

AGREEMENT

THIS AGREEMENT made at St. John's, in the Province of Newfoundland and Labrador, as of the 11th day of April 2014.

BETWEEN: **The ATIPPA Review Committee**, created pursuant to section 74 of the *Access to Information and Protection of Privacy Act*, SNL 2002, c. A-1.1, and constituted of Clyde K. Wells, QC, ("the Chair"), Douglas Letto and Jennifer Stoddart (members) (**"the Client"**)

AND: **Virginia E. Connors (t/a Virginia E. Connors Consulting)** of St. John's, Province of Newfoundland and Labrador
("the Consultant")

AND TO WHICH **HER MAJESTY IN RIGHT OF NEWFOUNDLAND AND LABRADOR** as represented by the Minister Responsible for the Office of Public Engagement intervened. (**"the Intervenor"**)

WHEREAS the Consultant has been selected by the Statutory Review Committee for the Access to Information and Protection of Privacy Act (the "Committee") to provide services deemed necessary in accordance with Clause 3.2 of the Committee's Terms of Reference ("the Terms of Reference"), as set out in Schedule "A.1";

NOW THEREFORE THIS AGREEMENT WITNESSETH as follows:

PART I AGREEMENT BETWEEN THE CLIENT AND THE CONSULTANT

In consideration of the mutual covenants expressed, the Client and the Consultant agree as follows:

1. Definitions

In addition to the terms defined in the Terms and Conditions attached as Schedules hereto, the following words and phrases shall have the following meanings:

- a. "Contract Documents" shall mean and include:
 - i. This head agreement (the "Head Agreement");
 - ii. The Scope of Work attached as Schedule "A" shall be as required to support the activities of the Committee as necessary in accordance with the Committee's Terms of Reference, as set out in Schedule "A.1";
 - iii. The Special Terms and Conditions attached as Schedule "B";
 - iv. Protocols for Security of Confidential Information on Information Technology assets of Contractors attached as Schedule "C"; and
 - v. Treasury Board Travel Policies attached as Schedule "D".

- b. "Representatives" means directors, officers, employees, consultants, sub-consultants, agents, advisors or partners.

2. The Engagement

- 2.1** Bills for the Consultant's fees and expenses will be billed by and paid to the Consultant, provided same have been verified in writing by the Chair or his designate.
- 2.2** The Consultant shall do all things necessary to fulfill all of the obligations of the Consultant as set out in the Contract Documents (the "Work"). The Work shall be performed by the Consultant to the satisfaction of the Chair or his designate. The Consultant further agrees, confirms and acknowledges that, subject to the redaction of any personal information, the Contract Documents may be disclosed publicly by the Client, including, for further clarity but without limitation of the foregoing, rates of remuneration established in this Head Agreement.

3. Payment

3.1 Consideration

It is agreed and understood that payments made for the satisfactory performance of the Work pursuant to this Agreement shall be made as follows:

Subject to Article 3.3, upon presentation of itemized and substantiated invoices satisfactory to the Client and as verified in writing by the Chair or his designate, the Client shall cause to be paid to the Consultant, for the satisfactory performance of the Work, the following time rate schedule for activities the Consultant actually expended in performance of the Work (plus HST):

- (i) **\$45 per hour**

3.2 Reimbursement of Expenses

It is agreed and understood that reimbursements for the Consultant's expenses pursuant to this Agreement shall be made in accordance with the following:

- (a) The Client shall only be responsible for the travel expenses verified in writing by the Chair or his designate provided the Consultant can demonstrate to the Client that such expenses were incurred in relation to the Work, and that documentation, satisfactory to the Client, is provided in support of the reimbursement expense claimed and is attached to the applicable invoice, including for example, originals of supporting receipts, invoices or statements issued by non-parties to this Agreement.
- (b) All claims submitted for reimbursable expenses in accordance with Clause 3.2(a) shall be verified by the Chair or his designate and shall be reimbursed

at rates not to exceed those established by the Intervenor's Treasury Board Travel Policies applicable to employees in the public service **as set out in Schedule D** and pursuant to the guidelines and policies of the Intervenor even if such rates are lower than the actual costs incurred by the Consultant.

- (c) All claims submitted for reimbursable expenses shall be reimbursed at the actual costs incurred by the Consultant, provided that documentation, satisfactory to the Client and as verified in writing by the Chair or his designate, is provided in support of the reimbursement expense claimed and is attached to the applicable invoice, including for example, originals of supporting receipts, invoices or statements issued by non-parties to this Agreement.

3.3 Payment General

- (a) The Client and the Consultant agree and confirm that the Client may cause to be withheld payment for any outstanding invoice(s), excepting reimbursable claims approved in accordance with Article 3.2 herein, up to a maximum of ten percent (10%) of the total amount payable for the Work approved in accordance with this Article if the Client deems the project has not been reasonably completed to its satisfaction.
- (b) The Client and the Consultant agree and confirm that as set out in section 25(6) of the *Financial Administration Act*, RSNL1990 cF-8, as amended, all fees payable in accordance with this Agreement are subject to there being an appropriation for the work for the fiscal year in which payment under this Agreement is due.
- (c) The Client will cause payment to be made within 60 calendar days of receipt of a properly documented invoice.
- (d) All invoices shall clearly show the amount of HST billed by the Consultant as a separate item.
- (e) The Consultant shall conform to any request that may be made by the Client to alter the form of invoice customarily used by the Consultant as may be reasonably required for the purposes of the Intervenor's internal accounting systems. The Consultant agrees that each invoice shall clearly show and identify the work or service which is being charged under that invoice to the Client. The invoice shall have appended thereto any documentation required by the Client and the Consultant acknowledges that all such invoices must be verified in writing by the Chair or his designate.
- (f) The Client shall not be responsible to cause to be paid any amounts invoiced by the Consultant which may arise from work, services or expenses incurred to remedy errors or omissions in the Work for which the Consultant is responsible.
- (g) The Consultant shall submit invoices to the Chair or his designate for his review and approval. Invoices approved by the Chair or his designate shall be forwarded to the Deputy Minister, Office of Public Engagement, P.O. Box

8700, St. John's, NL, A1B 4J6 for payment by the Intervenor in accordance with her intervention to this Agreement.

4. Entire Agreement

It is hereby agreed that the Contract Documents constitute the entire agreement between the parties (the "Agreement"). There are no understandings, representations or warranties of any kind except as expressly set forth herein. No changes, alterations, modifications or amendments of this Agreement shall be effective unless made in writing and signed by those persons designated for such purpose. This Agreement may be amended or otherwise modified by e-mail.

5. Representations and Warranties

The Consultant agrees with the Client that she will comply with the provisions of the *Access to Information and Protection of Privacy Act*, SNL 2002, c. A-1.1 in respect of "personal information", as defined in subsection 2(o) of same, obtained through performing the Work.

6. Conflict Between Provisions

In the event of any conflict or inconsistency between provisions in the Contract Documents, the Contract Documents shall have precedence as follows: first the Head Agreement, second any Special Terms and Conditions the parties may agree upon and hereafter set out in Schedule "B", third the Protocols for Security of Confidential Information on Information Technology assets of the Consultant set out in Schedule "C", fourth the Scope of Work, and last, any documents incorporated by reference in any of the foregoing.

7. Start and Completion Date

The parties acknowledge that the Consultant commenced activities in relation to the Work on the effective date of this Agreement and the Consultant shall complete the Work in accordance with the direction of the Chair or his designate.

8. Effective Date

The effective date of this Agreement shall be as of the day and year first before written.

9. Paragraph Numbering

In the event that the Terms and Conditions of any appended schedules are modified, the numbering references in the Terms and Conditions of same shall remain unchanged.

PART II INTERVENTION BY HER MAJESTY IN RIGHT OF NEWFOUNDLAND AND LABRADOR

AND, in consideration of the Client conducting the review provided for in the Terms of Reference, to this agreement intervened **Her Majesty in right of Newfoundland and Labrador**, as represented by the Minister Responsible for the Office of Public Engagement, for the purpose of

giving the approval and undertaking the obligations expressly set forth in this Part II, namely the following:

1. The Intervenor approves of the Client entering into this Agreement with the Consultant and agrees to accept full responsibility for the discharge of all financial obligations of the Client that are lawfully incurred in accordance with the terms of this Agreement.
2. The Intervenor will pay promptly all invoices approved by the Chair or his designate in accordance with the strict requirements of this Agreement, and will indemnify and save harmless the Chair and Members of the ATIPPA Review Committee from all claims lawfully arising pursuant to the provisions of this Agreement.

PART III GENERAL

1. Notices and Counterparts

- 1.1 All notices, claims, payments, reports and other communications required under this Agreement shall be in writing. The addresses for service are as follows:

For the Client:

Clyde K. Wells QC,
Chair, ATIPPA Review Committee
83 Thorburn Road, Suite C
St. John's NL

For the Consultant:

[REDACTED] s.30(1)

Phone: [REDACTED]
Email: [REDACTED] s.30(1)

For the Intervenor

Deputy Minister
Office of Public Engagement
P.O. Box 8700, St. John's, NL A1B 4J6
Phone: 709 729-1125
Fax: 709 729-2226
Email:

- 1.2 Notices, requests or documents shall be deemed to have been received by the addressee as follows:

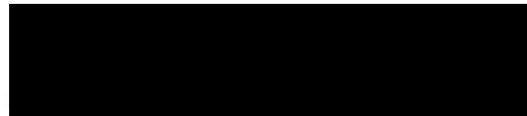
- (a) As of the date on which they are delivered where delivery is by a party or by messenger or special courier service;
- (b) As of the date on which they are sent where delivery is by telecopier or other means of electronic communication; and
- (c) Six (6) days after delivery to Canada Post Corporation where the postal service is used

1.2 Counterparts

This Agreement may be executed in any number of counterparts, each of which will be considered an original of this Agreement, and which together will constitute one and the same instrument. No Party will be bound to this Agreement unless and until all Parties have executed a counterpart. A facsimile signature or an otherwise electronically reproduced signature of either Party shall be deemed to be an original.

Executed by the parties hereto as of the day and year first before written.

ATIPPA Review Committee



s.30(1)

Clyde K. Wells, QC, Chair

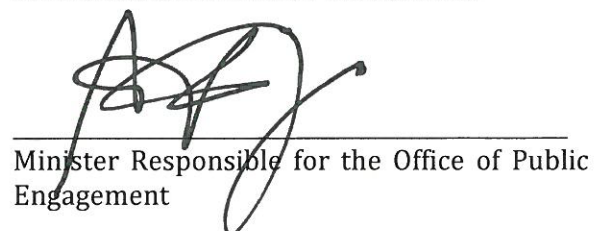
**Virginia E. Connors (t/a Virginia E.
Connors Consulting**



s.30(1)

Virginia E. Connors

**HER MAJESTY IN RIGHT OF
NEWFOUNDLAND AND LABRADOR**



Minister Responsible for the Office of Public
Engagement

SCHEDULE "A"

SCOPE OF WORK

Agreed Between the ATIPPA Review Committee and the Chief Administrative Officer

Introduction / Background

On March 18, 2014 government announced the appointment of a three member ATIPPA Review Committee to conduct an independent, comprehensive review of the Access to Information and Protection of Privacy Act, including amendments made as a result of Bill 29. The Terms of Reference issued to the ATIPPA Review Committee outlines the scope of work, committee processes and requirements for a final committee report and recommendations.

Clause 3.2 of the Terms of Reference allow the Review Committee to arrange for such accommodation, administrative assistance, legal and other assistance as the committee deems necessary for the proper conduct of the review.

A Chief Administrative Officer is contracted to perform such duties as shall be designated by the Chair for the purpose of coordinating the organization and operations of the committee offices and its public hearings, to act as intermediary for the Chair and Committee members, and shall have such authority as may from time to time be delegated by the Chair, to manage administrative, personnel, financial and procedural matters, to manage public affairs and media relations, and to carry out all other duties necessary to effectively and efficiently assist the ATIPPA Review Committee to respond to the requirements of the Terms of Reference.

Roles and Responsibilities

In particular, the Chief Administrative Officer shall have authority to and shall:

1. Coordinate activities related to the procurement and set-up of office accommodations and the purchase of office furnishings, equipment and supplies, including addressing issues related to office renovations, workstation, office and meeting room set-up, records storage, access and security, accessibility, parking and signage, cleaning services, furniture procurement and delivery, inventory control and tracking, quotes and requests for proposals, network and telecommunications installation, procurement and set-up of computer equipment, printers, scanners and photocopiers, network account set-up and connection, software requirements and database application development.
2. Prepare estimates of expenditures and maintain budgetary and inventory controls, including budget development in consultation with the Chair and appropriate governmental officials; regularly monitoring expenditures and immediately addressing any budgetary issues or anticipated shortfalls; adhering to government policies and procedures on procurement, travel and accommodations, and working closely with Manager Financial Operations (OPE) on purchasing, professional services, account payables and receivables, and other financial transactions.
3. Develop and maintain management of information systems, including the development and management of manual and computerized systems for data input, retrieval and reporting;

network and e-mail account management; creation of policies and procedures around access and privacy of records and information; development of a records retention and disposal plan, works closely with OCIO on IM&P and IT related issues; development of information system guides; and, provides staff training on information management and protection.

4. Recruit, supervise and coordinate activities of staff, including recruitment of an executive secretary / registrar and an information management technician, staff interviews, preparation of employment contracts and scope of work, assigning duties and responsibilities, managing work schedules, staff orientation, training, and supervision, addressing staff performance or attendance issues, keeping staff apprised of work related administrative and operational matters.
5. Manage public affairs and media relations, including promoting and maintaining good public relations, preparation of media advisories and press releases, preparation of notices and advertisements, working with various media outlets and publishers on dissemination of information to citizens and stakeholders, management of website and Twitter account, reviewing news headlines, clippings, papers and social media, addressing requests or complaints from the public and media, and arranging general public and media interviews with Committee Members.
6. Coordinate and manage all activities and requirements associated with planning and implementing public consultations, public hearings and review committee meetings, including consultation with committee members, evaluation of responses to expressions of interest public notice, preparation of request for proposals for conference room facilities, investigating and arranging live streaming through website and the availability and use of House of Assembly broadcast centre; arranging for transcription services, reviewing requests for proposals, awarding of contracts, site visits, presentation and audio-video requirements, scheduling of facilities; signing contracts and arranging deposits and billings; arranging travel and accommodations; arranging meal and nutrition breaks, developing conference schedules and materials; and, communicating with citizens, stakeholders, participants and media.
7. Provide advice, information and support to the Chair and Committee members and the Researcher contracted to examine standards and leading practices in other jurisdictions. Includes providing regular status updates on office administration and operations, staffing and budgeting, public affairs and media relations, departmental inquiries, website development, and scheduling of public consultations; scheduling meetings and preparing meeting agendas; correspondence management; processing written submissions in preparation for review by committee members; consulting with Chair on budget preparation, expenditure monitoring, employment contracts, and requests for proposals; reviewing professional services invoices in preparation for final signing by Chair; assisting with travel and accommodations, conducting research and compiling data to keep committee members informed on any key issues or potential problems.
8. Perform such work and carry out such duties associated with the preparation of the final Committee report and recommendations, as may from time to time be directed by the Chair, including, compiling research materials and information obtained during the review process, assistance with report design, layout and graphics, and with the management drafts of the report, and with determining required number of report copies (paper and electronic), and the printing and distribution of the report.

9. Coordinate and manage decommissioning of the committee offices, including the transfer of records and information management systems to the Minister of the Office of Public Engagement, notify Financial Operations and Office of Public Engagement of the decommissioning date, arrange for disconnection of network connections, cables and telecommunications systems, cancel telephone numbers and utility contracts, arrange for return of IT assets, equipment and software to OCIO, terminate staff network accounts, archive Review Committee website, coordinate transfer of furniture and supplies to appropriate departments or government surplus, remove signage, conduct a supervised shred of duplicate and transitory records, schedule final office cleaning, advise Canada Post of office closure and providing forwarding address, identify and manage outstanding invoices and contractual obligations, collect office keys from staff, arrange for property owner to do a final inspection of the facility and return office keys to property owner.

END OF SCHEDULE A

SCHEDULE "A.1"

SCOPE OF WORK- Terms of Reference

Statutory Review Committee for the Access to Information and Protection of Privacy Act

Terms of Reference

The *Access to Information and Protection of Privacy Act*, SNL2002, c. A-1.1 (ATIPPA) came into force on January 17, 2005, with the exception of Part IV (Protection of Privacy) which was subsequently proclaimed on January 16, 2008. Pursuant to section 74 of the ATIPPA, the Minister Responsible for the Office of Public Engagement is required to refer the legislation to a committee for a review after the expiration of not more than five years after its coming into force and every five years thereafter. The first legislative review of ATIPPA commenced in 2010 and resulted in amendments that came into force on June 27, 2012. The current review constitutes the second statutory review of this legislation.

1. Overview

The Committee will complete an independent, comprehensive review of the *Access to Information and Protection of Privacy Act*, including amendments made as a result of Bill 29, and provide recommendations arising from the review to the Minister Responsible for the Office of Public Engagement (the Minister), Government of Newfoundland and Labrador. This review will be conducted in an open, transparent and respectful manner and will engage citizens and stakeholders in a meaningful way. Protection of personal privacy will be assured.

2. Scope of the Work

2.1 The Committee will conduct a comprehensive review of the provisions and operations of the Act which will include, but not be limited to, the following:

- Identification of ways to make the Act more user friendly so that it is well understood by those who use it and can be interpreted and applied consistently;
- Assessment of the "Right of Access" (Part II) and "Exceptions to Access" provisions (Part III) to determine whether these provisions support the purpose and intent of the legislation or whether changes to these provisions should be considered;
- Examination of the provisions regarding "Reviews and Complaints" (Part V) including the powers and duties of the Information and Privacy Commissioner, to assess whether adequate measures exist for review of decisions and complaints independent of heads of public bodies;
- Time limits for responses to access to information requests and whether current requirements are appropriate;
- Whether there are any additional uses or disclosures of personal information that should be permitted under the Act or issues related to protection of privacy (Part IV); and
- Whether the current ATIPPA Fee Schedule is appropriate.

2.2 Consideration of standards and leading practices in other jurisdictions:

- The Committee will conduct an examination of leading international and Canadian practices, legislation and academic literature related to access to information and protection of privacy legislative frameworks and identify opportunities and challenges experienced by other jurisdictions;
- The Committee will specifically consult with the Information and Privacy Commissioner for Newfoundland and Labrador regarding any concerns of the Commissioner with existing legislative provisions, and the Commissioner's views as to key issues and leading practices in access to information and protection of privacy laws.

3. Committee processes

3.1 For the purpose of receiving representations from individuals and stakeholders, the Committee may hold such hearings in such places and at such times as the Committee deems necessary to hear representations from those persons or entities who, in response to invitations published by the Committee, indicate in writing a desire to make a representation to the Committee, and make such other arrangements as the Committee deems necessary to ensure that it will have all of the information necessary for it to fully respond to the requirements of these terms of reference.

3.2 The Committee may arrange for such accommodation, administrative assistance, legal and other assistance as the Committee deems necessary for the proper conduct of the review.

4. Final Committee Report and Recommendations

The Committee will prepare a final report for submission to the Minister. The report will include:

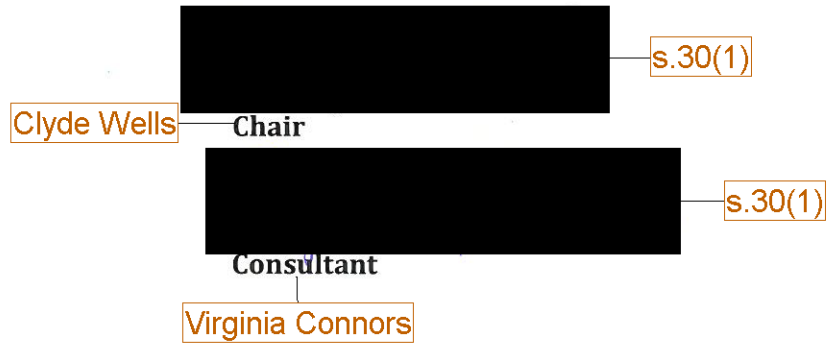
- An executive summary;
- A summary of the research and analysis of the legislative provisions and leading practices in other jurisdictions;
- A detailed summary of the public consultation process including aggregate information regarding types and numbers of participants, issues and concerns, emerging themes, and recommendations brought forward by citizens and stakeholders; and
- Detailed findings and recommendations, including proposed legislative amendments, for the Minister's consideration.

END OF SCHEDULE A.1

SCHEDULE "B"

SPECIAL TERMS AND CONDITIONS (as necessary)

1. No Special Terms and Conditions



END OF SCHEDULE B

SCHEDULE "C"

Protocols for Security of Confidential Information on Information Technology assets of the Consultant

The Consultant shall confirm with the Client whether the Consultant will be required to use information technology resources, including computers, of the Intervenor in the conduct of the work under the Agreement. The following requirements apply where the Consultant will not be using such assets, but will instead have access to confidential information (including personal information) ("Confidential Information") received in the performance of the Work and will be storing, manipulating or accessing that Confidential Information on the Consultant's own information technology resources.

- All portable storage devices or media (e.g., flash drives, memory sticks, portable hard drives, writeable compact discs or digital video discs, etc.) may only be used to transport and / or store Confidential Information where either the Confidential Information or the device or media is encrypted.
- Unless specifically separately authorized by the Agreement or otherwise, the Consultant is not permitted to attach non-Client issued computers or other information technology systems to any Client network.
- The Consultant is expected to implement and maintain up to date versions of all ordinary business software for the reasonable protection of information on computers attached to the Internet which will have access to or store Confidential Information, including security firewall and anti-viral software.
- The Consultant shall not use any Peer to Peer file sharing program (e.g., Limewire, etc.) or chat program (ie., MSN, Skype) on any information technology asset which will contain Confidential Information, or which will be connected via a network to any computer which will contain Confidential Information.
- Email should not be used as a method to transmit Confidential Information across public networks such as the Internet unless the e-mail and/or its attachments are encrypted or zipped in a secure manner.
- The Consultant acknowledges that, in addition to the requirements of this Agreement, the Confidential Information acquired by the Consultant, in the performance of the Work and in particular personal information, is subject to privacy legislation in various jurisdictions, including but not limited to the *Access to Information and Protection of Privacy Act*, and *Management of Information Act*, SNL2005, cM-1.01, as well as other legislation which may apply in the jurisdiction of the Consultant's operation. The Consultant is responsible to ensure the compliance with and satisfaction of the legislative requirements of all such information relating to the treatment of Confidential Information by the Consultant.

- Where the Consultant will be granted access to the Client's computer network during the course of the Work, in addition to the requirements noted above, the Consultant shall not:
 - Share personal computer drives or folders on a computer accessing the network; or
 - Access the network remotely, either through wired or wireless connections, except through the use of secure ID and virtual private network systems.

END OF SCHEDULE C

SCHEDULE "D"
Treasury Board Travel Policies

The parties are agreed that the travel policies referred to in the Agreement as being set out in this Schedule "C" are those set forth in the Treasury Board Travel Policies to be found on the web at:

http://www.exec.gov.nl.ca/exec/hrs/working_with_us/policies.html#4h

END OF SCHEDULE D