August 24, 2016

Dear [Redacted]

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [Our File #: WPO/9/2016]

On July 7, 2016, the Women's Policy Office received your request for access to the following records:

Outgoing correspondence from Women's Policy Office to Iris Kirby House.
Request includes records in any and all formats, including paper and electronic. Date range of request is Feb. 1, 2016 to the present.

The Women's Policy Office has reviewed your request in the context of the Access to Information and Protection of Privacy Act, 2015 (the Act) and the Women's Policy Office has made a decision and is pleased to inform you that access to these records has been granted, in part. In accordance with your request for a copy of the records, the appropriate copies have been enclosed. Some information has been refused in accordance with the following exceptions to disclosure, as specified in the Act:

Section 40(1) - Disclosure harmful to personal privacy

In addition, with respect to the responsive records for this request the Women's Policy Office would like to emphasize that the questions provided to Iris Kirby House (IKH) were developed by Government of Newfoundland and Labrador (GNL) in an effort to seek clarification of IKH Financial Information. The questions and tables were created based on Canada Revenue Agency's (CRA) financial information and audited financial statements, except for the year 2015. At the time, audited financial information for 2015 was not available therefore GNL used the T3010 information return from the CRA website. This return has since been amended by IKH Foundation.
As required by 8(2) of the Act, we have severed information that is unable to be disclosed and have provided you with as much information as possible.

Please be advised that you may appeal this decision and ask the Information and Privacy Commissioner to review the decision to provide partial access to the requested information, as set out in section 42 of the Act. A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner. Your appeal should identify your concerns with the request and why you are submitting the appeal.

The appeal may be addressed to the Information and Privacy Commissioner as follows:

Office of the Information and Privacy Commissioner  
2 Canada Drive  
P. O. Box 13004, Stn. A  
St. John’s, NL. A1B 3V8

Telephone: (709) 729-6309  
Toll-Free: 1-877-729-6309  
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please contact the undersigned by telephone at 709-729-2987 or by email at leannelane@gov.nl.ca.

Sincerely,

Leanne Lane  
ATIPP Coordinator
I understand that you spoke briefly with Colleen Simms this morning regarding Minister Bennett’s request for a meeting with the IKH Governing Board. Minister Bennett has asked me to extend invitations to you and the other Board members. Can you please give me a call at your convenience. I can be reached at 729-5098 or 690-2375.

Donna Ballard, Q.C.
Deputy Minister
Women’s Policy Office
Executive Council
Government of Newfoundland and Labrador
729-5098
dballard@gov.nl.ca
As discussed yesterday, Minister Cathy Bennett (in her capacity as the Minister responsible for the Status of Women, and the Minister of Finance) would like to meet with the Governing Board of Iris Kirby House. The purpose of the meeting is to engage in an open dialogue on how to move forward amidst negative media attention and public concerns regarding the operation of the facility. She would also like to discuss funding and accountability for IKH for the 2016-17 fiscal year. A representative from Eastern Health will also attend the meeting as the Regional Health Authorities hold funding and accountability responsibility for Transition Houses in the Province.

The meeting has been scheduled for 5:30 – 6:30 pm on Wednesday March 23rd at the Department of Finance Boardroom located on the main floor of the East Block in Confederation Building. Please confirm by reply who will be attending from your Board. You and/or members of your board may also call me directly if you have any questions.

Donna Ballard, Q.C.
Deputy Minister
Women’s Policy Office
Executive Council
Government of Newfoundland and Labrador
729-5098
dballard@gov.nl.ca
Donna Ballard, Q.C.
Deputy Minister
Women’s Policy Office
Executive Council
Government of Newfoundland and Labrador
729-5098
dballard@gov.nl.ca

-----Original Message-----
From: @iriskirbyhouse.nf.net [mailto: @iriskirbyhouse.nf.net]
Sent: Wednesday, March 16, 2016 12:12 PM
To: Ballard, Donna M
Subject: Re: Iris Kirby House

I am currently away from the office. In my absence please contact @iriskirbyhouse.nf.net or @iriskirbyhouse.nf.net or via telephone @ 722-8272 respectively.

Kind regards and have a great day!
Good afternoon,

Thank you for the invitation to meet next Wednesday evening with the Minister. I can now confirm all IKH members will be able to attend. We have one member who will be in Labrador and we kindly request you arrange to have a conference room to allow the ability to join the meeting via conference call.

Thank you again and have a great day!

Sent from my iPhone

On Mar 16, 2016, at 12:10 PM, Ballard, Donna M <DBallard@gov.nl.ca> wrote:

As discussed yesterday, Minister Cathy Bennett (in her capacity as the Minister responsible for the Status of Women, and the Minister of Finance) would like to meet with the Governing Board of Iris Kirby House. The purpose of the meeting is to engage in an open dialogue on how to move forward amidst negative media attention and public concerns regarding the operation of the facility. She would also like to discuss funding and accountability for IKH for the 2016-17 fiscal year. A representative from Eastern Health will also attend the meeting as the Regional Health Authorities hold funding and accountability responsibility for Transition Houses in the Province.
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Donna Ballard, Q.C.
Deputy Minister
Women’s Policy Office
Executive Council
Government of Newfoundland and Labrador
729-5098
dballard@gov.nl.ca

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Ballard, Donna M

From: Ballard, Donna M
Sent: March 18, 2016 12:20 PM
To: [redacted]
Cc: iriskirbyhouse.nf.net; kim.grant@easternhealth.ca; Simms, Colleen; Connors, Heather
Subject: RE: Iris Kirby House

the number for the boardroom is 729-6917. Can you provide me with a number for you as well.

Thanks, Donna

Donna Ballard, Q.C.
Deputy Minister
Women’s Policy Office
Executive Council
Government of Newfoundland and Labrador
729-5098
dballard@gov.nl.ca

From: [redacted] [mailto: iriskirbyhouse.nf.net] [mailto: [mailto: iriskirbyhouse.nf.net]
Sent: Thursday, March 17, 2016 1:47 PM
To: Ballard, Donna M
Cc: [redacted]; kim.grant@easternhealth.ca; Simms, Colleen; Connors, Heather
Subject: Re: Iris Kirby House

Good afternoon,

Thank you for the invitation to meet next Wednesday evening with the Minister. I can now confirm all IKH members will be able to attend. We have one member who will be in Labrador and we kindly request you arrange to have a conference room to allow the ability to join the meeting via conference call.

Thank you again and have a great day!

Sent from my iPhone

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Donna Ballard, Q.C.
Deputy Minister
Women’s Policy Office
Executive Council
Government of Newfoundland and Labrador
729-5098
dballard@gov.nl.ca

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Ballard, Donna M

From: Ballard, Donna M  
Sent: Wednesday, March 23, 2016 4:48 PM  
To:  
Subject: RE: Iris Kirby House

we will call you at the number below when we are ready to start. Scheduled for 5:30, I will let you know if we are delayed.

Donna

Donna Ballard, Q.C.  
Deputy Minister  
Women's Policy Office  
Executive Council  
Government of Newfoundland and Labardor  
729-5098  
dballard@gov.nl.ca

Subject: Re: Iris Kirby House

Ms Ballard,
My sincere thanks to you for accommodating me and allowing me to participate. My number is  

Regards,  

Sent from my iPhone

On Mar 18, 2016, at 11:51 AM, Ballard, Donna M <DBallard@gov.nl.ca> wrote:

the number for the boardroom is 729-6917. Can you provide me with a number for you as well.

Thanks, Donnna

Donna Ballard, Q.C.  
Deputy Minister  
Women's Policy Office  
Executive Council  
Government of Newfoundland and Labardor  
729-5098  
dballard@gov.nl.ca
Hi Donna,

I hope you enjoyed a lovely weekend... albeit too much chocolate (if there is any such thing!). I hope you enjoyed yours as well and hope you are well. Thank you for the invitation. April 8th works best for me. I would also like to bring Charmaine Flynn. Charmaine is our newly appointed Manager of Social Policy at the Women's Policy Office. She actually doesn't start with us until 22 April 2016 – coming from the Department of Advanced Education and Skills. Charmaine and I will be working together on the review of Provincial Transition Houses that I mentioned at the meeting so this is good timing to introduce her to you. On another note, I trust that the Service Agreement that Kim sent last week is in order and we can expect to sign-off this week? Look forward to seeing you on the 8th.

Donna Ballard, Q.C.
Deputy Minister
Women's Policy Office
Executive Council
Government of Newfoundland and Labrador
729-5098
dballard@gov.nl.ca

---

Hi Donna,

I hope you enjoyed a nice Easter w/e. I am touching base now to set up a time for you to come have a tour of IKH. Will April 1st or April 8th at 9:30 a.m. work for you?

I look forward to hearing from you.

Kind regards,

On 2016-03-24 3:32 PM, Ballard, Donna M wrote:

Thank you Kim. Likewise, pls give me a call if you have any concerns. My BB is 690-2375. Otherwise I trust you will expedite the Chair's signature and return the document to Kim for her to facilitate Eastern Health's signature. Looking forward to chatting next week and arranging a visit. Donna

Sent from my iPad

On Mar 24, 2016, at 3:00 PM, "Kim Grant" <kim.grant@easternhealth.ca> wrote:

Hi ladies,
As a follow up to our meeting of last evening, I am forwarding a copy of the latest version of a Service Agreement for your review and signature. The outstanding issue at the time was the release of financial statements, specifically in relation to clauses 4 & 7. Based on our discussion last evening, however, it is my understanding that this may no longer be the case.

The only revision to the attached copy, aside from the dates/names, is the addition of a clause, section 4(g), referencing Eastern Health representation on the Board, as per our discussion last evening.

Should you have any questions/concerns, please don’t hesitate to contact me. Otherwise, I look forward to finalizing this agreement and our continued partnership in this regard.

All the best,
Kim

Kim Grant
Regional Director
Mental Health & Addictions Program – Community Division
Eastern Health
Mount Pearl Square
760 Topsail Rd
Mount Pearl, NL
A1N 3J5

(709) 752-4336

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<Service Agreement Iris Kirby March 24-16.doc>

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Hi Donna, just wondering if the final version of the agreement has been located and forwarded to Eastern Health?

Donna Ballard, Q.C.
Deputy Minister
Women's Policy Office
Executive Council
Government of Newfoundland and Labrador
729-5098
dballard@gov.nl.ca

-----Original Message-----
From: Ballard, Donna M
Sent: Friday, April 01, 2016 2:01 PM
To: [EMAIL]@iriskirbyhouse.nf.net; Kim Grant
Cc: [EMAIL]; Simms, Colleen
Subject: RE: IKH Service Agreement

I'm sure we can sort through the confusion. Perhaps you can forward the version noted in your board's minutes when approved.

Donna

Donna Ballard, Q.C.
Deputy Minister
Women's Policy Office
Executive Council
Government of Newfoundland and Labrador
729-5098
dballard@gov.nl.ca

-----Original Message-----
From: [EMAIL]@iriskirbyhouse.nf.net [mailto:[EMAIL]@iriskirbyhouse.nf.net]
Sent: Friday, April 01, 2016 1:47 PM
To: Ballard, Donna M; Kim Grant
Cc: [EMAIL]; Simms, Colleen
Subject: RE: IKH Service Agreement

Ok thanks for that info Kim, I believe the version that was agreed by the two lawyers and our board, as mentioned in our meeting, was about 12 months ago. I will pass along your feedback.

On Fri, 1 Apr 2016 16:10:19 +0000, Kim Grant <kim.grant@easternhealth.ca> wrote:

The Agreement that I had forwarded to you last week was the latest version that I received from our Legal Counsel.

Kim

Hi all and happy Friday! I wanted to touch base as this week is nearing a close. Kim the SA that you forwarded following our March 23rd meeting doesn't appear to be the final version that was agreed upon by your respective legal counsels. I expect we will forward that one early next week.

Regards and have a great weekend all,

On 2016-03-24 3:32 PM, r=''-'--'-"-_o,; -nna M wrote:
Thank you Kim. Likewise, pls give me a call if you have any concerns. My BB is 690-2375. Otherwise I trust you will expedite the Chair's signature and return the document to Kim for her to facilitate Eastern Health's signature. Looking forward to chatting next week and arranging a visit. Donna

Sent from my iPad

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The only revision to the attached copy, aside from the dates/names, is the addition of a clause, section 4(g), referencing Eastern Health representation on the Board, as per our discussion last evening.

Should you have any questions/concerns, please don’t hesitate to contact me. Otherwise, I look forward to finalizing this agreement and our continued partnership in this regard.

All the best,

Kim

---

Kim Grant

Regional Director Mental Health & Addictions Program – Community Division

Eastern Health

Mount Pearl Square

760 Topsail Rd

Mount Pearl, NL

A1N 3J5

(709) 752-4336

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it occurred to me that these might not have been sent to you directly by Ann Marie today. I apologize for the delay.

Donna Ballard, Q.C.
Deputy Minister
Women’s Policy Office
Executive Council
Government of Newfoundland and Labrador
729-5098
dballard@gov.nl.ca
Iris Kirby House Combined (IKH + Foundation)  
Review of Financial Information – Questions for Board

Table 1

Analysis of combined financial information shows large surpluses for a number of years and then a large deficit in the most recent year. What significant changes occurred that caused the combined results to go from a surplus of $188K in 2014 to a deficit of $334K in 2015 (a $523K difference)?

Table 2

Operating grants from GNL have more than doubled since 2009. Overall combined revenues have increased 122%. Can statistics be provided to substantiate the request for further increases in operating grants? Can further explanation be provided for the requirement for increased funding for the upcoming year given the surpluses and excess cash held by Iris Kirby and the Foundation? Can the decrease in fundraising revenues in the Foundation in 2015 be explained?

Rental income recorded in IKH is for second stage housing. The IKH Foundation has been recording a rent expense and is located at the same physical address as IKH, yet IKH does not appear to be recording any rental revenue from the Foundation. Can this be explained? Who is the Foundation paying rent to?

Table 3

Overall expenditures have increased 171% (2009 - $958K; 2015 - $2,595K) from 2009 to 2015. Some particular areas include professional fees, purchased services and salaries. What specific measures have IKH and the Foundation taken to ensure costs are properly controlled?

Table 4

Discrepancies exist between recorded donation revenues per IKH and donation expenses per the Foundation. Over the period, Iris Kirby recorded donation revenues of $317,243. For that same period, the Foundation recorded a donation expense of $397,843, a shortfall of $80,600. Can this discrepancy be explained?

Fundraising revenues for IKH Foundation for the period 2005 to 2015 were $1,135,673 yet donation expense in the Foundation for the same period is $397,843 (35% of total Foundation revenues).
a) Why is only a small portion of fundraising revenues making its way to fund the programs of Iris Kirby?

b) Based upon a review of their financial statements, the Foundation ran operating surpluses in 2012, 2013 and 2014 and had cash as at March 31, 2014 of $179K. Why would excess cash be retained within the Foundation when extra funding is needed in IKH?

c) Why would there have not have been any donation revenue from IKH Foundation for 2014?
Table 1: Summary of combined financial indicators for Iris Kirby and IKH

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>160,040</td>
<td>609,401</td>
<td>619,081</td>
<td>391,621</td>
<td>156,456</td>
<td>733,526</td>
<td>160,388</td>
</tr>
<tr>
<td>Net assets</td>
<td>976,202</td>
<td>1,287,626</td>
<td>714,960</td>
<td>473,070</td>
<td>283,793</td>
<td>844,850</td>
<td>275,939</td>
</tr>
<tr>
<td>Operating surplus (deficit)</td>
<td>(334,261)</td>
<td>188,766</td>
<td>108,052</td>
<td>26,220</td>
<td>(87,202)</td>
<td>50,410</td>
<td>58,504</td>
</tr>
</tbody>
</table>

Table 2: Combined revenues for Iris Kirby and IKH Foundation

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<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating grants</td>
<td>1,991,587</td>
<td>1,949,805</td>
<td>1,812,588</td>
<td>1,803,118</td>
<td>1,686,566</td>
<td>931,281</td>
<td>838,482</td>
<td>11,013,427</td>
</tr>
<tr>
<td>Amortization of deferred capital contributions</td>
<td>118,853</td>
<td>245,239</td>
<td>257,753</td>
<td>111,003</td>
<td>156,843</td>
<td>79,006</td>
<td>66,234</td>
<td>1,034,931</td>
</tr>
<tr>
<td>Donations - IKH</td>
<td>36,449</td>
<td>-</td>
<td>8,088</td>
<td>(9,146)</td>
<td>(52,968)</td>
<td>37,913</td>
<td>(49,856)</td>
<td>(39,520)</td>
</tr>
<tr>
<td>Fundraising - Foundation</td>
<td>59,946</td>
<td>183,544</td>
<td>181,267</td>
<td>167,491</td>
<td>136,194</td>
<td>112,288</td>
<td>68,526</td>
<td>909,256</td>
</tr>
<tr>
<td>Rental income</td>
<td>54,309</td>
<td>59,703</td>
<td>60,157</td>
<td>60,029</td>
<td>46,664</td>
<td>41,224</td>
<td>36,005</td>
<td>358,091</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20,953</td>
<td>21,551</td>
</tr>
<tr>
<td>Donation - capital</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>54,534</td>
<td>54,534</td>
</tr>
<tr>
<td>Interest</td>
<td>-</td>
<td>820</td>
<td>424</td>
<td>288</td>
<td>34</td>
<td>958</td>
<td>2,650</td>
<td>5,174</td>
</tr>
<tr>
<td>Total revenues</td>
<td>2,261,144</td>
<td>2,439,111</td>
<td>2,320,277</td>
<td>2,132,783</td>
<td>1,963,333</td>
<td>1,223,623</td>
<td>1,017,173</td>
<td>13,357,444</td>
</tr>
</tbody>
</table>

Table 3: Total combined operating expenses for IKH and the Foundation are shown below

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Total operating expenses - excluding donation expense in Foundation</td>
<td>2,595,405</td>
<td>2,250,345</td>
<td>2,212,225</td>
<td>2,106,563</td>
<td>2,050,535</td>
<td>1,173,213</td>
<td>958,669</td>
<td>13,346,955</td>
</tr>
</tbody>
</table>
Table 4: Analysis of fundraising revenues and related donation expense recorded in IKH Foundation compared to donation revenue in Iris Kirby House

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Donation revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>per Iris Kirby</td>
<td>106,449</td>
<td>-</td>
<td>16,997</td>
<td>7,124</td>
<td>6,596</td>
<td>78,737</td>
<td>36,050</td>
<td>2,130</td>
<td>3,060</td>
<td>1,309</td>
<td>58,791</td>
<td>317,243</td>
</tr>
<tr>
<td>Donation Expense</td>
<td>70,000</td>
<td>-</td>
<td>8,909</td>
<td>16,270</td>
<td>69,564</td>
<td>40,824</td>
<td>85,906</td>
<td>106,370</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>397,843</td>
</tr>
<tr>
<td>Difference</td>
<td>36,449</td>
<td>-</td>
<td>8,088</td>
<td>(9,146)</td>
<td>(62,968)</td>
<td>37,913</td>
<td>(49,856)</td>
<td>(104,240)</td>
<td>3,060</td>
<td>1,309</td>
<td>58,791</td>
<td>(80,600)</td>
</tr>
<tr>
<td>% of revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>gifted to Iris Kirby</td>
<td>117%</td>
<td>0%</td>
<td>5%</td>
<td>10%</td>
<td>51%</td>
<td>36%</td>
<td>125%</td>
<td>157%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>35%</td>
</tr>
</tbody>
</table>
Dear [Redacted]

As attached, the Honourable Cathy Bennett, Minister Responsible for the Status of Women, invites you to participate in a discussion to assist with the ongoing development of the Government of Newfoundland and Labrador’s Violence Prevention Initiative.

We invite you to identify a representative of your organization to join us at a roundtable in St. John’s as follows:

**Friday, June 10, 2016**

1:00 pm – 4:00 pm

**Newfoundland and Labrador Housing and Homelessness Network**

77 Charter Avenue

We hope that you or another representative of your organization are able to attend!

Attached is a registration form for your convenience. Please indicate if you have any dietary or accessibility requirements or restrictions.

Please provide your completed registration form by **noon on Thursday, June 2, 2016** to the Women’s Policy Office by email to michellesmith@gov.nl.ca or fax 729-1418.

If you have any questions or need additional information prior to the session, please don’t hesitate to contact me.

Kindest regards,

Michelle

Michelle Smith B.Ed, MWS
"Every act of love is a work of peace, no matter how small." – Mother Teresa
REGISTRATION FORM

Violence Prevention Initiative Roundtable in St. John’s
Friday, June 10, 2016
8:30 am – 11:30 am
The Newfoundland and Labrador Housing and Homelessness Network
77 Charter Avenue

Please complete and submit to the VPI by NOON on Thursday, June 2, 2016

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Do you have any food allergies or requirements? Yes _____ No ____
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Do you have any accessibility or other requirements? Yes _____ No ____
Details: ____________________________________________________________

Additional comments: ________________________________________________

Please Note:
The deadline for registration is **NOON on Thursday, June 2, 2016**. Please send your form to Michelle Smith by email to michellesmith@gov.nl.ca or fax 729-1418.
May 19, 2016

Iris Kirby House
196 Waterford Bridge Road
St. John’s, NL A1E 1E2

Dear Violence Prevention Initiative Partner,

I am writing to invite you to participate in a discussion to assist with the ongoing development of the Government of Newfoundland and Labrador’s Violence Prevention Initiative.

The Violence Prevention Initiative’s phase 2 action plan, Working Together for Violence-Free Communities, was launched in October of 2015. It focuses on finding long-term solutions to the problem of violence against those who are most at risk: women, children and youth, Aboriginal women and children, older persons, persons with disabilities, persons of varying race or ethnicity, lesbian, gay, bisexual and transgender persons, and persons of varying economic status.

We are reaching out to stakeholders in Newfoundland and Labrador who have partnered with the Violence Prevention Initiative to ask for your input on enhancing our new action plan. Discussions will be held with individuals and organizations at the provincial and regional levels who have played a key role in the development of the Violence Prevention Initiative action plan and in promoting violence prevention. The discussions are designed to assess and inform strategies for enhancing the Violence Prevention Initiative action plan.

As lead Minister for the Violence Prevention Initiative, I would like to invite Iris Kirby House to participate in this discussion by identifying a representative to join us at a roundtable in St. John’s on Friday, June 10, 2016, to be held at the Newfoundland and Labrador Housing and Homelessness Network from 1:00 pm to 4:00 pm.

Your participation in the consultation process is completely voluntary. However, I encourage you to accept this invitation as the experience and knowledge that you bring to our discussions are vitally important to the enhancement of the Violence Prevention Initiative’s new action plan.

If you have any questions or would like to register your attendance, please contact Michelle Smith at 709-729-5730 or email michellesmith@gov.nl.ca.
I look forward to our discussions as we continue to work together for violence-free communities in Newfoundland and Labrador.

Yours sincerely,

Honourable Cathy Bennett, M.H.A.
District of Windsor Lake
Minister of Finance and
President of Treasury Board
Minister Responsible for the Status of Women
Hi S. 40(1)

My apologies! There is an error in the registration form I sent you this morning regarding the time of the Violence Prevention Initiative session with Minister Bennett on June 10.

As stated in the body of the email, it is in the afternoon at 1:00 pm, not the morning:

Friday, June 10, 2016
1:00 pm – 4:00 pm
Newfoundland and Labrador Housing and Homelessness Network
77 Charter Avenue

I’ve attached the corrected registration form for your convenience. Apologies for any confusion.

Kindest regards,
Michelle

Michelle Smith B.Ed, MWS
Director of Violence Prevention
Violence Prevention Initiative
Women’s Policy Office
P.O. Box 8700
4th Floor, West Block
Confederation Building
St. John’s, NL A1B 4J6
T: (709) 729-5730
F: (709) 729-1418
E: michellesmith@gov.nl.ca
www.gov.nl.ca/vpi

Follow us on Twitter @WPO_GovNL!

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REGISTRATION FORM

Violence Prevention Initiative Roundtable in St. John’s
Friday, June 10, 2016
1:00 pm – 4:00 pm
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Please complete and submit to the VPI by NOON on Thursday, June 2, 2016

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Do you have any food allergies or requirements? Yes ____  No ____
Details: ____________________________________________________________

Do you have any accessibility or other requirements? Yes ____  No ____
Details: ____________________________________________________________

Additional comments: ____________________________________________

Please Note:
The deadline for registration is NOON on Thursday, June 2, 2016. Please send your form to Michelle Smith by email to michellesmith@gov.nl.ca or fax 729-1418.
Smith, Michelle

From: Smith, Michelle
Sent: Friday, May 27, 2016 8:21 AM
To: [Redacted]
Subject: Re: Invitation from Minister Bennett

Thanks! Yes, we would welcome you! Would you send me her email, or forward the registration form along to her? Thanks! M

Sent from my BlackBerry 10 smartphone on the Bell network.

From: [Redacted]
Sent: Friday, May 27, 2016 8:19 AM
To: Smith, Michelle
Subject: RE: Invitation from Minister Bennett

Hi Michelle,

thank you for the invite, I have it in my calendar and look forward to attending. I will fill out the registration form and return. I was thinking it would be beneficial to have our Manager from O'Shaughnessy House, [Redacted] attend as well. Would this be ok?

Regards and have a nice w/e,

On Thu, 26 May 2016 16:40:37 +0000, "Smith, Michelle" <michellesmith@gov.nl.ca> wrote:

Hi [Redacted]

My apologies! There is an error in the registration form I sent you this morning regarding the time of the Violence Prevention Initiative session with Minister Bennett on June 10.

As stated in the body of the email, it is in the afternoon at 1:00 pm, not the morning:

Friday, June 10, 2016
1:00 pm – 4:00 pm

Newfoundland and Labrador Housing and Homelessness Network

77 Charter Avenue

I've attached the corrected registration form for your convenience. Apologies for any confusion.

Kindest regards,

Michelle

Michelle Smith B.Ed, MWS

Director of Violence Prevention

Violence Prevention Initiative

Women’s Policy Office

P.O. Box 8700

4th Floor, West Block
"Every act of love is a work of peace, no matter how small." – Mother Teresa

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From: Smith, Michelle
Sent: Thursday, June 02, 2016 12:33 PM
To: [Redacted]
Subject: Re: VPI roundtable registration

Thanks [Redacted]

Sent from my BlackBerry 10 smartphone on the Bell network.

From: [Redacted]
Sent: Thursday, June 2, 2016 11:18 AM
To: Smith, Michelle
Subject: VPI roundtable registration

Hi Michelle,

pls find attached mine and [Redacted] registration forms.

Regards,

[Redacted]
Good Morning Violence Prevention Partner,

We are delighted that you will be attending the Violence Prevention Initiative (VPI) session next Friday afternoon at 1:00 pm with Minister Bennett.

The link to the VPI action plan, Working Together for Violence-Free Communities, is on our website: http://www.gov.nl.ca/vpi/initiative/violence_free_communities.pdf.

I've attached to this email a set questions that may be used by the Minister to help spark discussion during the session.

Your organization is more than welcome to provide a written response to our office in addition to attending the in-person meeting. Please note that the questions are just a guideline. Your comments and feedback are certainly welcome on any issues, concerns or topics related to VPI and violence prevention.

If you have any questions or concerns prior to the session next week, please do not hesitate to contact me.

Kindest regards,
Michelle

Michelle Smith B.Ed, MWS
Director of Violence Prevention
Violence Prevention Initiative
Women's Policy Office
P.O. Box 8700
4th Floor, West Block
Confederation Building
St. John's, NL A1B 4J6
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DISCUSSION QUESTIONS

Violence Prevention Initiative Community Meeting with Minister Bennett*

June 10, 2016

1. The Violence Prevention Initiative Action Plan, Working Together for Violence-Free Communities, identifies 67 action items. What are the top three items for your region?

2. Which action item(s) identified in Working Together for Violence-Free Communities are most important?

3. Which action item(s) do you think will have the most impact in terms of violence prevention?

4. Have any action items been identified in Working Together for Violence-Free Communities that will not be effective?

5. Are there any gaps in the action items identified in Working Together for Violence-Free Communities?
   a. Are there any action items that you feel were missed that should have been included?
   b. If so, what are they?

6. What are the most pressing issues or actions that the VPI should focus on as key priority areas?

7. Do you have any other comments?

*Groups who are unable to send a representative to the June 10th meeting, or who can attend but have additional comments, are encouraged to provide written feedback on the Violence Prevention Initiative Action Plan, Working Together for Violence-Free Communities. Please send any comments to Michelle Smith at michellesmtih@gov.nl.ca or fax 729-1418.
1. The new VPI action plan released under Premier Davis committed to conducting a second study on the sex trade in Newfoundland and Labrador focusing on the prevalence of violence. What are your views on this particular action item?

   4.16 Conduct a research study to obtain data and recommendations on the prevalence of violence against sex trade workers in the province, contextual factors that may place some sex trade workers at higher risk of violence, the perpetrators of violence against sex trade workers, and strategies to prevent violence and abuse.

2. Do you feel that a second study is warranted?
   a. Why or why not?

3. If you feel a second study is warranted, how would you recommend VPI approach this study?

4. If you feel a second study is not warranted, how would you recommend the Provincial Government address the prevention of sexual exploitation and human trafficking?
   a. What are the priority areas that should be addressed first?

5. The VPI action plan contains two additional actions related to sexual exploitation. Do you feel that these actions will be effective?
   a. Why or why not?
   b. If you feel these actions are helpful, is your organization willing to work collaboratively with the VPI to implement these actions?

   4.15 Work collaboratively with partners and stakeholders to develop resources and information to educate professionals about sexual exploitation, including exiting strategies to help victims who have been coerced into the sex trade industry.

   4.17 Convene a working committee with community partners and stakeholders to examine best practices and develop strategies for the prevention of sexual exploitation, defined as the actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes.

6. Do you have any other recommendations of how the Provincial Government can address issues of sexual exploitation and human trafficking that have not been identified in the VPI plan?
Sorry attached is the correct form for the afternoon session.

Michelle Smith B.Ed, MWS
Director of Violence Prevention
Violence Prevention Initiative
Women’s Policy Office
P.O. Box 8700
4th Floor, West Block
Confederation Building
St. John’s, NL A1B 4J6
T: (709) 729-5730
F: (709) 729-1418
E: michellesmith@gov.nl.ca
www.gov.nl.ca/vpi

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Hi

If you are coming from Carbonar to the session on Friday we can reimburse your travel costs if you would complete the attached form and send back to Kay Hillier and myself. We would need an official journey authorization signed but the Minister and time is running short. Can you possibly send today?

Kindest regards,
Michelle

Michelle Smith B.Ed, MWS
Director of Violence Prevention
Violence Prevention Initiative
Women’s Policy Office
P.O. Box 8700
4th Floor, West Block
Confederation Building
St. John’s, NL A1B 4J6
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Travel and Accommodations Registration – ST. JOHN’S

Violence Prevention Initiative Roundtable in St. John’s
June 10, 2016
1:00 pm – 4:00 pm

Name:______________________________________________________________
Organization:_____________________________________________________
Home Address:_____________________________________________________
Phone (Home):_____________________________________________________
Phone (Cell):_____________________________________________________
Email:___________________________________________________________

Are you traveling by air?  Yes ___  No ___

Preferred arrival date and time:_____________________________________
Preferred departure date and time:____________________________________

Will you require accommodations?  Yes ___  No ___

Please provide dates for which accommodations are required:

______________________________________________________________

Please indicate if you are able to supply a $200 refundable damage deposit for hotel accommodation with a cash, debit or credit card. Yes _____  No _____

If not, please contact Kay Hillier, Women’s Policy Office 729 4332 or khillier@gov.nl.ca for further arrangements.

Please Note:
In order for travel arrangement to be made, the Women’s Policy Office requires this information to be submitted as soon as possible. Please send your information to Michelle Smith at michellesmith@gov.nl.ca or fax 729-1418.
Smith, Michelle

From: Smith, Michelle
Sent: Friday, June 17, 2016 9:53 AM
To: [REDACTED]
Subject: RE: Reminider: Please RSVP - Minister Bennett's VPI Roundtable June 17

Thanks so much [REDACTED]

Michelle Smith B.Ed, MWS
Director of Violence Prevention
Violence Prevention Initiative
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From: [REDACTED] [mailto: [REDACTED]@iriskirbyhouse.nf.net]
Sent: Thursday, June 16, 2016 4:38 PM
To: Smith, Michelle
Subject: RE: Reminder: Please RSVP - Minister Bennett's VPI Roundtable June 17

Good luck with the meetings tomorrow, I regret not being able to attend but look forward to [REDACTED] update.

On Tue, 14 Jun 2016 13:04:34 +0000, "Smith, Michelle" <michellesmith@gov.nl.ca> wrote:

Thanks [REDACTED]
"Every act of love is a work of peace, no matter how small." – Mother Teresa
To: Smith, Michelle  
Subject: Re: Reminder: Please RSVP - Minister Bennett's VPI Roundtable June 17

Hi Michelle, the 24th won't work, I am away that day..... Sorry.... In the meantime if I can arrange for someone else to represent me on Friday I will attend, I will do my best..

On 2016-06-14 10:25 AM, Smith, Michelle wrote:

Thanks so much  
We will see this Friday. Are you available on Friday June 24th from 10 – 1? This will be the second session. We are holding two session total due to the large number of partners in the area and could accommodate you then.

Kindest regards,

Michelle

Michelle Smith B.Ed, MWS

Director of Violence Prevention

Violence Prevention Initiative

Women’s Policy Office
Every act of love is a work of peace, no matter how small. — Mother Teresa
Hi Michelle,

I won't be able to make it on Friday, however [redacted] will be there and if at all possible we will try and send one other. I have a previous commitment.

Thanks so much and have a great day,

On 2016-06-14 9:17 AM, Smith, Michelle wrote:

Good Morning All,

I am following up on Minister Bennett's invitation for your organization to join her in a discussion this Friday at Confederation Building.

Violence Prevention Initiative Roundtable with Minister Bennett
FRIDAY, JUNE 17

10:30 am – 1:30 pm
Centre for Learning and Development

Training Room #1

Fifth Floor, West Block, Confederation Building

Please let me know if you or another representative of your organization can attend by noon tomorrow, and advise of any dietary or accessibility requirements. If your organization is not able to send a representative to this meeting, please let me know as soon as possible.

As the meeting is taking place at Confederation Building, please ensure you bring photo identification to pass by the security desk.

We look forward to seeing you on Friday!
Kindest regards,

Michelle

---

From: Smith, Michelle  
Sent: Friday, June 10, 2016 2:35 PM  
To: Smith, Michelle  
Subject: Please RSVP - Minister Bennett’s VPI Roundtable June 17  
Importance: High

Good Afternoon Violence Prevention Partners,

I am writing on behalf of Minister Bennett with a new date for the **Violence Prevention Initiative Roundtable** postponed from June 10 due to the House of Assembly filibuster.
We invite a representative of your organization to join us at a rescheduled roundtable in St. John’s as follows:

FRIDAY, JUNE 17

10:30 am – 1:30 pm
Centre for Learning and Development

Training Room #1

Fifth Floor, West Block, Confederation Building

We hope that you or another representative of your organization are able to attend!

Please confirm your attendance by noon Wednesday, June 15 to the Women’s Policy Office:
• Email: michellesmith@gov.nl.ca;
• Phone: 729-5730; or
• Fax: 729-1418.

Please ensure you bring photo identification in order to pass by the security desk.

If a different representative will be attending this session than was registered for the June 10 meeting, please indicate any dietary or accessibility requirements or restrictions. Attached is a registration form for your convenience. Please provide your completed form by June 15.

Should the new date pose an issue and you are **not** able to send a representative, please call me directly at 729-5730.

If you have any questions or need additional information prior to the session, please don’t hesitate to contact me.
Dear Violence Prevention Partners,

Thank you for accepting my invitation to attend the roundtable meeting on June 10 to discuss the ongoing development and focus of the Government of Newfoundland and Labrador’s Violence Prevention Initiative. I appreciate that your time is valuable.

As I am sure you are aware, the House of Assembly is currently in a filibuster. Except for a brief 20 minute adjournment, the session has been sitting continuously since Monday. Given the uncertainty of the schedule of the House of Assembly tomorrow, it is prudent to
postpone this event to ensure that when we meet I am able to give you my full attention.

As lead Minister for the Violence Prevention Initiative, I am fully committed to this discussion on the very important issue of preventing violence in our province.

Your input is on the Violence Prevention Initiative is both valued and greatly appreciated. I look forward to setting a new date in the near future where we can have a full discussion on working collaboratively towards violence-free communities in Newfoundland and Labrador.

Yours sincerely,

Honourable Cathy Bennett, M.H.A.

District of Windsor Lake

Minister of Finance and
President of Treasury Board

Minister Responsible for the Status of Women

Michelle Smith B.Ed, MWS

Director of Violence Prevention

Violence Prevention Initiative

Women's Policy Office

P.O. Box 8700

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Iris Kirby House