January 17, 2018

Dear [Name],

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, our file # TCII/46/2017

This is to confirm that on December 18, 2017 the Department of Tourism, Culture, Industry and Innovation received your request for access to the following record:

“I kindly request any records/correspondence related to Departmental officials or staff visiting any Canopy Growth facilities or any meetings that were attended with Canopy Growth outside of Newfoundland and Labrador. This request would cover the period January 1, 2016 to December 15, 2017”.

I am pleased to inform you that a decision has been made by the Deputy Minister for the Department of Tourism, Culture, Industry and Innovation to provide access to some of the requested information. Access to the remaining records, and/or information contained within the records, has been refused in accordance with the following exceptions to disclosure, as specified in the Access to Information and Protection of Privacy Act (the Act):

Disclosure harmful to law enforcement

31. (1) The head of a public body may refuse to disclose information to an applicant where the disclosure could reasonably be expected to (1) reveal the arrangements for the security of property or a system, including a building, a vehicle, a computer system or a communications system

Disclosure harmful to business interests of a third party

39. (1) The head of a public body shall refuse to disclose to an applicant information

(a) that would reveal

(i) trade secrets of a third party, or

(ii) commercial, financial, labour relations, scientific or technical information of a third party;

(b) that is supplied, implicitly or explicitly, in confidence; and
(c) the disclosure of which could reasonably be expected to

(i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party,

(ii) result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied,

(iii) result in undue financial loss or gain to any person, or

(iv) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into a labour relations dispute.

Disclosure harmful to personal privacy

40. (1) The head of a public body shall refuse to disclose personal information to an applicant where the disclosure would be an unreasonable invasion of a third party's personal privacy.

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. In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

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 copy of this section of the Act has been enclosed for your reference). 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 is 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 Office of Public Engagement's 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 feel free to contact me phone at (709) 729-7246 or by e-mail at heatherbrown@gov.nl.ca

Sincerely,

Heather Brown
ATIPP Coordinator
Disclosure harmful to law enforcement

31. (1) The head of a public body may refuse to disclose information to an applicant where the disclosure could reasonably be expected to

(a) interfere with or harm a law enforcement matter;

(b) prejudice the defence of Canada or of a foreign state allied to or associated with Canada or harm the detection, prevention or suppression of espionage, sabotage or terrorism;

(c) reveal investigative techniques and procedures currently used, or likely to be used, in law enforcement;

(d) reveal the identity of a confidential source of law enforcement information or reveal information provided by that source with respect to a law enforcement matter;

(e) reveal law enforcement intelligence information;

(f) endanger the life or physical safety of a law enforcement officer or another person;

(g) reveal information relating to or used in the exercise of prosecutorial discretion;

(h) deprive a person of the right to a fair trial or impartial adjudication;

(i) reveal a record that has been confiscated from a person by a peace officer in accordance with an Act or regulation;

(j) facilitate the escape from custody of a person who is under lawful detention;

(k) facilitate the commission or tend to impede the detection of an offence under an Act or regulation of the province or Canada;

(l) reveal the arrangements for the security of property or a system, including a building, a vehicle, a computer system or a communications system;

(m) reveal technical information about weapons used or that may be used in law enforcement;

(n) adversely affect the detection, investigation, prevention or prosecution of an offence or the security of a centre of lawful detention;

(o) reveal information in a correctional record supplied, implicitly or explicitly, in confidence; or

(p) harm the conduct of existing or imminent legal proceedings.
Disclosure harmful to business interests of a third party

39. (1) The head of a public body shall refuse to disclose to an applicant information
(a) that would reveal
   (i) trade secrets of a third party, or
   (ii) commercial, financial, labour relations, scientific or technical information of a third party;
(b) that is supplied, implicitly or explicitly, in confidence; and
(c) the disclosure of which could reasonably be expected to
   (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party,
   (ii) result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied,
   (iii) result in undue financial loss or gain to any person, or
   (iv) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into a labour relations dispute.

(2) The head of a public body shall refuse to disclose to an applicant information that was obtained on a tax return, gathered for the purpose of determining tax liability or collecting a tax, or royalty information submitted on royalty returns, except where that information is non-identifying aggregate royalty information.

(3) Subsections (1) and (2) do not apply where
(a) the third party consents to the disclosure; or
(b) the information is in a record that is in the custody or control of the Provincial Archives of Newfoundland and Labrador or the archives of a public body and that has been in existence for 50 years or more.
Disclosure harmful to personal privacy

40. (1) The head of a public body shall refuse to disclose personal information to an applicant where the disclosure would be an unreasonable invasion of a third party's personal privacy.

(2) A disclosure of personal information is not an unreasonable invasion of a third party's personal privacy where

(a) the applicant is the individual to whom the information relates;

(b) the third party to whom the information relates has, in writing, consented to or requested the disclosure;

(c) there are compelling circumstances affecting a person's health or safety and notice of disclosure is given in the form appropriate in the circumstances to the third party to whom the information relates;

(d) an Act or regulation of the province or of Canada authorizes the disclosure;

(e) the disclosure is for a research or statistical purpose and is in accordance with section 70;

(f) the information is about a third party's position, functions or remuneration as an officer, employee or member of a public body or as a member of a minister's staff;

(g) the disclosure reveals financial and other details of a contract to supply goods or services to a public body;

(h) the disclosure reveals the opinions or views of a third party given in the course of performing services for a public body, except where they are given in respect of another individual;

(i) public access to the information is provided under the Financial Administration Act;

(j) the information is about expenses incurred by a third party while travelling at the expense of a public body;

(k) the disclosure reveals details of a licence, permit or a similar discretionary benefit granted to a third party by a public body, not including personal information supplied in support of the application for the benefit;

(l) the disclosure reveals details of a discretionary benefit of a financial nature granted to a third party by a public body, not including

(i) personal information that is supplied in support of the application for the benefit, or

(ii) personal information that relates to eligibility for income and employment support under the Income and Employment Support Act or to the determination of income or employment support levels; or

(m) the disclosure is not contrary to the public interest as described in subsection (3) and reveals only the following personal information about a third party:

(i) attendance at or participation in a public event or activity related to a public body, including a graduation ceremony, sporting event, cultural program or club, or field trip, or
(ii) receipt of an honour or award granted by or through a public body.

(3) The disclosure of personal information under paragraph (2)(m) is an unreasonable invasion of personal privacy where the third party whom the information is about has requested that the information not be disclosed.

(4) A disclosure of personal information is presumed to be an unreasonable invasion of a third party's personal privacy where

(a) the personal information relates to a medical, psychiatric or psychological history, diagnosis, condition, treatment or evaluation;

(b) the personal information is an identifiable part of a law enforcement record, except to the extent that the disclosure is necessary to dispose of the law enforcement matter or to continue an investigation;

(c) the personal information relates to employment or educational history;

(d) the personal information was collected on a tax return or gathered for the purpose of collecting a tax;

(e) the personal information consists of an individual's bank account information or credit card information;

(f) the personal information consists of personal recommendations or evaluations, character references or personnel evaluations;

(g) the personal information consists of the third party's name where

   (i) it appears with other personal information about the third party, or

   (ii) the disclosure of the name itself would reveal personal information about the third party; or

(h) the personal information indicates the third party's racial or ethnic origin or religious or political beliefs or associations.

(5) In determining under subsections (1) and (4) whether a disclosure of personal information constitutes an unreasonable invasion of a third party's personal privacy, the head of a public body shall consider all the relevant circumstances, including whether

(a) the disclosure is desirable for the purpose of subjecting the activities of the province or a public body to public scrutiny;

(b) the disclosure is likely to promote public health and safety or the protection of the environment;

(c) the personal information is relevant to a fair determination of the applicant's rights;

(d) the disclosure will assist in researching or validating the claims, disputes or grievances of aboriginal people;

(e) the third party will be exposed unfairly to financial or other harm;

(f) the personal information has been supplied in confidence;
(g) the personal information is likely to be inaccurate or unreliable;

(h) the disclosure may unfairly damage the reputation of a person referred to in the record requested by the applicant;

(i) the personal information was originally provided to the applicant; and

(j) the information is about a deceased person and, if so, whether the length of time the person has been deceased indicates the disclosure is not an unreasonable invasion of the deceased person's personal privacy.
Access or correction complaint

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.

(6) A person or third party who has appealed directly to the Trial Division under subsection 52 (1) or 53 (1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to

(a) a request that is disregarded under section 21;

(b) a decision respecting an extension of time under section 23;

(c) a variation of a procedure under section 24; or

(d) an estimate of costs or a decision not to waive a cost under section 26.

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.
Direct appeal to Trial Division by an applicant

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42, the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.

(2) An appeal shall be commenced under subsection (1) not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.

(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner’s refusal under subsection 45 (2).
Ten 4 thanks!

On Sep 20, 2017, at 7:40 AM, Mercer, Jeff V. <jeffmercer@gov.nl.ca> wrote:

Hang tight. I will be in contact.

On Sep 20, 2017, at 7:30 AM, Mercer, Jeff V. <jeffmercer@gov.nl.ca> wrote:

Hi Jeff,

Getting a schedule firmed up for September 28th. The Minister's flight arrives at 8:37 am on the 28th, so we can likely be at the facility by 10:00 to 10:15, pending flight delay and getting lost. He has to be back in Ottawa for meetings at 1:30.

Still determining my schedule, whether I will be in Ottawa on the 27th, and who else may be accompanying us.

Thanks,
Jeff

Jeff Mercer MBA, CPA, CMA
Major Projects Unit
Government of Newfoundland and Labrador
Dept. of Tourism, Culture, Industry and Innovation
P.O. Box 8700
St. John's, NL A1B 4J6

Tel: 709.729.7138
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Just stepping into a meeting.

How's 1230 est?

On Sep 21, 2017, at 9:55 AM, Mercer, Jeff V. <jeffmercer@gov.nl.ca> wrote:

Hi Jeff,

Can we talk now to discuss the Itinerary?

Jeff

On Thu, Sep 21, 2017 at 7:56 AM Mercer, Jeff V. <jeffmercer@gov.nl.ca> wrote:

Hi Jeff,

Ted and I will arrive in Ottawa at 8:37am on the 27th. Will pick up a car at the airport and proceed to Smith Falls. I estimate we will be on the road by 9:30, and should be in Smith falls by 10:30 to 10:45.

Let me know if this is reasonable, and if you can accommodate, please.
Thanks,

Jeff

Jeff Mercer MBA, CPA, CMA
Major Projects Unit
Government of Newfoundland and Labrador
Dept. of Tourism, Culture, Industry and Innovation
P.O. Box 8700
St. John's, NL A1B 4J6

Tel: 709.729.7138

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--
Canopy Growth Corporation

Jeff Ryan
Head, Government and Stakeholder Relations
(647) 448-1300 (mobile) S.40 (1)
www.canopygrowth.com
<image001.jpg>
copying by any means of this information is strictly prohibited. If you received this email in error, please delete it immediately and notify the sender."
Let's chat this morning. 930 eastern?

On Sep 22, 2017, at 7:23 AM, Mercer, Jeff V. <jeffmercer@gov.nl.ca> wrote:

    Hi Jeff,
    
    I need to put together a briefing note for the Minister on his portion (Thursday, Sept. 28th) of the trip. Will need to include who he will be meeting with, will there be a tour, etc.
    
    Can we discuss sometime today?

    Thanks,
    Jeff

Jeff Mercer MBA, CPA, CMA
Major Projects Unit
Government of Newfoundland and Labrador
Dept. of Tourism, Culture, Industry and Innovation
P.O. Box 8700
St. John's, NL A1B 4J6

Tel: 709.729.7138

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From: Jeff Ryan <jeffryan@nl.ca>
Sent: Wednesday, September 27, 2017 10:25 AM
To: Mercer, Jeff V.
Subject: Re: RECIPROCAL CONFIDENTIALITY

Thanks Jeff,

I will be ready for 10:30, so please don't rush.

Look forward to it.

Jeff

On Tue, Sep 26, 2017 at 1:40 PM, Mercer, Jeff V. <jeffmercer@gov.nl.ca> wrote:
Should be 10:15, will email when we leave Ottawa airport.

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Jeff Ryan
Sent: Tuesday, September 26, 2017 3:06 PM
To: Mercer, Jeff V.
Subject: Re: RECIPROCAL CONFIDENTIALITY

Thanks Jeff,

I'll have a signed copy for you tomorrow. See you tomorrow morning.

Can you please confirm ETA again?

Thanks

Jeff

On Tue, Sep 26, 2017 at 1:32 PM, Mercer, Jeff V. <jeffmercer@gov.nl.ca> wrote:

Hi Jeff,

Attached is a NDA for your review. Please let me know if you have any questions or concerns.

Thanks,
"This email and any attached files are intended for the sole use of the primary and copied addressee(s) and may contain privileged and/or confidential information. Any distribution, use or copying by any means of this information is strictly prohibited. If you received this email in error, please delete it immediately and notify the sender."

Canopy Growth Corporation

Jeff Ryan
Head, Government and Stakeholder Relations

www.canopygrowth.com
Title: Canopy Growth Corporation Site Visit – Smith Falls, Ontario

Issue: To provide information regarding a site visit to Canopy Growth Corporation’s headquarters and production facility in Smith Falls, Ontario.

Background and Current Status:

- On August 30th, 2017 representatives from Canopy Growth Corporation, a publicly traded corporation headquartered in Smiths Falls, Ontario met with representative of the Government of Newfoundland and Labrador to discuss providing a dedicated supply for the province once legalization becomes effective, and the desire to establish a local production facility.

- According to industry reports, there is sufficient supply in the country to meet consumer demand projected for July, 2018 and the Gov't of New Brunswick has signed M.O.U.s with Canopy and Organigram Inc. to provide 4,000 and 5,000 Kgs of cannabis respectively, per year for 2 years.

- Canopy representatives stated they wished to have an agreement with the GNL to recoup their private investment, estimated at $40 to $45 million. Also, Canopy has signed a memorandum of understanding to provide up to 4,000 Kgs of product per year for 2 years.

- Canopy representatives have invited the Minister and TCII officials to visit the facility in Smith Falls in order to gain a better understanding of cannabis production, and the services the company can provide to Newfoundland and Labrador.

- The facility is housed in the famous former Hershey Chocolate factory at 1 Hershey Drive. It occupies 168,000 sq. ft. of licensed production space, plus office space where Canopy’s head office. The Hershey campus covers 40 acres, with 500,000 sq. ft. of available space.

- Mr. Mark Zekulin (President) and Mr. Jeff Ryan (Government Relations) will provide a tour of the facility, which usually takes 90 minutes.

- After, it is hoped the Minister can participate in a Thanksgiving lunch, which the company is having for their employees.

- Mr. Bruce Linton (Chairman and C.E.O) intends to join the Minister for lunch.

Analysis:

- Mr. Linton and Zekulin are pleased that the Minister is taking time from his schedule to visit.

Action Being Taken:

- An itinerary has been discussed with company officials. They expect the Minister’s arrival on Sept. 28 between 10:00 and 10:15 a.m. After introductions, an orientation and tour will occur, followed by lunch and any further conversations the Minister wishes to have with company officials, before departing by 12:15 p.m.
**SECTION 1: CLAIMANT INFORMATION**

- **Employee Name:** Jeff Mercer
- **Department:** TCII
- **Position Title:** Senior Account Officer
- **Supplier Number:** 200007163
- **Address:** [Redacted]
- **Postal Code:** [Redacted]

**SECTION 2: TRAVEL DETAILS**

- **From:** St. John's
- **To:** Ontario
- **From Date:** September 27
- **To Date:** Sept 29, 2017

**Purpose of Trip:** To travel to Smith Falls, Ontario for in-person meetings with Canopy Growth Corp officials.

**Payment Method:**
- [ ] Personal Credit Card
- [ ] Government Credit Card
- [ ] Travel Order

**Mode of Travel:**
- [ ] Air
- [ ] Government Vehicle
- [ ] Rental Car

**Estimated Total Trip Cost:** $2,000.00

**Accounting Distribution:**

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>ACCOUNTING DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee's Signature:** [Signature]

**Date:** September 27, 2017

**SECTION 3: CERTIFICATION**

I certify that the above employee authorized the travel on government business as described and sufficient funds are available.

- **Divisional Director / Assistant Deputy Minister:** [Signature]
- **Date:** September 27, 2017
- **Deputy Minister:** [Signature]
- **Date:** September 27, 2017
- **Minister:** [Signature]
- **Date:** September 27, 2017

**SECTION 4: TO BE COMPLETED IF A TRAVEL ADVANCE IS REQUIRED**

**Summary of all anticipated expenses equal to the amount of the advance required (Travel Advance Only):**

- Taxi, limousine, or bus fare to and from departure points:
  - $300.00
- Transportation cost (if travel order is not issued):
  - $1,100.00
- Accommodations for 2 nights (Hotel/Private):
  - $400.00
- Meals for 3 days (at approved rates):
  - $200.00
- Other:

**Cash Advance Required:**
- [ ] Yes
- [x] No

**Total Anticipated Expenses (Advance Required):** $2,000.00

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>ACCOUNTING DISTRIBUTION</th>
<th>DEPARTMENTAL FINANCE DIVISION USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
## Expense Claim: TCMS1018691

**Name:** Lomond, Ted  
**Expense Date:** 27-Sep-17 - 28-Sep-17  
**Cost Center:** 2802  
**Purpose:** Attend: with Minister Meeting on Innovation and Economic Development  
**Report Submit Date:** 28-Sep-17  
**Claim Authorization:** Journey Authorization  
**Fiscal Year:** 2017-18  
**Acct Distribution:** 01-2802-110-8410-0369-000000  
**Related Claims:**

### Receipt-Based Expenses

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<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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<tbody>
<tr>
<td>27-Sep-17</td>
<td>Airfare</td>
<td>Location From: St John's; Location To: Ottawa; Ticket Number: 0149568585154; Receipt Date: 21-Sep-17; Airline Carrier: Air Canada; Class of Ticket: Economy Receipt Date: 29-Sep-17</td>
<td>830.07</td>
<td>116.21</td>
<td>946.28</td>
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<tr>
<td>27-Sep-17</td>
<td>Parking</td>
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<td>28.07</td>
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<td>32.00</td>
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<td>Accommodations</td>
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<td>27-Sep-17</td>
<td>Travel Agency Fees</td>
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<td>2.66</td>
<td>21.65</td>
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<td><strong>Total</strong></td>
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<td><strong>1,088.69</strong></td>
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### Per Diem Expenses

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<th>Expense Type</th>
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<th>Rate</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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</thead>
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<td>27-Sep-17  to 28-Sep-17</td>
<td>Per Diem (Canada)</td>
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<td>50.20</td>
<td>88.07</td>
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<td>27-Sep-17</td>
<td>Incidental Expenses</td>
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<td>5.00</td>
<td>4.39</td>
<td>0.61</td>
<td>5.00</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td></td>
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<td><strong>92.46</strong></td>
<td><strong>12.94</strong></td>
<td><strong>105.40</strong></td>
</tr>
</tbody>
</table>
Submission Instructions:
* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required.
* Additionally, attach all original itemized receipts showing proof of payment to this Expense Claim. Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
* For Ministers who are also Members of the House of Assembly (HOA): The Expense Claim must be printed and the Claimant Section below must be signed and dated before being submitted, with the necessary supporting documentation, to the Corporate and Members' Services Division (CMS) of the HOA.
* Claimants who are not Ministers and Members of the HOA are not required to print and submit a hard copy of their Expense Claim to Transactional Review and Compliance (TRC) for processing. These individuals are still able to print their Expense Claim but only for their own personal records.
* Upon processing, a notification will be sent via email and the claim's status will be updated in ECMS. The Expense Claim will be paid after it has been processed.
* Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of Sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable):

__________________________________________________________________________________

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: 1,255.54

Claimant's Signature: ______________________ Date: Oct 3/17

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By:

Supervisor/Divisional Head: ______________________ Date: Oct 3/17

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes [ ] No [ ]

Transactional Review and Compliance: ______________________ Date: ________________

### Trip on Sep 27, 2017

**Traveler:** MR THEODORE JOHN LOMOND  
TOURISM CULTURE INDUST INNOVA  
BTO CBD EXECUTIVE SUPPORT  
BTO CBD HEAD OFFICE SERVICES

**Agent:** LM

#### Wednesday, September 27, 2017

**Flight Air Canada 8991**  
**DEPARTURE:** YYT - St Johns, Newfoundland  
5:40 AM, Sep 27, 2017  
**ARRIVAL:** YHZ - Halifax, Nova Scotia Canada  
7:13 AM, Sep 27, 2017

<table>
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<tr>
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<tbody>
<tr>
<td>Class</td>
<td>Coach Class - H</td>
</tr>
<tr>
<td>Duration</td>
<td>02:03 (Non-stop)</td>
</tr>
<tr>
<td>Equipment</td>
<td>DH4</td>
</tr>
<tr>
<td>Meal Service</td>
<td>None</td>
</tr>
<tr>
<td>Notes</td>
<td>OPERATED BY AIR CANADA EXPRESS - JAZZ</td>
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</table>

**Flight Air Canada 8631**  
**DEPARTURE:** YHZ - Halifax, Nova Scotia Canada  
7:55 AM, Sep 27, 2017  
**ARRIVAL:** YOW - Ottawa, Canada  
8:37 AM, Sep 27, 2017

<table>
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<th>Status</th>
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<tbody>
<tr>
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<td>Coach Class - H</td>
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<tr>
<td>Duration</td>
<td>01:42 (Non-stop)</td>
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<td>Equipment</td>
<td>CRA</td>
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<tr>
<td>Meal Service</td>
<td>None</td>
</tr>
<tr>
<td>Notes</td>
<td>OPERATED BY AIR CANADA EXPRESS - JAZZ</td>
</tr>
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#### Wednesday, September 27, 2017

**Hotel HOLIDAY INN EAST**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CONTACT</th>
</tr>
</thead>
</table>
| 1199 JOSEPH CYR STREET  
OTTAWA, ON CA K1J 7T4 | Tel 1-613-7441060  
Fax 1-613-7447845 |

| Reserved For | MR THEODORE JOHN LOMOND |
| Status       | Confirmed |
| Check-In     | Sep 27, 2017 |
| Check-Out    | Sep 28, 2017 |
| Number of Rooms | 1 |
| Rate         | CAD 125.00/night |
Thursday, September 28, 2017

Flight Air Canada 8014
DEPARTURE
YOW - Ottawa, Canada
7:15 PM, Sep 28, 2017
ARRIVAL
YUL - Montreal Trudeau, Canada
7:55 PM, Sep 28, 2017
Status: Confirmed
Class: Coach Class - G
Duration: 00:40 (Non-stop)
Equipment: DH4
Meal Service: None
Notes: OPERATED BY AIR CANADA EXPRESS - JAZZ

Flight Air Canada 7588
DEPARTURE
YUL - Montreal Trudeau, Canada
8:35 PM, Sep 28, 2017
ARRIVAL
YYT - St Johns, Newfoundland
12:30 AM, Sep 29, 2017
Status: Confirmed
Class: Coach Class - G
Duration: 02:25 (Non-stop)
Equipment: E75
Meal Service: Food For Purchase
Notes: OPERATED BY AIR CANADA EXPRESS - SKY REGIONAL
CO2 CALCULATED PER PERSON BY CLIMATENEUTRALGROUP.COM/OFFSET-NOW
CO2 YYYHZ ECONOMY
155.83 KG PREMIUM
155.83 KG
CO2 YYYZOW ECONOMY
168.74 KG PREMIUM
168.74 KG
CO2 YYYUL ECONOMY
26.61 KG PREMIUM
26.61 KG
CO2 YLYY ECONOMY
169.91 KG PREMIUM
254.85 KG
CO2 TOTAL ECONOMY
521.09 KG PREMIUM
606.04 KG

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<tr>
<th>Name</th>
<th>Invoice / Ticket / Date</th>
<th>Base</th>
<th>Tax 1</th>
<th>Tax 2</th>
<th>Tax 3</th>
<th>Total</th>
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<tbody>
<tr>
<td>LOMOND/THOEDOR</td>
<td>014956858515412SEP17</td>
<td>CAD 751.00</td>
<td>123.03C</td>
<td>14.25CA</td>
<td>58.00SQ</td>
<td>946.28</td>
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Form of Payment: S.40 (1)

GENERAL INFORMATION
EMERGENCIES/ENROUTE CHANGES AFTER BUSINESS HOURS
1-866-464-4400 TOLLFREE. OUTSIDE NORTH AMERICA CALL YOUR EMERGENCY ID CODE IS GIC86T-GOV

THANK YOU FOR CHOOSING THE SERVICES OF HARVEYS TRAVEL
** PLEASE REVIEW THESE RESERVATIONS THOROUGHLY
** IF A DISCREPANCY EXISTS CALL OUR OFFICE IMMEDIATELY

VIEW WWW.CARLSONWAGONLIT.CA FOR GREAT VACATION IDEAS

BY MAKING THIS RESERVATION WITH CWT YOU ARE ACKNOWLEDGING THE DATA PRIVACY POLICY AN CONSENT TO THE DATA PROTECTION STATEMENT BOTH FOUND AT WWW.CWTCORPORATE.CA/PRIVACY.HTML
TO WITHDRAW YOUR CONSENT PLEASE CONTACT YOUR CONSULTANT.

Agency Information
Carlson Wagonlit/Harvey's Travel
92 Elizabeth Ave

St. John's, NF
A1A 4W7
Reservations: 877 726-1881
Facsimile: 709-726-0317

Consultant: LINDA
Form of Payment: S40 (1)
Fare Total: 946.28
Service Fee Amount: 21.65
Invoice Total Amount: 967.93

This above service fee will be applied to your credit card.
Note: The above fare quote is not guaranteed until time of ticket issuance.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Charges</th>
<th>Credits</th>
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<tbody>
<tr>
<td>09-27-17</td>
<td>Accommodation</td>
<td>126.00</td>
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<td>09-27-17</td>
<td>H.S.T.</td>
<td>16.38</td>
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<tr>
<td>09-27-17</td>
<td>Destination Marketing Fee</td>
<td>3.78</td>
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<td>09-27-17</td>
<td>Sustainability Levy</td>
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<td>09-27-17</td>
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<tr>
<td>09-28-17</td>
<td>Visa</td>
<td></td>
<td>150.21</td>
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Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.lh Rewardsclub.com/review. We look forward to welcoming you back soon.

<table>
<thead>
<tr>
<th></th>
<th>Balance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

H.S.T. 17.28 0.00

Guest Signature: I have received the goods and/or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.
ST. JOHN'S INTL AIRPORT AUTHORITY

RECEIPT H1
CASHIER NO.: 9
SHIFT NO.: 920

ENTRY DATE/TIME:
27.09.17 04:29
PAY DATE/TIME:
29.09.17 01:32
PARK-DUR.: HRS:MIN
1:21:03

AMOUNT: $32.00
VAL. AMT: $0.00
PAID: $32.00

AUTH. CODE 06940F
REF. 12

TRAN No.: 1 2989

HST No. 884625955

ST JOHNS NL
A1A 5T2

QUESTIONS?
CALL 709-758-8500

HAVE A NICE DAY!
Newfoundland Labrador

FISCAL YEAR: 2017-18

OFFICIAL JOURNEY AUTHORIZATION

SECTION 1: CLAIMANT INFORMATION

EMPLOYEE NAME: Ted Lomond

DEPARTMENT: TCII

POSITION TITLE: Deputy Minister

SUPPLIER NUMBER: S.40 (1)

SECTION 2: TRAVEL DETAILS

FROM: St. John's

TO: Ontario

FROM DATE: September 27

TO DATE: September 29

TRAVEL OUT OF PROVINCE: Yes

PURPOSE OF TRIP: Attend Smith-Falls Ontario for an in-person meeting with Canopy Group Corp. Officials

PAYMENT METHOD:

CHECKED: PERSONAL CREDIT CARD

MODE OF TRAVEL:

AIR

GOVERNMENT CREDIT CARD

GOVERNMENT VEHICLE

GOVERNMENT ORDER

RENTAL CAR

TRAVEL ORDER

TRAVEL AGENCY

ORDER NUMBER

THE ESTIMATED TOTAL TRIP COST MUST BE ENCUMBERED REGARDLESS OF IMPREST

AMOUNT

ACCOUNTING DISTRIBUTION

0000

EMPLOYEE'S SIGNATURE: [Signature]

DATE:

SECTION 3: CERTIFICATION

I CERTIFY THAT THE ABOVE EMPLOYEE IS AUTHORIZED TO TRAVEL ON GOVERNMENT BUSINESS AS DESCRIBED AND SUFFICIENT FUNDS ARE AVAILABLE.

DIVISIONAL DIRECTOR / ASSISTANT DEPUTY MINISTER

SIGNATURE

DATE

DEPUTY MINISTER

SIGNATURE

DATE

SECTION 4: TO BE COMPLETED IF A TRAVEL ADVANCE IS REQUIRED

SUMMARY OF ALL ANTICIPATED EXPENSES EQUAL TO THE AMOUNT OF THE ADVANCE REQUIRED (TRAVEL ADVANCE ONLY)

TAXI, LIMOUSINE, OR BUS FARE TO AND FROM DEPARTURE POINTS:

TRANSPORTATION COST OF TRAVEL ORDER IS NOT ISSUED:

ACCOMMODATIONS FOR ___ NIGHTS (HOTEL/PRIVATE):

MEALS FOR ___ DAYS (AT APPROVED RATES):

OTHER:

CASH ADVANCE REQUIRED:

YES NO

TOTAL ANTICIPATED EXPENSES: [ADVANCE REQUIRED]: $ 0.00

AMOUNT

ACCOUNTING DISTRIBUTION

DEPARTMENTAL FINANCE DIVISION USE ONLY:

0000

SIGNATURE

DATE

0000

0000

0000
From: Google Calendar [mailto:calendar-notification@google.com] On Behalf Of
Sent: Wednesday, November 29, 2017 12:33 PM
To: Gardner, Ben; Mercer, Jeff V.; Price, Liane;
Subject: Clarification of DA

Hello, is there a call in number?

Clarification of DA

When Wed Nov 29, 2017 11am – 11:30am Eastern Time - Toronto
Where Conference call (map)
Who
  - Mercer, Jeff V. - organizer
  - [Redacted] - creator
  - Gardner, Ben
  - Price, Liane
Attachments disclaimer.txt