

Official Administrator and Executive Expense Report

Name Noela Inions
Title Ethics & Compliance Officer
Location Edmonton
 Expenses submitted during the month of February 2014

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Feb-14	Expense Claim	Meetings			493	802	1,295	2,687		63
Total			\$ -	\$ -	\$ 493	\$ 802	\$ 1,295	\$ 2,687	\$ -	\$ 63

Total for the Month \$ 4,045

Maximum meal expense claimed in the month \$ 36 3 persons
 Maximum daily hotel rate claimed in the month \$ 219
 Non economy air travel in the month \$ -

1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

EXPENSE CLAIM DETAILS

Enter Finance Coding		101	0302	71810000009	Emp # (E-People)				Page 2A					
If expenses incurred are for multiple FC's please use pages 2B, 2C, 2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, DO NOT separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.														
SECTION B: TRAVEL EXPENSES				NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C										
Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Interl) Ensure separate lines are used for claim items that differ in Province, US and Out of North America.				Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column, Further Explanation is REQUIRED in the "Rationale is Required" section on this page										
Date dd-mm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Y/N	Meal (Allowance OR Receipt)		If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)		
					Meal Allowance		Meal with Receipt		Airfare				Hotel	Taxi
					Meal Type with value	Allowance	Meal Type	with receipt						
7-Feb-14	Employee Appreciation lunch (3 employees)	AB		Yes			L	\$36.00						
SUBTOTALS								\$36.00					Total Kms	
MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle -- details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement									Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)					
Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3									Mileage \$					
									Travel \$ Subtotal			\$36.00		
									Auto fills on page 1 - TOTAL TRAVEL \$			\$36.00		
Rationale is Required for expenses that are not Cost Effective (Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)														

EXPENSE CLAIM DETAILS

If NOT claiming any expenses in Sections C or D, this page does NOT have to be submitted.

SECTION C: OTHER EXPENSES

Emp # (E-People)

Page 3

- Expenses to be claimed in this section include but are not limited to: Hospitality & Hosting, Working Sessions, Relocation, Continuing Education, Business Insurance, and miscellaneous expenses.
- If expenses are for travel, gas, etc., go to Section B on pg 2.
- ALL "OTHER" expenses listed below MUST have a secondary/expense code indicated!

Subtotal "Other Expenses" for each functional centre separately and enter each subtotal into column "Section C Total" on page 1 Section E

Date dd-mm-yy	Business Reason for Expense - Detailed Description Required (include who attended-(if meal/Hospitality), why expense was required, what expense was and pertaining to and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Finance Coding			Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column or the amount being claimed exceeds the Policy limit stated in "Appendix A", Further Explanation is REQUIRED in the "Rationale is Required" section on this page					
		Bal Unit	Location	Functional Centre	Secondary/Expense eg. 41000000 (8 characters)	Cost Effective Method Used? Y/N	Continuing Education Select type from dropdown menu (if applicable)	GST is ON (on slip/receipt, enter total amount in this column WITH GST)	GST is NOT (on slip/receipt, enter total amount in this column)	TOTAL OTHER \$
5-Feb-14	Association of Certified Fraud Examiners Breakfast Seminar registration	101	0006	71110550008	66020000	Yes	Conference		\$30.00	\$30.00
28-Feb-14	Law Society of Alberta - annual membership dues	101	0006	71110550008	66020000	Yes		\$2,656.50		\$2,656.50
28-Feb-14	Canada Post - priority letter service for mailing Law Society cheque to Calgary	101	0006	71110550008	61015000	Yes		\$26.51		\$26.51

SECTION D: FOREIGN CURRENCY

ONLY ENTER IN THIS SECTION IF AMOUNT NOT CONVERTED INTO CDN \$ (conversion not indicated on receipt/statement)
If foreign currency has been converted to CDN \$ on your receipt, enter expense in CDN \$ in either Section B or C as applicable

Please click on the following link for the Bank of Canada exchange rate using the date of expense

[Bank of Canada Currency Converter](#)



Select foreign country in 'From cell', and Canadian Dollar in 'To cell'; Enter date of expense in both date cells then select convert which will give the exchange rate - enter this amount in exchange rate column

Date dd-mm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Finance Coding			Secondary/Expense eg. 41000000 (8 characters)	Cost Effective Method Used? Y/N	Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column or the amount being claimed exceeds the Policy limit stated in "Appendix A", Further Explanation is REQUIRED in the "Rationale is Required" section on this page			
		Bal Unit	Location	Functional Centre			Foreign Currency Amount	Currency Type	Exchange Rate	Canadian Value

Rationale is Required for expenses that are not Cost Effective

(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

Expenses Paid (Retain a copy for your records)

Do not include amounts paid by Alberta Health Services or reimbursed / reimbursable by another organization

- 3 of 3 -

EXPENSE CLAIM DETAILS

Enter Finance Coding		101 0006 71110550008	Emp # (E-People)		Page 2B										
If expenses incurred are for multiple FC's please use pages 2B, 2C, 2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, DO NOT separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.															
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NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C															
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					Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)	
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi				
					Meal Type with value	Allowance	Meal Type	with receipt							
13-Feb-14	Travel to Calgary for Prevention of Violence Steering Committee meeting, meeting with KPMG at Southport Tower	AB	Educ	Yes											305.10
14-Feb-14	Conflict of interest presentation at Peter Lougheed and Southport Tower - travel back to Edmonton	AB	Educ	Yes							\$40.00				305.10
18-Feb-14	Corporate Ethics Management Council meeting, Calgary (Feb. 18-19, 2014)	AB	Conf	Yes						\$492.74		\$146.75			
20-Feb-14	Meeting with <i>Director of FEWS</i> regarding benchmarking for governance <i>www.fews.ca</i>	AB	Meeting	Yes											
26-Feb-14	One-on-one meeting with Dr. Cowell in Calgary and return	AB	Meeting	Yes											\$10.20
SUBTOTALS										\$492.74	\$40.00	\$146.75			Total Kms 1220.40
MILEAGE - Business's Kilometre Rate for Personally-Owned Vehicle --> details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement					Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)					\$0.505					
					Mileage \$					\$616.30					
					Travel \$ Subtotal					\$679.49					
					Auto fills on page 1 - TOTAL TRAVEL \$					\$1,295.79					
Rationale is Required for expenses that are not Cost Effective (Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)															

Maria Elbreidi
Betty Schadek
Noela Innon

BOSTON PIZZA #179
10820 Jasper Avenue
Edmonton, AB
T5J 2A4
780-423-2333

FF TRANSACTION RECORD

Trans. #: 13392

Check #: [REDACTED]

Employee #: [REDACTED]

Employee Name: [REDACTED]

VISA Purchase

ATM: 0000000031010

Amount \$52.47
TIP \$5.00

TOTAL CASH \$57.47

APPROVED [REDACTED]
00-001 000456
6617916/BEC17916
366001001007
2014/02/07 13:07:33

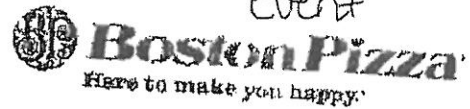
TUR: 0000008000
TS1: FB00

Customer Copy

THANK YOU
Come Again

Feb 7/14

Employee Appreciation
Event



BOSTON PIZZA #179
JASPER AVENUE
Table 31 #Party 3
Server: 16 12:11 02/07/14

2 HC 707 STEAK/VEG 31.98
1 JAMBA FELT 17.99

Sub Total: 49.97

GST : 2.50

02/07 12:55 TOTAL: 52.47

THANK YOU!

GST#883018549

PLEASE PAY SERVER
JOIN US FOR \$7.99 PASTA TUESDAY

PLEASE NOTE THAT BOSTON PIZZA, PARKING
IS ON THE EAST AND WEST SIDE
OF THE BUILDING ONLY!!

TELL US HOW WE DID!

We value your feedback.

Complete short survey and receive a

weekly chance to WIN an awesome

\$50 Boston Pizza Gift Card

keep this receipt and go to

www.tellbostonpizza.com

OR call 1.888.205.5778

For complete rules, eligibility
please visit www.tellbostonpizza.com

82981-20000-77011

Full Rules & Regulations can be found at
www.bostonpizzasurvey.com

\$ 12x 3 people = \$ 36.00

\$ 36.00 claim

Janice Kuzyk

From: Marie Elbreidi
Sent: Friday, January 31, 2014 8:02 AM
To: Janice Kuzyk
Subject: RE: Staff Appreciation

Hi Janice:


Do you want me to submit a regular expense claim once we go?

3 people are going, we will be going to Doans Restaurant, it will be a belated Christmas/staff appreciation day.

Let me know if you require anything further.

Thanks,

Marie Elbreidi | Conflict of Interest Declaration Coordinator, Ethics & Compliance
Alberta Health Services


marie.elbreidi@albertahealthservices.ca

24/7 External Confidential Reporting Line - 1-800-661-9675

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From: Janice Kuzyk
Sent: Friday, January 31, 2014 7:59 AM
To: Marie Elbreidi
Subject: RE: Staff Appreciation

Good morning Marie,

Yes Susan needs to approve. Can you provide me with a brief description, i.e. how many people, where. The funding covers \$12/person. An expense claim will need to be submitted. Let me know if you have further questions

Janice Kuzyk
Labour Relations Assistant





Association of Certified Fraud Examiners - Edmonton Chapter

Secure payments by

Payment ReceiptReceipt ID
[REDACTED]Total
\$30.00 CAD

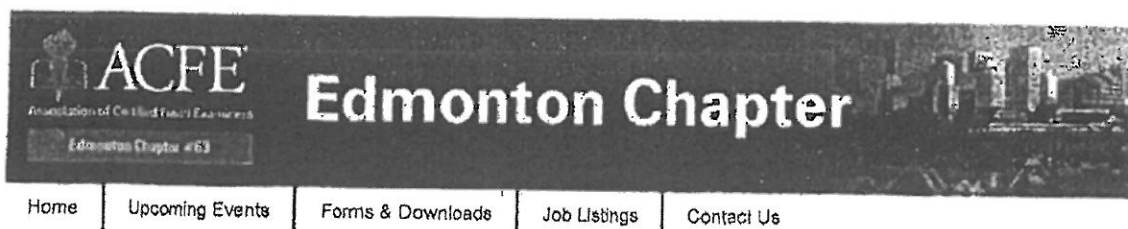
We'll send a confirmation email to noela.inions@albertahealthservices.ca. This transaction will appear on your statement as PayPal *ASSOCIATION.

Paid to
Association of Certified Fraud Examiners - Edmonton Chapter
info@acfe-edmonton.com
[REDACTED]

Shipped to

Your shopping cart

Description	Price	Quantity	Amount
ACFE Breakfast Seminar	\$30.00	1	\$30.00
Item total			\$30.00
Tax			\$0.00
Total			\$30.00 CAD



FEBRUARY BREAKFAST SESSION

SPEAKER: Peter Hourihan, Public Interest Commissioner

TOPIC:

Mr. Hourihan will be presenting on the new *Public Interest Disclosure (Whistleblower Protection) Act*. Albertans expect wrongdoing in the public sector to be dealt with by the appropriate ministries, agencies and public entities. At the same time, public servants need an avenue to voice concern about wrongdoings – and the assurance they will be protected for blowing the whistle. The presentation will outline the purpose of the Act and the role of the Public Interest Commissioner.

BIOGRAPHY:

Peter Hourihan, the Alberta Ombudsman, was appointed as the province's first Public Interest Commissioner on April 24, 2013.

Peter spent 35 years in the RCMP. His career took him to all provinces in western Canada, as well as the Northwest Territories and Nunavut. He worked in a variety of policing roles, including the Criminal Operations Officer for Alberta where he oversaw all police operations. As the RCMP's Commanding Officer for British Columbia, Peter was responsible for all federal, provincial and municipal police operations and activities. Peter has a Bachelor's Degree in Business Administration from Athabasca University and a Bachelor of Laws from the University of Ottawa. He received the Long Service medal in 1996, Bronze Clasp in 2001 and Silver Clasp in 2006. He received the Queen's Golden Jubilee Medal in 2002.

DATE: February 5, 2014, 7:30 am to 9:00 am (Registration and networking 7:00 to 7:30 am)

COST: \$25 for members, \$30 for non-members. Only \$15 for students.

WHERE: Edmonton Petroleum Club, 11110 - 108 Street NW

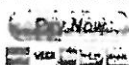
RSVP: By February 3, 2014 to Heath Rodgirs [REDACTED] or register online using PayPal

Contact

Edmonton Chapter
Association of Certified Fraud Examiners

Breakfast Prices

Chapter Member \$25.00 CAD



2014 ACFE/IAA Fraud Conference

Date: March 4 & 5, 2014

Venue: Edmonton Petroleum Club

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Links to ACFE.com

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The ACFE Foundation

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Executive Office
100, 519 - 11th Avenue S.W., Calgary, Alberta T2K 1K1
Phone: 403 229 4721 • Toll Free: 1-800-551-5443 • Fax: 403 229 1722
Communications Office
211 10060 Jasper Avenue, Suite 100, Edmonton, Alberta T5J 1K1
Phone: 780 427 3713 • Toll Free: 1-800-773-5443 • Fax: 780-427-1810

Law Society of Alberta

Annual Fee Card

March 11, 2014

Noela Inions, QC



[Handwritten signature]

Receipt

This is your receipt for income tax purposes for your annual renewal. The card below constitutes your annual certificate.

Date Received: March 5, 2014

Annual Fee - Active Member	1,960.00
Assurance Fund Levy	570.00
GST (12317 6091 RT0001)	126.50
Total Paid	<u>\$2656.50</u>

**** NOTE:** For best results, please sign your membership card with a ball point pen.

[illegible]

Feb 14, 2014 - Meeting

Peter Loughlin to
Southport Tower

Thank You for choosing

ASSOCIATED CAB

for all your transportation needs.

Visit our counter at the
Calgary International Airport
International arrival depart.



ASSOCIATED CAB

Driver 905 Date Feb 14/14
Car # 27 Amount \$240.00
GST Included # 264640719

Feb 18 - 20/14 - Corporate Ethics Management Council meeting

red arrow

Invoice

safety
home

Date : 2014-02-20

Billing To:

NOELA INIONS

You can reach us at:
Lethbridge,

Order #	Ordered	Customer #	Departing	Returning	Sales Rep	Sales Agent
	2014-02-18		2014-02-18	2014-02-20		

Travellers: INIONS/NOELA

Product	Details	Duration	Price Basis	Qty	Each	Billed
CHANGE FEE				1	15.00	15.75
ECEXP 11:30 O/L Assigned to: 02A	Departs Edmonton (EDM CEDAR / Best Western Cedar Park Inn) 2014-02-18 at 11:45 Arrives Calgary (CALTO / Calgary Ticket Office) 2014-02-18 at 14:50	3 hrs 5 mins	AMA - Senior	1	62.38	65.50
CEEXP 12:30 Assigned to: 04C	Departs Calgary (CALTO / Calgary Ticket Office) 2014-02-20 at 12:30 Arrives Edmonton (EDM CEDAR / Best Western Cedar Park Inn) 2014-02-20 at 15:35	3 hrs 5 mins	AMA - Senior	1	62.38	65.50

Payments:

Date	Received From	Reference	Amount
2014-02-18	customer: NOELA INIONS By: [REDACTED]	Visa [REDACTED]	131.00 CAD
2014-02-20	customer: NOELA INIONS By: [REDACTED]	Cash	15.75 CAD

Base Price:	139.76
Discounts:	0.00
Service Charges:	0.00
GST	6.99
Invoice Total:	146.75
Commission:	0.00
Received:	146.75
Balance Due:	0.00

TERMS: DUE UPON RECEIPT

Red Arrow reserves the right to conduct baggage checks at any time.
When travelling with Red Arrow you may be asked for ID at any time, *****
GST# BN139981476

CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES. PLEASE REMIT PAYMENT TO THE ADDRESS LISTED ON YOUR STATEMENT. THANK YOU.

IF YOU WISH TO MAKE ANY CHANGES TO THIS RESERVATION - time change, date change, or cancel for a full refund - we require 3 hours notice prior to P.M. departures and a half hour notice prior to A.M. departures.
Wheelchair reservations & cancellation to travel bookings during our Christmas Blackout period (December 13, 2013 to January 6, 2014) require 24 hours notice. Failure to provide proper notice of time change or cancellation, and/or failure to arrive on time for departure will result in forfeiture of funds paid and the ability to get a refund. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958 Thank you for choosing Red Arrow.

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty |

FOR REIMBURSEMENT

Feb 18-20/14 - Corporate Ethics Management Council Meeting



Hyatt Regency Calgary
700 Centre Street SE
Calgary, AB T2G 5P6
Ph: 403-717-1234
Fax: 403-537-4444

INVOICE

Payee Noela Inions

Canada

Confirmation No.

Group Name Conference Board of Canada

Booking No.

Room No.

Arrival 02-18-14

Departure 02-20-14

Page No. 1 of 1

Folio Window 1

Folio No.

Date	Description	Charges	Credits
02-18-14	# Group Room	219.00	
02-18-14	* # DMF Levy 3.0%	6.57	
02-18-14	* # Room - GST 5.0%	11.28	
02-18-14	* # Alberta Room Tax 4.0%	9.02	
02-19-14	Local Calls	1.00	
			<i>= 245.87</i>
02-19-14	# Group Room	219.00	
02-19-14	* # DMF Levy 3.0%	6.57	
02-19-14	* # Room - GST 5.0%	11.28	
02-19-14	* # Alberta Room Tax 4.0%	9.02	
02-20-14	* # Visa		
			<i>= 245.87</i>
			492.74

Total

492.74

492.74

Guest Signature

Balance

0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

Thank you for choosing Hyatt Regency Calgary. Your feedback is very important to us. For any comments regarding your stay, please feel free to contact our Manager on Duty via email at QualityCALRC@hyatt.com

For inquiries concerning your bill please call 888-587-4589 or email NA.CustomerService@Hyatt.com

For the best rates available, please visit us at www.hyattregencycalgary.com

Please remit payment to:
Hyatt Regency Calgary
Balboa Hotels Ltd.
PO Box 10104, STN A
Toronto, ON
M5W 2B1

Hyatt Gold Passport Summary

Membership:
Bonus Codes:
Qualifying Nights: 2
Eligible Spend: 438.95
Redemption Eligible: 1.00

* Not Point Earning Eligible
Not Point Redemption Eligible
^ May Contain Ineligible Inclusions

See attached
rationale for
exceeding expense
policy accommodation
limit

Janice Kuzyk

From: Marie Elbreidi
Sent: Wednesday, March 19, 2014 12:59 PM
To: Janice Kuzyk
Subject: Hotel- Hotel - Corporate Ethics Management Council Meeting (Feb 18, 2014-Feb 20, 2014) - Hyatt Regenchotel-Feb 18-20,2014


Hello Janice:

The reason we chose to book Noela's stay at the Hyatt was because for the 2 days, February 18-20, 2014, the rate they were giving for attending the Conference was the cheapest.

I did call many hotels for those dates but nothing was cheaper than what we were being offered by the Hyatt.

Thanks,

Marie Elbreidi | Conflict of Interest Declaration Coordinator, Ethics & Compliance
Alberta Health Services


marie.elbreidi@albertahealthservices.ca

24/7 External Confidential Reporting Line - 1-800-661-9675

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Janice Kuzyk

Approval to Attend meeting

From: Susan McGillivray
Sent: Wednesday, December 18, 2013 4:11 PM
To: Janice Kuzyk
Subject: FW: NEXT MEETING: Corporate Ethics Management Council - FEBRUARY 18 & 19, 2014 - CALGARY
Attachments: FEB 2014 Member Registration.doc

Fyl. I approved this

From: Noela Inions
Sent: Wednesday, December 18, 2013 4:05 PM
To: Susan McGillivray
Subject: FW: NEXT MEETING: Corporate Ethics Management Council - FEBRUARY 18 & 19, 2014 - CALGARY

Hi Susan -
I am just checking about whether I can attend this session.
I have attended these meetings in the past, which are offered through my membership in the Corporate Ethics Management Council of the Conference Board of Canada.
We have budget to cover the travel costs that would be incurred in attending this meeting in Calgary.
Noela

Noela Inions, QC
Chief Ethics and Compliance Officer,
Alberta Health Services
Suite 1220, Standard Life Centre
10405 Jasper Avenue

Website - www.albertahealthservices.ca

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From: Susan Morrison [<mailto:morrison@conferenceboard.ca>]
Sent: Wednesday, December 18, 2013 1:32 PM
To: Susan Morrison
Cc: Michael Bassett
Subject: NEXT MEETING: Corporate Ethics Management Council - FEBRUARY 18 & 19, 2014 - CALGARY

Good afternoon CEM members and alternates,

Please mark your calendars for our next Corporate Ethics Management Council meeting at the Hyatt Regency in Calgary on February 18 & 19, 2014.

Hotel Reservation Link:

<https://resweb.passkey.com/go/conferenceboardofcanadafeb2014>

Cut-off Date to Reserve: FRIDAY, JANUARY 17, 2014

I have attached the Registration Form which provides meeting logistics and hotel information.

All the best to you and yours for a wonderful Christmas.

Susan

Susan Morrison

Administrative and Meeting Coordinator
The Conference Board of Canada



morrison@conferenceboard.ca

The challenge: how to better engage your workforce to drive higher productivity? The solution: newly emerging gamification strategies can improve your business results. Get in the Game: Driving Exceptional Behaviours Through Gamification on January 15, 2014 explores how gamification unleashes winning performance.



The Conference Board
of Canada

CORPORATE ETHICS MANAGEMENT COUNCIL

February 18 & 19, 2014

REGISTRATION FORM

Please return to Susan Morrison at [REDACTED] or email [REDACTED]

Participant Name: _____

Title: _____ Organization: _____

Address: _____

Telephone: _____ Email: _____

Assistant Name, Telephone & Email: _____

Tuesday, February 18, 2014

6:00 pm Reception & Dinner

YES ☐

NO ☐

Wednesday, February 19, 2014

8:15 – 4:00 pm – includes Breakfast and Lunch

YES ☐

NO ☐

Please specify if you require accommodation for any allergies, dietary restrictions, or disability in order to participant in this event.

ACCOMMODATION at Hyatt Regency Calgary:

- Room Rate; \$219.00 Sgl/DbI.
- Cut-off Date to Reserve: FRIDAY, JANUARY 17, 2014
- Reservations: 1-888-421-1442
- Online Reservation Link:
<https://resweb.passkey.com/go/conferenceboardofcanadafeb2014>
- Complimentary Guest Room High Speed Internet

For more information please contact:
Michael Bassett
Senior Network Manager

Susan Morrison
Administrative and Meetings Coordinator