,

Suzanne

> On Nov 8, 2017, at 3:36 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

>

> Thank you for checking back! Still fluid, but I hope to get back to you soon - can you give me til tomorrow re the 23rd - would you also be able to put a hold on the morning of the 27?

>

> Shelley

>

> On Nov 8, 2017, at 3:34 PM, Suzanne Hawkes <hawkes@convergecom.ca<<mailto:hawkes@convergecom.ca>>> wrote:

>

> Hello Shelley, **s.22** I wanted to check in on the possibility of supporting your team this month; I've tentatively blocked November 23rd, but do have a full client roster right now so want to ensure that if we do go ahead, I have sufficient time to work with you and/or key stakeholders to prepare and design a process that gets you what you most need in the time available. Please let me know if you have any time to touch base by phone, zoom or skype in the next two days; I'm in a series of meetings but will do my best to work around your schedule.

>

> Warm regards,

>

> Suzanne

>

> Suzanne Hawkes

> Convergence Strategies

> www.suzannehawkes.com<<http://www.suzannehawkes.com>>

> cell: **s.22**

> skype: **s.22**

>

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>

> ? Martin Luther King Jr.

>

> On Oct 27, 2017, at 5:35 PM, Suzanne Hawkes <hawkes@convergecom.ca<<mailto:hawkes@convergecom.ca>>> wrote:

>

> Hello Shelley, it would be a pleasure. You might find it most convenient to find a time that works with your schedule booking through this link:

>

> <https://suzannehawkes.youcanbook.me/>

>

> Next week I'm teaching a leadership course at SFU from Thursday-Sat, but have several windows toward the beginning of the week. I know that your schedule is undoubtedly intense and constantly shifting - it will be very easy to cancel or reschedule through this link if you need to.

>

> Thank you, and have a great weekend.

>

> Warm regards,

>

> Suzanne

>

> Suzanne Hawkes

> Convergence Strategies

> www.suzannehawkes.com<<http://www.suzannehawkes.com/>>

> cell: s.22

> skype: s.22

>

>

>

> On Oct 27, 2017, at 5:08 PM, Canitz, Shelley L PREM:EX
<Shelley.Canitz@gov.bc.ca<<mailto:Shelley.Canitz@gov.bc.ca>>> wrote:

>

> Suzanne - would you have a time I could call you early next week?

>

> From: Moran, Roseanne [<mailto:Roseanne.Moran@leg.bc.ca>]

> Sent: Friday, October 27, 2017 3:32 PM

> To: Suzanne Hawkes; Canitz, Shelley L PREM:EX

> Subject: introductions

>

> HI Suzanne. Hope this finds you well. I am facilitating an introduction here for Shelley Canitz who works in the office of the Deputy to the Premier and would like to connect with you on a possible contract. Let me know if you need more info. Thx. Roseanne.

>

> Roseanne Moran | Executive Director | New Democrat BC Government Caucus

> T: 778-835-7537| E: roseanne.moran@leg.bc.ca<<mailto:roseanne.moran@leg.bc.ca>>

>

>

From: [Wakeman, Michelle PSSG:EX](#)
To: hawkes@convergecom.ca
Cc: [Canitz, Shelley L PREM:EX](#)
Subject: Re: Prep for Monday's Cabinet Retreat
Date: November 24, 2017 5:15:48 PM

Hi again,

I just spoke to the Minister and he advised that 1:30 tomorrow would work best for him.

If this works for you, please provide with the best number for him to reach you at.

Many thanks,
Michelle

Sent from my iPhone

On Nov 24, 2017, at 4:34 PM, Wakeman, Michelle PSSG:EX
<Michelle.Wakeman@gov.bc.ca> wrote:

Good afternoon Suzanne,

Minister Farnworth is at the 9th Annual Justice Summit today which follows with a reception.

Would you be available over the weekend for a call? If so please advise which day and time works for you and I will connect with the Minister to see what works for him.

Many thanks,

Michelle Wakeman
Administrative Coordinator to Honourable Mike Farnworth
Minister of Public Safety and Solicitor General and
Government House Leader

Sent from my iPhone

Begin forwarded message:

From: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Date: November 24, 2017 at 4:16:41 PM PST
To: "Wakeman, Michelle PSSG:EX"
<Michelle.Wakeman@gov.bc.ca>
Cc: Suzanne Hawkes <hawkes@convergecom.ca>
Subject: Prep for Monday's Cabinet Retreat

Michelle – at Monday's Cabinet Retreat session, there will be a facilitated

session for Cabinet members. The facilitator, Suzanne Hawkes, has worked with caucus members before and is now going to build on that work with Cabinet members. She asked Don Wright to suggest a few Cabinet ministers she could talk with in advance and Don suggested Hon. Farnworth would be a good contact.

I've attached Suzanne's email – could you connect with her and arrange for a time for her to talk with Hon. Farnworth. I apologize for the lateness of this request – we have been challenged in fitting in all elements with the changing retreat dates.

Many thanks, Michelle.

Shelley

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

From: [Canitz, Shelley L PREM:EX](#)
To: [Sharma, Niki MCF:EX](#)
Subject: Re: Prep for Monday's Cabinet Retreat
Date: November 24, 2017 6:58:40 PM

her cell is
s.22

Please email her to let her know she may be calling - the email is shawkes@convergecom.ca

From: Sharma, Niki MCF:EX
Sent: November-24-17 6:21 PM
To: Canitz, Shelley L PREM:EX
Subject: Re: Prep for Monday's Cabinet Retreat

Hi Shelley,

What number can we contact Suzanne at -will pass it along to MSKC and she will call this weekend.

Thanks

Sent from my iPhone

On Nov 24, 2017, at 4:53 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Niki – I know it is late in the day s.22 If there
is a way to flag this for her attention, I would appreciate it.

Many thanks
Shelley

From: Canitz, Shelley L PREM:EX
Sent: Friday, November 24, 2017 4:44 PM
To: White, Emily MCF:EX
Cc: Suzanne Hawkes
Subject: Prep for Monday's Cabinet Retreat

Emily – at Monday's Cabinet Retreat session, there will be a facilitated session for Cabinet members. The facilitator, Suzanne Hawkes, has worked with caucus members before and is now going to build on that work with Cabinet members. She asked Don Wright to suggest a few Cabinet ministers she could talk with in advance and Don suggested Hon. Chen would be a good contact.

I've attached Suzanne's email – could you connect with her and arrange for a time for her to talk soon with Hon. Chen. I apologize for the lateness of this request – we have been challenged in fitting in all elements with the changing retreat dates.

Many thanks, Emily.

Shelley

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

From: Reid, Heidi FIN:EX
To: Canitz, Shelley L PREM:EX
Cc: Suzanne Hawkes
Subject: RE: Prep for Monday's Cabinet session.
Date: November 24, 2017 4:34:02 PM

Hi Suzanne – I've just spoken to the Minister and she'd be more than happy to connect with you over the weekend.

She's asked me to pass on her cell number so you could text her and set up a time for a call. Hope that works.

Minister James cell is ^{s.17}

If you have any problems, please let me know.

Thanks...Heidi

Heidi Reid
Administrative Coordinator to the
Honourable Carole James
Minister of Finance and Deputy Premier
Phone: 250-356-7877
E-mail: Heidi.Reid@gov.bc.ca

From: Canitz, Shelley L PREM:EX
Sent: Friday, November 24, 2017 4:13 PM
To: Reid, Heidi FIN:EX
Cc: Suzanne Hawkes
Subject: Prep for Monday's Cabinet session.

Heidi – at Monday's Cabinet Retreat session, there will be a facilitated session for Cabinet members. The facilitator, Suzanne Hawkes, has worked with caucus members before and is now going to build on that work with Cabinet members. She asked Don Wright to suggest a few Cabinet ministers she could talk with in advance and Don suggested Hon. James would be a good contact.

I've attached Suzanne's email – could you connect with her and arrange for a time for her to talk with Hon. James. I apologize for the lateness of this request – we have been challenged in fitting in all elements with the changing retreat dates.

Many thanks, Heidi.

Shelley

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
250-356-1499

From: [Canitz, Shelley L PREM:EX](#)
To: ["Suzanne Hawkes"](#)
Cc: [Massy, Michelle E PREM:EX](#)
Subject: RE: Suzanne Hawkes Invoice No. INV-000001
Date: November 29, 2017 5:36:00 PM

Suzanne – I am so sorry to get back to you again on this, but while the second invoice is correctly labelled on the invoice itself, it is saved as ‘NDP caucus....” and I want to ensure that all our records reflect that service was indeed for the Cabinet meeting. Would you resave that invoice to reflect that it was a Cabinet session?

Many thanks,
Suzanne

From: Suzanne Hawkes [<mailto:hawkes@convergecom.ca>]
Sent: Wednesday, November 29, 2017 4:55 PM
To: Canitz, Shelley L PREM:EX
Cc: Massy, Michelle E PREM:EX
Subject: Re: Suzanne Hawkes Invoice No. INV-000001

Oh dear. Thank you Shelley, and my apologies Michelle. Here is the invoice again, and the expense report with the new, corrected title. Thanks so much,

Suzanne

From: [Suzanne Hawkes](#)
To: [Canitz, Shelley L PREM:EX](#)
Subject: Re: would you have time for a call today?
Date: November 17, 2017 7:20:33 PM

Hi there Shelly. Yes I just heard back from my other client and they have moved things around, so I am available December 1!

Next, can you confirm the time of day? If we are still looking at a morning session, I will come the day before. We have a corporate rate at s.15 ; perhaps I can share a ride to s.15 with you or Geoff, or anyone else driving in?

Finally, are there any options in terms of the meeting space? I haven't worked out of s.15 s.15 but imagine there are several options s.15 As you know, access to natural light, the size, dimensions and set up of the room can all have a significant impact on meeting dynamics, particularly when the aim is to go beyond day-to-day tactical conversations.

If you want to check in by phone on any of this, I've got a fairly flexible day on Monday, so let me know if there's a time that suits. We can also communicate by email for now, whatever works best.

Thanks again, and have a great weekend!

Warmly, Suzanne

Sent from my iPhone

On Nov 17, 2017, at 8:01 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Suzanne — we have confirmed that the first day of our Cabinet retreat will be Friday December 1. It will be held at the s.15 s.15 . Any word on whether your schedule allows you to facilitate our morning session?

Many thanks
Shelley

From: Suzanne Hawkes [<mailto:hawkes@convergecom.ca>]
Sent: Thursday, November 16, 2017 7:05 PM
To: Canitz, Shelley L PREM:EX
Subject: Re: would you have time for a call today?

Hi there Shelley; I am tentatively booked that day for another client assessment process but I think they can move it; I've asked and am waiting to hear back; I should know by tomorrow.

Warmly,

Suzanne

On Nov 16, 2017, at 5:03 PM, Canitz, Shelley L PREM:EX
<Shelley.Canitz@gov.bc.ca> wrote:

Suzanne, please accept my apologies for the delay in replying.

We've hit a snag and I hope it is survivable – we have had to change the date of the meeting – it now looks like Friday December 1 and likely in Victoria. Would you still be free on that day?

Many thanks

Shelley

From: Suzanne Hawkes [<mailto:hawkes@convergecom.ca>]
Sent: Thursday, November 16, 2017 11:23 AM
To: Canitz, Shelley L PREM:EX
Subject: Re: would you have time for a call today?

Hi Shelley, I'm in Toronto at present in a workshop until 530. Could I call you then, at 2:30 your time?

Sent from my iPhone

On Nov 16, 2017, at 12:59 PM, Canitz, Shelley L PREM:EX
<Shelley.Canitz@gov.bc.ca> wrote:

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier
272 West Annex, Parliament Buildings | Victoria,
BC | V8V 1X4
250-356-1499

Suzanne Hawkes
Convergence Strategies
www.suzannehawkes.com
s.22

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— Martin Luther King Jr.

DIRECT AWARD JUSTIFICATION AND PRE-APPROVAL REQUEST

CLIFF #: s

FORM USAGE AND ROUTING:

This form must be completed by the contract manager to clearly document the justification for direct awarding a service contract and ensures compliance with government contract policy. Unless the contract is an emergency, this form must be completed and pre-approved prior to any discussions with or commitment to the vendor. Pre-approval is required by the expense authority, program assistant deputy minister and if \$25,000 or greater, the ministry executive financial officer. The original completed and signed form must be retained in the program contract file. Send completed form(s) to [FSAHELP](#) for routing and approval processing

CONTRACT INFORMATION

Ministry: BC Government, Office of the Premier

Program: Deputy Minister's Office

Contract Manager Name and Phone #: Jackie Hendry , 250-387-5894

Legal Contractor Name: Suzanne Hawkes

Contract Value: \$7,000.00

Term: Nov 20, 2017 - Dec 20, 2017

STOB: 6101/02

Contract Type: ☒ New ☐ Multi-year ☐ Renewal

Commonly Used Contract STOBs:

6001/02 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt.).

6003/04 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation.

6020/21 - Education and Training - Fees/expenses for contracts that deliver training to government employees.

6101/02 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting).

6302 - Data Operations Non-WTS - Fees/expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals).

6309/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.

RATIONALE FOR ALL DIRECT AWARD CONTRACTS

1. Describe the services required and provide an explanation of why you need to acquire these services.

Attend and provide facilitation for the Cabinet planning session

2. What is the financial or other impact if this direct award is not approved and a competitive process is required?

Disclosure through an open competition could reasonably be expected to compromise government confidentiality

3. Under which Core Policy and Procedures Manual exception is this direct award request being made (see section 6.3.3)?

☐ Public Sector Organization

☐ Emergency

☐ Sole Source

☒ Confidentiality

☐ Sole Source - Notice of Intent

☐ No Exceptions Apply - \$25,000 or Greater

☐ Security, Order, etc.

☐ No Exceptions Apply - Less than \$25,000

4. Explain the reasons why this contract meets the criteria of the above selection (i.e., how would a competitive process compromise government confidentiality, cause economic disaster or be contrary to the public interest)?

The acquisition is of a confidential or privileged nature and disclosure through an open competition could reasonably be expected to compromise government confidentiality.

5. Has your program used these services in the past? If yes, who was the vendor and was the opportunity competitively bid or direct awarded? Provide the most recent date and contract value.

No

6. Will this purchase obligate government to this vendor for future purchases (e.g., maintenance, licensing or continuing need)? If yes, provide details.

No

7. Were alternative vendors evaluated? If yes, who were they and why were they unacceptable? If no, why were alternatives not evaluated?

N/A

ADDITIONAL RATIONALE FOR SOLE SOURCE CONTRACTS ONLY

1. Why is the requested vendor the only one that can meet your requirements? Provide specific, quantifiable factors and/or qualifications and explain why they are necessary.

2. What other suppliers did you consider before arriving at the conclusion that the sole source direct award criteria was met and the requested vendor was the only one that met your needs?

PRE-APPROVALS

Exp. Auth. Name: Jackie Hendry

ADM Name: Christine Kennedy

**EFO Name:

Signature & Date

Signature & Date

Signature & Date

**EFO sign-off is only required if the contract is \$25,000 or greater.

FORM USAGE AND ROUTING:

This form must be completed for all service contracts and amendments to service contracts involving an increase to the dollar value. It requires approval from the contract manager and the ADM (only in certain circumstances) before the contract/amendment is signed. After being signed by both parties, attach the original contract/amendment to the original Service Contract Checklist and forward to Accounts, Financial Services and Administration, Ministry of Finance.

DESCRIPTION OF CONTRACT - Complete Part 1 for all contracts and amendments.

Legal Contractor Name: Suzanne Hawkes

Req #: 1513

Contract #: C18PREM1513

Contract Type: ☒ New ☐ Multi-year ☐ Renewal ☐ Amendment

Brief Description of Services:

Attend and provide facilitation for the Cabinet planning session

Term: Nov 20, 2017- Dec 20, 2017

Rate (per hour or day): \$2000 per day

CONTRACT CODING: (if more lines needed attach separate sheet)

Complete for Capital Asset Contracts
(STOB 2000):

OFA STOBs:

Amount	Cl.	Resp.	Service Line	STOB	Project	OFA STOB	Service Date (DD-MMM-YYYY)	Asset # (if applicable)	
5,000.00	004	36B10	36205	6101	3600000				2175-Heavy Equipment
2,000.00	004	36B10	36205	6102	3600000				2195-Operating Equipment
									2215-Office Furniture & Equip.
									2275-Mainframe HW & Servers
									2281-M/F HW & Servers WIP
									2295-PC Hardware
									2315-Mainframe Software
									2321-Mainframe Software WIP
									2335-Major Systems Software
									2355-PC Software
									2395-Tenant Improvements
7,000.00	CONTRACT TOTAL								

Commonly Used Contract STOBs:

6001/02 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt.).

6003/04 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation.

6020/21 - Education and Training - Fees/expenses for contracts that deliver training to government employees.

6101/02 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting).

6302 - Data Operations Non-WTS - Fees/expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals).

6309/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.

SELECTION PROCESS - Complete Part 2 for new contracts only. Do not complete for renewals or amendments. Select only one box.

Open Process

- ☐ **Request for Proposal (RFP) (100) RFP # _____**
Suppliers submit proposals on how, and at what price, they would provide a service.
- ☐ **Invitation to Quote (ITQ) (100) ITQ # _____**
For priced based services only - you know exactly what you want done and are looking for the best price.
- ☐ **Other Open Competitive Process (100)**
Identify process used: _____
An open competitive process other than Request for Proposal or Invitation to Quote is used (e.g., Joint Solution Procurement, Invitation to Tender), normally by advertising the opportunity on BC Bid.

Direct Process:

- ☐ **Three Verbal or Written Bids (300)**
Only used for contracts less than \$25,000. A RFP or ITQ is required for contracts valued at \$25,000 or more. Documentation of bids must be kept on the contract file. Note: Obtaining verbal bids is not recommended but if used, the process must be documented in writing and included in the contract file (e.g., communication between ministry and vendors).
- ☐ **Direct Invitation to Selected Vendors (300)**
A competitive solicitation, for contracts \$25,000 or more, that is issued to a limited list of vendors and not advertised on BC Bid. If vendors are on a pre-qualification list, use category 401 below.
Note: A RFP or ITQ is required by ministry policy for contracts valued at \$25,000 or more.

Direct Award:

- ☐ **Public Sector Organization (200)**
The contract is negotiated and directly awarded without competitive process because the contract is with another government organization.
- ☐ **Sole Source (201)**
The contract is negotiated and directly awarded without competitive process because the ministry can strictly prove that only one contractor is qualified. A NOI is not required. Note: Evidence of how the ministry "proved" sole source must be documented in the contract file.
- ☐ **Sole Source - Notice of Intent (205)**
The contract is negotiated and directly awarded without competitive process (a NOI is not a competitive process) because the ministry believes but cannot strictly prove that only one contractor is qualified and a Notice of Intent is posted. A NOI must be posted on BC Bid when a contract for services or construction valued at more than \$50,000, is to be directly awarded on this basis. Note: It is recommended that a NOI be posted for opportunities valued at \$25,000 or more that are being awarded on this basis.
- ☐ **Security, Order, etc. (203)**
The contract is negotiated and directly awarded without competitive process because a competitive process would interfere with the ministry's ability to maintain security or order or to protect human, animal or plant life or health.
- ☐ **Emergency (202)**
The contract is negotiated and directly awarded without competitive process because an unforeseeable emergency exists and the services could not be obtained in time by means of a competitive process.
- ☒ **Confidentiality (204)**
The contract is negotiated and directly awarded without competitive process where the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest.
- ☐ **No Justification (206)**
Where a direct award has been made which is not justified under one of the exceptional conditions specified in the Core Policy and Procedures Manual section 6.3.3 a (1) (i.e., 200 - 204), or a Notice of Intent was required but has not been issued, or it is provided for under another policy.
- ☐ **Direct Award - Under \$25,000 (207)**
A direct award has been made for a contract less than \$25,000 and categories 200, 201, 202, 203 and 204 do not apply.

Pre-qualification:

- ☐ **Selected Vendor From Pre-qualification List (400)**
A contract that is issued to a vendor on a pre-qualification list without undertaking a competitive process. The process must be consistent with the rules publicized when the list was established.
- ☐ **Purchase from a Corporate Supply Arrangement (500)**
A purchase from a pre-established corporate supply arrangement as identified in the Core Policy Manual section 6.3.2 a (1).
- ☐ **Competition Among Vendors on a Pre-qualification List (401)**
A competitive solicitation that is issued to a limited list of vendors selected from a pre-qualification list. The process must be consistent with the rules publicized when the list was established.
Check appropriate box to indicate which competitive process was used:
- ☐ RFP ☐ ITQ ☐ 3 Verbal or Written Bids
- ☐ Other (please identify): _____

SERVICE CONTRACT CHECKLIST

Page 2

AGREEMENT ON INTERNAL TRADE (AIT) / BRITISH COLUMBIA - ALBERTA TRADE, INVESTMENT & LABOUR MOBILITY AGREEMENT (TILMA)
Complete Part 3 for new contracts only. Do not complete for renewals/amendments. Select only one box.

PART 3

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Purchase Subject to AIT/TILMA (100)
The purchase is for services over \$75K and is not excluded or exempted under any other provision of the AIT/TILMA or other category below.
<input checked="" type="checkbox"/> Purchase Not Subject to AIT/TILMA (200)
The purchase is for services \$75K or less.
<input type="checkbox"/> Excluded - Exempted Commodity/Service (300)
The purchase is for services that are exempted from coverage of AIT/TILMA or to which the AIT/TILMA does not apply by virtue of its specific reference in Chapter 5 of the agreement (e.g., health & social services).
<input type="checkbox"/> Excluded - Emergency (400)
A purchase where an unforeseeable situation of urgency exists and the services cannot be obtained in time by means of an open procurement.
<input type="checkbox"/> Excluded - Security, Order, etc. (500)
A purchase where compliance with the open tendering provisions set out in Ch. 5 of the AIT/TILMA would interfere with the Province's ability to maintain security or order or to protect human, animal, plant life or health. | <input type="checkbox"/> Excluded - Product Compatibility/Exclusive Rights (600)
A purchase which must: ensure compatibility with existing products; recognize exclusive rights, such as exclusive licenses, copyright and patent rights; or maintain specialized products that must be maintained by the manufacturer or its representative.
<input type="checkbox"/> Excluded - Procurement of Prototype (700)
The procurement of a prototype or a first service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
<input type="checkbox"/> Excluded - Regional/Economic Development (800)
A purchase which, under exceptional circumstances, may be excluded by the Province from the application of Chapter 5 of the AIT/TILMA for regional and economic development purposes. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

POLICY COMPLIANCE - NEW CONTRACTS - Complete for new contracts only. Do not complete for renewals/amendments.

YES NO N/A

PART 4

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Before taking steps to find a contractor, a cost benefit justification (CBJ) must be prepared for service contracts over \$100,000. Where appropriate, it should include a cost comparison between contracting out vs. using in-house resources if they were available, contract outcomes, etc. Has a CBJ been prepared for inclusion in the contract file? (CPPM 6.3.1.5)
2. As per the AIT/TILMA, did you advertise on BC Bid for any contract over \$75,000 or if a pre-qualification list was used, did you select the contractor through a competitive process between all suppliers on the list? (CPPM 6.3.2.c)
3. Executive Financial Officer (EFO) pre-approval is required for all Labour and Citizens' Services service contracts over \$25,000 that are being directly awarded. Has a briefing note been signed by the EFO for inclusion in the contract file?
4. If this contract was directly awarded (including the policy exemptions in CPPM 6.3.3.a) have the reasons been clearly explained and documented for inclusion in the contract file? (CPPM 6.3.3.a)
5. If this contract is being awarded to a contractor that has been used for similar work in the previous 3 months (3 months from previous expiry date) the new contract must be approved by an expense authority with authority for the combined total of the contracts. Has the appropriate expense authority approved the contract? (CPPM 6.3.2.a.11)
6. Can you confirm this contract does not constitute an employer/employee relationship? (CPPM 6.3.1.6). For more information, refer to "Employee or Self-Employed" pamphlet at http://www.cra-arc.gc.ca/E/pub/tg/rc4110/rc4110-06e.pdf .
7. If the General Services Agreement was not used, did you obtain Legal Services and Risk Management approval? Documentation of approval must be kept in the contract file. (CPPM 6.3.3.d)
8. Does Schedule A clearly identify specific and measurable contract deliverables? (CPPM 6.3.6.c)
9. Does Schedule A clearly identify the process the ministry will use to monitor the contractor's performance (e.g., frequency & format of reporting requirements)? (CPPM 6.3.6.c)
10. If sub-contractors will be providing any of the services are they identified in Schedule C ?
11. If this is a professional services contract (e.g., IT, accounting, management consulting), have you completed and attached Schedule D (Insurance) & Schedule F (Additional Terms)?
12. If Schedule D (Insurance) is attached, is the insurance adequate to cover the risks associated with this contract http://www.fin.gov.bc.ca/pt/rmb/forms/coiover.stm ?
13. If the contractor will be involved with "personal information" as defined in the FOIPPA , have you completed and attached Schedule E (Privacy Protection - http://www.mser.gov.bc.ca/privacyaccess/PPS/minpps.doc)? (CPPM 6.3.3.e.11)
14. Has the Information Package for Service Contractors been forwarded to the contractor?
15. Appendix 1 must be attached to all service contracts including travel expenses. Have you attached Appendix 1? | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
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CONTRACT AMENDMENTS - Complete Part 5 for contract amendments only.

Reason for amendment:

Previous Contract Total:

Amendment Amount:

New Contract Total:

0.00

POLICY COMPLIANCE

YES NO

5

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Does the amendment format comply with the CPPM (CPPM 6.3.3.e.9)?
http://www.fin.gov.bc.ca/camss/fsa/Branch/Forms/Modification_Agreement.doc .
2. The amendment amount(s) must be added to the original amount of the contract to determine the new total for approval requirements. Has the appropriate expense authority approved the amendment?
3. Have the circumstances that caused this contract to be amended been clearly documented for inclusion in the contract file (e.g., unforeseen technical problem delayed the project and the details are explained in the file)? | <input type="checkbox"/> <input type="checkbox"/>
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<input type="checkbox"/> <input type="checkbox"/> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

APPROVALS - Complete Part 6 for all contracts and amendments

Contract Mgr. Name: Jackie Hendry

**ADM Name: Christine Kennedy

AP/PO Clerk

Signature & Date

Signature & Date

Initials & Date

**** ADM sign-off is only required if the contract was directly awarded or the answer to any of the questions in Part 4 or 5 was 'NO'.**

GENERAL SERVICE AGREEMENT



<i>For Administrative Purposes Only</i>	
<p>Ministry Contract No.: _____</p> <p>Requisition No.: _____</p> <p>Solicitation No.(if applicable): _____</p> <p>Commodity Code: _____</p> <p>Contractor Information</p> <p>Supplier Name: <u>Suzanne Hawkes</u></p> <p>Supplier No.: <u>s.22</u> _____</p> <p>Telephone No.: _____</p> <p>E-mail Address: _____</p> <p>Website: _____</p>	<p>Financial Information</p> <p>Client: _____</p> <p>Responsibility Centre: _____</p> <p>Service Line: _____</p> <p>STOB: _____</p> <p>Project: _____</p> <p>Template version: December 1, 2013</p>

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SCHEDULE A – SERVICES

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- 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 ____ day of November, 2017.

BETWEEN:

Suzanne Hawkes ("the Contractor") with the following specified address and fax number:
c/o Convergence Communications, Inc.

s.22

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented
by the Premier (the "Province") with the following specified address and fax number:
PO Box 9041, Stn Prov Govt
Victoria, BC V8W 9E1
250-356-7258

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 The Province will provide the materials, equipment, tools and facilities and the Contractor must supply and pay for all labour, 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) Subject to section 2.3, if required and agreed to in writing 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 Province's policies and procedures regarding acceptable use, protection of, and access to, government facilities or equipment that are used to deliver the Services.

For clarity, in this Agreement, what constitutes "reasonable security arrangements" is to be informed by the Province's applicable policies and procedures for protecting information from unauthorized access, collection, use, disclosure, alteration or disposal.

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.

5.3.1 The Contractor will adhere to their signed Undertaking of Confidentiality;

5.3.2 The Contractor agrees that they will not do anything that could result in a waiver or breach of the solicitor-client privilege associated with any legal advice for the Province that they become aware of as a result of this Agreement.

5.3.3 In the event of a breach or suspected breach of the confidentiality or security-related obligations of this Agreement (the "Incident"), the Contractor will promptly advise the Deputy Cabinet Secretary of the circumstances surrounding the Incident and the steps it has or will take to minimize the impacts thereof; and cooperate fully with any further investigation or action that the Province wishes to take in response to such an Incident.

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

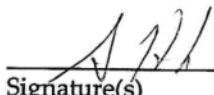
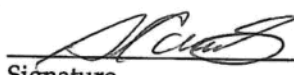
14.1 In this Agreement:

- (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 <u>27</u> day of November, 2017 by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p> _____ Signature(s)</p> <p><u>Suzanne Hawkes</u> _____ Print Name(s)</p> <p><u>CONSULTANT</u> _____ Print Title(s)</p>	<p>SIGNED on the <u>27</u> day of November, 2017 on behalf of the Province by its duly authorized representative:</p> <p> _____ Signature</p> <p><u>Shelley Cantz</u> _____ Print Name</p> <p><u>Executive Director</u> _____ Print Title</p>
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Schedule A – Services

PART 1. TERM:

1. The term of this Agreement commences on November 20, 2017 and ends on December 20, 2017.

PART 2. SERVICES:

1. The Contractor will attend and provide facilitation for the Cabinet planning session, scheduled for November 27 and 28, 2017, including project scoping meetings and interviews where appropriate, agenda design, development of charts and/or handouts where appropriate, session facilitation (approximately 1/2 a day) and brief follow up as appropriate.
2. The Contractor agrees to provide their services in a confidential capacity as provided for in s. 15(1)(a) of the *Public Service Act* [RSBC 1996] Chapter 385.
3. The Contractor agrees that, to the best of their ability, they will
 - (a) act with integrity, putting the interests of the public and the public service above their own personal interest and avoiding all conflicts of interest, whether real or perceived,
 - (b) safeguard confidential information, not divulging it unless they are either authorized to do so or required to do so by law,
 - (c) act honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the Province of British Columbia and does not bring it into disrepute.

Reporting requirements

4. The Contractor reports to Shelley Canitz, Executive Director, Office of the Premier.

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.
2. The following are Appendices to this Schedule A:

Appendix 1 – Engagement Letter
Appendix 2 – Solicitation document excerpt
Appendix 3 – Proposal excerpt
Appendix 4 – Group 3 Rates – Expenses for contractors
Appendix 5 – Service Contractor Travel Expense Claim
Appendix 6 – Sample Invoice
Appendix 7 – Ministry Invoice Payment Policy
Appendix 8 – Lobbying Notice to Contractors

NOT APPLICABLE
NOT APPLICABLE
NOT APPLICABLE
ATTACHED
ATTACHED
ATTACHED
ATTACHED
ATTACHED

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, ^{\$7,000 S.C.} ~~\$8,000~~ is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement (exclusive of any applicable taxes described in section 3.1(c) of this Agreement).

2. FEES:

Fees: The "maximum Amount" of fees payable is \$5,000.

Daily Rate

Fees: Estimated two days at a rate of \$2000 per day (based on a day of 7 hours) for those days during the Term when the Contractor provides the Services. If the Contractor provides the Services for less than the required hours on any day, then fees for that day will be reduced proportionally. If the Contractor provides the Services for more than the required hours on any day, then fees for that day will be increased proportionally.

3. EXPENSES:

Expenses: The maximum amount of expenses payable \$2,000.

Expenses: to be billed at cost, estimated at \$1250 plus GST

- 1 night accommodation and meals: \$250
- Airfare: \$700 return (assuming full-fare Helijet costs)
- Ground transportation: \$200
- Printing or other incidental expenses: \$100

Travel, accommodation and meal expenses for travel on the same basis as the Province pays its Group III employees when they are on travel status; and

excluding goods and services tax ("GST") or other applicable tax paid or payable by the Contractor on expenses described above to the extent that the Contractor is entitled to claim credits (including GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities.

4. STATEMENTS OF ACCOUNT:

Statements of Account: In order to obtain payment of any fees and expenses under this Agreement for a period from and including the 1st day of the 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 on each day during the Billing Period;
- (d) 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;
- (e) the Contractor's calculation of any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (f) a description of this Agreement;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

Payments Due: Within 30 days of 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

Not Applicable

Schedule E – Privacy Protection Schedule

Definitions

1. In this Schedule,
 - (a) “access” means disclosure by the provision of access;
 - (b) “Act” means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
 - (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

Not applicable

Appendix 1 – Engagement Letter – not applicable

Appendix 2 – Solicitation document excerpt – Not Applicable

Appendix 3 – Proposal excerpt – Not Applicable

APPENDIX 4 – Group 3 Rates - Expenses

Note: This Appendix provides key reimbursement amounts. Further information is available at the website of the Ministry of Labour and Citizens' Services regarding [Employee Travel](#).

1. Meal/Per Diem Allowances

- (1) Meal/per diem reimbursement when traveling on the Employer's business will be in accordance with Treasury Board Orders and Directives at the following rates:

Effective April 1, 2016									
Employee Group	Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$	B&L Only \$	L&D Only \$	B&D Only \$	Incidental Only \$
I	49.05	N/A	12.00	13.80	23.25	25.80	37.05	35.25	N/A
II	49.00	N/A	22.00	22.00	28.50	30.00	36.50	36.50	14.00
III	51.50	25.75	22.75	22.75	30.50	33.25	41.00	41.00	12.25

- (2) Unless otherwise provided for in this appendix, the reimbursement rates for Groups II and III cover meal and other out-of-pocket travel expenses.
- (3) Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.
- (4) Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.
- (5) The meal/per diem allowances cover expenses arising from absences away from headquarters or geographic location over a meal period(s).
- (6) Meal expenses incurred within headquarters or geographic location due to job responsibilities, will be reimbursed as follows:

Group I and Group II	Group III
at the meal rate(s) specified in 1(1) for Group I, above	for all actual meal expenses incurred

2. Private Vehicle Allowance

- (1) Where a private vehicle is used on the Employer's business, reimbursement shall be:
Effective April 1, 2016 \$0.53 per km
- (2) The distance allowance does not apply when using leased, rental or government vehicles.
- (3) Actual transportation toll charges may also be claimed.

3. Acceptable Parking Charges

When a private, Government, or leased/rental vehicle is used for the Employer's business, receipted parking charges will be reimbursed.

4. Vehicle Damage Reimbursement

- (1) Where an employee/appointee's private vehicle is damaged while in use on the Employer's business as specified above, the Employer shall reimburse the lesser of actual vehicle damage repair cost or the employee's vehicle insurance deductible to a maximum of \$600 per occurrence, for:

- a) damage caused to the vehicle by wards or clients of the Province; and/or
 - b) damage caused to the vehicle by vandalism that results from employment; and/or
 - c) damage as a result of an accident while on the Employer's business.
- (2) This section will not apply where a court holds that the employee/appointee or driver of the vehicle is guilty of willful, wanton or gross negligence.
- (3) This section does not apply to the Professional Employees' Association (PEA) (see PEA Collective Agreement for specific entitlement) or to Nurses.

5. Commercial Transportation Charges

- (1) Where transportation other than a private vehicle is required, reimbursement will be in accordance with Treasury Board Orders and Directives.
- (2) Where transportation by commercial carrier(s) has been designated as the mode of travel by the Employer and the employee/appointee requests to use his/her private motor vehicle instead and the Employer allows such use, reimbursement will be based on the lesser of the distance allowance for his/her private motor vehicle plus transportation toll charges, if any, for the trip or the designated commercial carrier(s) cost for the trip. No meal, accommodation, travel time or any other expense(s) will be reimbursed beyond the transportation costs that would have occurred had the employee/appointee taken the designated commercial transportation.
- (3) Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

6. Accommodation Charges

- (1) Reimbursement of accommodation expenses will be in accordance with Treasury Board Orders and Directives.
- (2) Where private lodging is used in lieu of commercial accommodation, reimbursement of \$30.75 maximum per day may be claimed.

7. Miscellaneous Out-of-Pocket Expenses

Reimbursement will be made for the following out-of-pocket expenses incurred while on travel status:

	Group I	Group II & Group III
1) Telephone Calls	Where overnight accommodation is required, upon production of receipts, one five minute telephone call to the employee's home in British Columbia may be claimed for each night away.	Included in per diem
2) Portage	\$0.50 maximum upon arrival at commercial accommodation and \$0.50 maximum upon departure.	Included in per diem
3) Dry Cleaning/Laundry	Dry cleaning/laundry services may be claimed every seven consecutive days away from headquarters or geographic location.	Included in per diem

8. Meal/Per Diem Expenses When Traveling to the United States

- (1) For travel to and from the United States, the meal and per diem rates specified in section 1(1) will be in U.S. currency. Deduction(s) for partial day travel or for meals provided at public expense will be in accordance with section 1(3) and 1(4).

9. Meal/Per Diem Expenses When Traveling to Foreign Locations

- (1.) For travel to and from all other foreign locations, the meal rates (for Group I) and total per diem rates (for Group II and Group III) shall be calculated as follows from the "Meal Total" rates published by the federal Foreign Affairs and International Trade's monthly Schedules to Foreign Service Directives and Meal Rates, which can be located at: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage_e.asp (Appendix D). See Subsection 2, following the table below, for rates for partial days, or for situations where one or more meals are provided at public expense.

	Group I meals	Group II (per diem)	Group III (per diem)
Full day meal rate	100% of the federal "meal total" rate		
Per diem rate	N/A (See Section 7 above – Out of Pocket Expenses)	120% of the "meal total" rate	130% of the "meal total" rate

- (2) Where foreign travel is for a partial day and/or meals are provided at public expense, the individual meal rates as published in the Foreign Service directive are to be deducted for those meal(s) not required. When the individual meal rates are not published, the following percentages of the full day "meal total" rates (rounded to the nearest dollar) are to be deducted from the full day/per diem rate calculated in subsection (2) above.

	Group I	Group II	Group III
Breakfast	25%	20%	20%
Lunch	25%	20%	20%
Dinner	50%	35%	35%

10. Other Foreign Travel Expenses

- (1) All other foreign travel expenses, including foreign currency exchange, will be reimbursed in accordance with Treasury Board Orders and Directives.
- (2) Reimbursement may also be claimed for reasonable expenses incurred which relate directly to foreign travel:
- car rental insurance;
 - Visa(s) and passport(s);
 - inoculation(s);
 - travelers' cheques;
 - bottled water;
 - preventive medication, i.e. malaria tablets, etc.;
 - premiums for additional medical insurance to provide coverage equivalent to that available under the Medical Services Plan in B.C.;
 - additional dry cleaning/laundry costs;
 - additional baggage insurance;
 - reasonable travel gratuities;
 - similar directly related travel costs.

11. Local Travel Expenses at Foreign Locations

- (1) This section applies to the employees/appointees who are posted from B.C. to a foreign office or who are hired locally at a foreign office and whose job responsibilities require them to travel away from their foreign office on the Employer's business.
- (2) Meal/per diem allowances will be reimbursed in accordance with section 8 and are subject to deduction for meals not required as per section 8.
- (3) Where a private vehicle is used in accordance with Treasury Board Orders and Directives, reimbursement will be at the distance rate specified by External Affairs Canada for that location.
- (4) Parking and transportation toll charges will be reimbursed.
- (5) Where commercial transportation is required, the actual travel costs will be reimbursed in accordance with Treasury Board Orders and Directives.
- (6) Actual commercial accommodation costs will be reimbursed up to the maximum amount established by External Affairs Canada for that location.
- (7) Private accommodation will be reimbursed at 25% of the maximum accommodation level established by External Affairs Canada for that location.
- (8) Actual reasonable miscellaneous expenses such as dry cleaning, personal telephone calls home, etc. will be reimbursed for Group I employees/appointees.

12. Meal Allowances for Dependents on Relocation

Where a Group I, II or III employee/appointee incurs meal expense(s) for his/her spouse and or dependent(s) during relocation, the expense(s) will be reimbursed as follows:

- (1) Dependents 12 years of age and under may claim one-half of the Group I meal allowances;
- (2) Spouse and dependents over 12 years of age may claim the full Group I meal allowances.

13. Extraordinary Loss

Where an employee/appointee on the Employer's business incurs a loss of or damage to personal property which is pertinent to the performance of his/her duties, that is not otherwise covered by government policy or insurance, the Employer may reimburse the lesser of the loss, or the repair or the deductible portion of the employee/appointee's insurance policy, up to a maximum of \$500.

Appendix 5 - Service Contractor Travel Expense Claim

FORM USAGE

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract Appendix 1 for guidelines, allowable rates and receipt requirements.

[illegible]

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

THE FSA 095 REV JANUARY 2014

Service Contractor's Signature

Appendix 6 - Sample Invoice

Appendix 6 - Sample Invoice

(Company letterhead to be used, the invoice must be signed by the contractor.)

ABC Consulting Ltd
123 Anywhere St
Anytown, BC V0N 0H1

INVOICE

Pages three and following Address: The name and the address of the contractor must match the full legal name and address shown on the contract. There is a legal requirement to make cheques payable to the name shown on the contract.

Billing Address: This is usually the government mailing address on the contract. Make sure the billing address includes the branch name, the Ministry name and the correct mailing address. Mark the invoice to the attention of the Ministry contact.

To: Ministry of Finance and Corporate Relations
Financial Services Branch
PO Box 9418 STN PROV GOVT
Victoria, BC V8Y 1Z4
Attn: John Smith

Invoice Date: April 14, 1999
Invoice #: 9912345
Contract #: C001PG1234
Vendor Number: 987654

Must be included on ALL invoices.

Period the invoice covers.

Description of the services provided: Services performed from April 1, 1999 to April 15, 1999:

- Preparation of a draft "Policy and Procedures" document pursuant to the above noted contract.

The date(s) service was performed.

Invoice for: April 1, 6, 7, 8, 9, 12, 13, 14, 15

Many Jones: April 1, 6, 7, 8, 9, 14, 15

If service is performed by more than one individual, the invoice must identify the name of the person working the hours.

8 days @ \$550.00 = \$4,400.00
7 days @ \$600.00 = \$4,200.00
Total Fee = \$8,600.00

Breakdown of fees being charged.

Fees to be paid.

Travel expenses from April 6 to 7 for John Smith as per attached claim form = \$140.00

Total Expenses = \$140.00

GRAND TOTAL = \$8,740.00

Contractors are encouraged to use the "Travel Expense Claim for Service Contractors" form and use it as backing to their invoice. If this form is not used, similar information is required.

Please note that GST is included on expense claim because ABC Consulting Ltd is not eligible to claim GST reimbursement from Revenue Canada.

Please reach payment to the address above.

GST: If the invoice is for GST, GST is included on receipt for agency of the service must have this document.

To Note: Contractors registered with the Canada Revenue Agency (CRA) for GST purposes are entitled to claim input tax credits for the GST paid on their travel expenses and need to deduct this before they invoice ministries. E.g. Ferry Receipt: \$224.00 less GST charged: \$10.00 (Vendor must claim ITC from CRA) = \$234.00.

Contractors that are Small Suppliers for CRA purposes (with total annual revenues from taxable supplies not exceeding \$10,000) are not required to, but can voluntarily register with the CRA for GST purposes to claim input tax credits.

Appendix 7 – Ministry Invoice

Appendix 7 - Ministry Invoice Payment Policy

INVOICE PAYMENT POLICY FOR SERVICE CONTRACT INVOICES

The Ministry of Finance pays service contract invoices as follows:

- These time frames apply to **correctly submitted** invoices only. Refer to "Invoice Instructions for Contractors" for a listing of invoice requirements.
- It is our expectation that your monthly invoice will be processed by the program area in 5 working days. It will then be forwarded to the central Accounts Office for payment processing. Contractors should expect to receive a cheque in the mail approximately 30 days from the date the invoice is received in the Accounts Office.
- Payments are processed by the central Accounts Office on a "first in, first out" basis. Requests for special treatment cannot be accommodated.
- Cheques will be mailed directly to the contractor at the address shown on the invoice. Note that this address must match the address on the contract.

Billing Frequency

Contractors must submit invoices no more than once a month.

Interest

Interest is automatically paid effective 61 days after the date the invoice or services are received (whichever is later) at the government mailing address shown on the contract. Interest under \$5.00 will not be paid. Interest is paid at provincial government rates.

Direct Deposit of Cheques

Service contractors may complete an application form for "EFT" (Electronic Funds Transfer) so that cheques are automatically deposited to their bank account. However, the EFT process may add up to 3 working days to the time frames shown above. This extra time is required by financial institutions to ensure EFT payments are processed.

Prepared by Financial Services and Administration,
Ministry of Finance
November 6, 2003

Appendix 8 – Lobbying Notice to Contractors

Appendix 8 - Lobbying Notice to Contractors



NOTICE TO CONTRACTORS

As a contractor with the Province, it is your responsibility to abide by all applicable laws. This is to bring to your attention that if you are conducting services for the province, and you also fall within the parameters of the Lobbyists Registration Act, then it is your responsibility to make this determination and register if necessary.

May 30, 2008

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: January 3, 2018 1:57 PM
To: 'hawkes@convergecom.ca'
Subject: Question regarding Cabinet Session invoice
Attachments: Expenses - Cabinet_Session-Nov-17-Hawkes.pdf

Hello Suzanne,

I am processing your Cabinet Session invoice, and have noticed that your Helijet receipt indicated that your flight was \$189. However on your expenses invoice you are only claiming \$109. Just wanting to confirm if that was a typo and if the correct amount should be \$189? I've attached both documents here.

Thanks so much for letting me know!

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Cabinet Session - Nov 27/2017 - Expenses

C\$419.³²

hawkes@convergecom.ca--

Billable: C\$419.32

Tax: C\$19.96



Date

Nov 26, 2017 to Nov 27, 2017

Airfare - C\$109.00

DATE	MERCHANT	COMMENT	TOTAL
Nov 26	Helijet	^{±2}	C\$109.00 ^B

C\$109.00

Ground Transportation - C\$63.40

DATE	MERCHANT	COMMENT	TOTAL
Nov 26	Yellow Cab	¹ Taxi to Helijet Vancouver	C\$19.30 ^B
Nov 27	Taxi Cab	⁵ Taxi to Helijet Victoria	C\$10.60 ^B
Nov 27	Vancouver Taxi	³ Taxi from Helijet to home/office	C\$23.50 ^B
Nov 27	Yellow Cab Victoria	^{±6} Taxi from Helijet to Hotel	C\$10.00 ^B

C\$63.40

Lodging - C\$220.15

DATE	MERCHANT	COMMENT	TOTAL
Nov 27	s.15	⁷ 1 night plus meals	C\$220.15 ^B

C\$220.15

Meals - C\$26.77

DATE	MERCHANT	COMMENT	TOTAL
Nov 27	Re-bar Modern Foods	⁴ lunch	C\$26.77 ^B

C\$26.77

Notes

[±] The information on this receipt was manually entered. Please verify for authenticity.^B Billable expense.

Sent from my iPhone

Begin forwarded message:

From: <passengerservices@helijet.com>
Date: November 26, 2017 at 1:04:23 PM PST
To: <hawkes@convergecom.ca>
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer # s.17
Name Suzanne Hawkes

Booking s.22

Sunday, November 26, 2017

787

15:30 Vancouver Harbour

16:05 Victoria Harbour

Dropoff:

Taxi Requested

35 minutes

Confirmed

1 Passengers - Off-Peak

. Suzanne Hawkes, Female

[Add to Calendar](#)

Invoice s.22

FARE-YWH-OffPeak_Winter17-18 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Weekend and Off Peak Fares

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:
R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

Baggage Liability:

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not

exceed \$250.00 (CAD) per passenger, unless greater value declared.

Transportation upon arrival:

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

Pets on Helijet:

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

Weather Conditions:

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

Reservations:

Reservations are required for all flights and may be booked online at www.helijet.com or by calling 1.800.665.4354 (within North America).

[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: January 3, 2018 4:27 PM
To: 'Suzanne Hawkes'
Subject: RE: Question regarding Cabinet Session invoice

Great, thanks Suzanne! I've now submit this to finance for payment.

Kind regards,

Alison Wensink, Executive Administrative Coordinator Deputy Minister's Office | Office of the Premier Room 272 - West Annex, Parliament Buildings Victoria BC V8W 9E1
Phone: (250) 387-2987

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

From: Suzanne Hawkes [mailto:hawkes@convergecom.ca]
Sent: Wednesday, January 3, 2018 3:32 PM
To: Wensink, Alison PREM:EX
Subject: Re: Question regarding Cabinet Session invoice

Hello Alison, thank you so much for this! Yes, the actual ticket price was \$189; I'm using an automated expensing system (Expensify) and am not at all sure why it reduced the total for that receipt by \$80.00. Yikes - thank you so much for catching that! Now I have to solve the tech mystery... Thank you! I've revised the invoice and attached it here.

Happy New Year!

Warmly,

Suzanne

> On Jan 3, 2018, at 1:57 PM, Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca> wrote:
>
> <Expenses - Cabinet_Session-Nov-17-Hawkes.pdf>

Wensink, Alison PREM:EX

From: Suzanne Hawkes <hawkes@convergecom.ca>
Sent: November 26, 2017 9:29 PM
To: Wright, Don J. PREM:EX; Canitz, Shelley L PREM:EX; Meggs, Geoff PREM:EX
Subject: Agenda for Nov. 27 Cabinet Retreat - Part 1
Attachments: Cabinet session facilitator's agenda v.1.docx; ATT00001.htm

Cabinet mini-retreat: Internal Facilitator's Agenda, Nov. 27-17, v. 1

Purpose:

Strengthen team alignment and capacity

Outcomes:

- celebration/review of recent successes
- clarity of the cross-pressures s.12,s.13
- affirmation on shared agreements [caucus as a whole also needs this]
- s.12,s.13
- stronger relationships and team alignment overall

Process: Summary Agenda

8:30	ARRIVE
8:45	Welcome and Introductions (JH)
9:00	Check-in Caucus agreements
9:30	s.12,s.13
10:15	BREAK
10:30	s.12,s.13
11:15	Appreciations and wrap-up
	CLOSE

Day 2:

polling

budget discussion

Detailed Agenda

Min	Time	Topic	Purpose/Outcome	Activities	Tool/AV
		Set up room		Music on; name tags out; tables in open U; charts up; handouts set out; equipment out	
	8:30	ARRIVE			
	8:45	Welcome and Introductions (JH)	Set welcoming tone	<p>Welcome; acknowledge unceded Coast Salish territory</p> <p>Thanks for taking the time</p> <p>Purpose for this morning: catch our breath, align as a team, support one another 14 weeks in, and remind ourselves</p> <p>the time; speak to shared purpose and outcomes for today.</p> <p><i>Sample points to consider:</i></p> <ul style="list-style-type: none"> • celebration: the first 15 weeks • challenge: the need for a publicly united front, even while supporting vigorous <i>internal</i> debate when appropriate; • the subtle and overt shifts in tone needed when shifting from years of Opposition to holding power; • the added complexity and necessary trade-offs mandated by a coalition gov't; 	
15	9:00	Icebreaker	Fully 'arrive'; warm up room	<p>Quick pairs – 4 rounds, 4 partners...</p> <ol style="list-style-type: none"> 1. How are you holding up personally? 2. What's hard about being here today? What's keeping you from being present? 3. What's one thing you feel particularly proud of so far, 14 weeks in? 4. Describe one thing you're excited about the moving on that's related to one of the three big priorities – but NOT connected to your own portfolio? [refer to the chart with the 3 big priorities] 	<p>Chime</p> <p>Chart: Our priorities:</p> <ul style="list-style-type: none"> - Affordability - Improved Services - Sustainable economy

Min	Time	Topic	Purpose/Outcome	Activities	Tool/AV
5 - 15	9:15	Agenda; caucus agreements	<p>Shared initial understanding of the agreements identified August 31st</p> <p>Set expectations for behavior in this and future meetings</p>	<p>Review agenda</p> <p>Review caucus agreements (handed out); note those specific to meetings:</p> <p>Commit to safe environment</p> <ul style="list-style-type: none"> - Respect confidentiality - Make space for dissenting opinions - Disagree with ideas, not people <p>Engage in meaningful dialogue</p> <ul style="list-style-type: none"> - Stay focused - Decide then move on - Listen - Avoid repetition; be concise - Bring solutions - Seek to understand vs. being positional) 	<p>Hand-drawn charts:</p> <ol style="list-style-type: none"> 1. agenda 2. Caucus agreements <p>Printed copies...</p>
45	9:30	s.12,s.13			

Min	Time	Topic	Purpose/Outcome	Activities s.12,s.13	Tool/AV
15	10:15	BREAK			
45-60	10:30	s.12,s.13			Charts for each station

Min	Time	Topic	Purpose/Outcome s.12,s.13	Activities	Tool/AV
					Blank charts and markers/post-it notes for each station - add a 'scenario' to each one Assign a recorder to each
	11:15	Appreciations	Practice the caucus agreement for appreciative feedback	Feedback pairs (1 min each, 5 rounds)	
		BUFFER (if ending at 12)			
	11:45	BREAK & CLOSE PART 1			

CHARTS

Agenda

8:30	ARRIVE
8:45	Welcome and Introductions (JH)
9:00	Check-in Caucus agreements
9:30	s.12,s.13
10:15	BREAK
10:30	s.12,s.13
11:15	Appreciations and wrap-up
	CLOSE

Our Priorities

- Affordability
- Improved Services
- Sustainable economy

Caucus agreements

Respectful behavior

Supporting success in ourselves and each other

Find strength in our diversity

Working together: Respect our time together and use time wisely

Commit to safe environment

- Respect confidentiality
- Make space for dissenting opinions
- Disagree with ideas, not people

Engage in meaningful dialogue

- Stay focused
- Decide then move on
- Listen
- Avoid repetition; be concise
- Bring solutions
- Seek to understand vs. being positional)

Scenarios for “world café” tip-sharing discussions

s.12,s.13

Other potential scenarios:

Political staff are constraining me

Scenario: a CM is frustrated because they're constantly feeling constrained or directed by people that aren't themselves elected and don't have to bear the public pushback of hard decisions or slow responses

Colleagues being lobbied against me:

Scenario: stakeholders are meeting with one of my colleagues to lobby against the decision I made

Silent dissent

Scenario: a CM doesn't agree with what a colleague has put forward but didn't speak up at the time; and now is having side conversations

Wensink, Alison PREM:EX

From: Meggs, Geoff PREM:EX
Sent: November 28, 2017 5:54 AM
To: Suzanne Hawkes
Cc: Wright, Don J. PREM:EX; Canitz, Shelley L PREM:EX; Aaron, Sage PREM:EX
Subject: Re: Cabinet retreat Nov. 27/17 - Action items and notes from today

Many thanks Suzanne - a great session

Geoff

Sent from my iPhone

On Nov 27, 2017, at 6:14 PM, Suzanne Hawkes <hawkes@convergecom.ca> wrote:

<Cabinet session Nov 27-17 Action Items.docx>

Hello team; I took the liberty of typing in the notes and action items from this morning's session; after all our conversations on load and efficiency I realized I could probably do this much more quickly than a staffer who wasn't in the meeting! Here they are. And here is a [link to the original chart images](#) if you need those:

In the end I was able to speak with all four CMs, including Katrina Chen, and those conversations were very helpful.

I would greatly appreciate any feedback you may have, as well, about what worked well and anything you'd recommend changing in how we worked together or how I supported the team. I have a handy on-line survey (super short) for that purpose [here](#) if you have 2-3 minutes (absolutely no pressure though, truly!).

Thank you again for the opportunity to work with the team; it is an incredible honour.

Warmly,

Suzanne

Suzanne Hawkes
www.suzannehawkes.com
s.22