

Prince George Situation Table (SPIRIT Table) COMMON OR INTEGRATED PROGRAM AGREEMENT

THIS AGREEMENT dated for reference the **XXXX** day of **XXXX, 2024**.

AMONG:

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Public Safety and Solicitor General [*add other ministers as appropriate*] (the “**Province**”)

AND:

City of Prince George
1100 Patricia Blvd.
Prince George, BC
V2L 3V9

(each a “**Party**”, and collectively the “**Parties**”)

WHEREAS:

- A. The Parties wish to enter into a common or integrated program or activity agreement to establish the Program, which involves multi-agency discussions, for the purpose of identifying and supporting Persons at Risk;
- B. The Parties wish to share Personal Information, with or without the consent of the concerned individual, in the course of delivering the Program, as set out in this Agreement; and
- C. The Parties wish to document how Personal Information will be collected, used, and disclosed for the purposes of the Program.

NOW THEREFORE, in consideration of the premises and covenants set out in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATION

1.1 In this Agreement:

- (a) “**Acutely Elevated Risk**” means an acutely elevated risk as described in section 2 of Schedule A;
- (b) “**Agreement**” means this common and integrated program and activity agreement and all attached schedules;
- (c) “**Assisting Agency**” means the Party designated as the assisting agency with respect to a Person at Risk, in accordance with subsection 4.3(c) of Schedule A and with the responsibilities set out in section 5.5;
- (d) “**Chairperson**” means the individual designated as chairperson in accordance with subsection 2.4(a) and with the responsibilities set out in section 5.3;
- (e) “**Confidential Information**” means any information collected, created, or compiled by a Party and identified in writing to be confidential by the Party providing the information, but excludes information already in the public domain or information already in the possession of the Party to whom the information is provided;
- (f) “**De-identified Data**” means aggregated data or other de-identified information or materials derived from the Produced Material, including any Incorporated Material;
- (g) “**Effective Date**” means the date this Agreement is fully executed by the Parties;
- (h) “**Four Filter Approach**” means the procedures for the delivery of Program Services and Support Services as set out in Schedule A;
- (i) “**Incorporated Material**” means any material in existence prior to the start of the Term or developed independently of this Agreement, and that is provided by any of the Parties for incorporation into the Produced Material;
- (j) “**Lead Agency**” means the Party designated as lead agency with respect to a Person at Risk, in accordance with subsection 4.3(b) of Schedule A and with the responsibilities set out in section 5.5;
- (k) “**Ministry**” means the British Columbia Ministry of Public Safety and Solicitor General;
- (l) “**Person at Risk**” means an individual determined by the Parties to be experiencing an Acute Elevated Risk;
- (m) “**Personal Information**” means personal information as defined in the *Freedom of Information and Protection of Privacy Act*, and is limited to personal information collected, created, compiled, used, or disclosed during the course of the Program;
- (n) “**Produced Material**” means records, data, compilations of data, and other material, whether complete or not, that are provided by the Province to any of the other Parties as a result of this Agreement;

- (o) **“Program”** means the common or integrated program or activity established in accordance with section 12 of the *Freedom of Information and Protection of Privacy Regulation* that includes the Program Services and Program Activities, for Prince George, British Columbia. Prince George is situated on the unceded ancestral lands of the Lheidli T’enneh and serves a population of approximately 77,000 people.
- (p) **“Program Activities”** means the activities described in section 2.4;
- (q) **“Program Services”** means the services described in section 2.2;
- (r) **“Provincial Representative”** means the person designated by the Province in accordance with section 10.1;
- (s) **“Received Material”** means records, data, compilations of data, and other material, whether complete or not, that are provided by the Province to any of the other Parties as a result of this Agreement;
- (t) **“Recorder”** means the individual designated as recorder in accordance with subsection 2.4(a) and with the responsibilities set out in section 5.4;
- (u) **“Referring Party”** means a Party who refers an individual to the Situation Table;
- (v) **“Risk Tracking Database”** means a database maintained by the Ministry that stores information, including Personal Information, that was collected, disclosed, or used by the Parties in relation to the Program;
- (w) **“Situation Table”** means the discussions between the Parties described in section 2.1;
- (x) **“Support Services”** means in-person interventions delivered by frontline professionals from public safety, health, and social services to support a Person at Risk; and
- (y) **“Term”** means the term of this Agreement described in section 7.1;

1.2 In this Agreement:

- (a) “includes”, “including”, and “such as” are not intended to be limiting;
- (b) unless otherwise specified, a reference to an enactment by name means the statute of British Columbia by that name, as amended or replaced from time to time;
- (c) captions and headings contained in this Agreement are for convenience only and do not define the scope or intent of this Agreement; and
- (d) unless the context otherwise requires, words expressed in the singular include the plural and *vice versa*.

1.3 The following schedules are incorporated into and form an integral part of this Agreement:

Schedule A	Four Filter Approach
Schedule B	Privacy Protection Schedule
Schedule C	Contact Information
Schedule D	Forms of Amendment Agreements to Add and Remove a Party

2. PROGRAM SERVICES AND PROGRAM ACTIVITIES

2.1 The Parties will participate in weekly or bi-weekly discussions to deliver Program Services. These discussions will involve the collection, use, and disclosure of Personal Information.

2.2 The Program provides coordination services between the Parties for the purpose of identifying and supporting Persons at Risk. These services include but are not limited to:

- (a) determining whether an individual is a Person at Risk;
- (b) designating a Lead Agency and, as applicable, Assisting Agencies to intervene with the Person at Risk and to deliver Support Services;
- (c) determining appropriate Support Services to mitigate the risk factors of the Person at Risk; and
- (d) planning and holding in-person interventions with Persons at Risk to discuss and plan for the delivery of Support Services.

2.3 The Parties will share Personal Information in their custody and control about an individual referred to the Situation Table solely for the purpose of delivering the Program Services and in accordance with Schedules A and B.

2.4 The Parties will do the following activities to support delivery of the Program Services:

- (a) designating a chairperson and recorder for the Situation Table; and
- (b) recording and maintaining the Personal Information collected, used, and disclosed at Situation Tables in the Risk Tracking Database as set out in this Agreement.

3. PERSONAL INFORMATION COLLECTED, USED AND DISCLOSED

3.1 The Parties may only collect, use, and disclose the types of Personal Information described in Schedule B and solely for the purpose of the Program.

3.2 A Party may not disclose Personal Information received from another Party unless otherwise authorized or required by law.

4. KEY OBJECTIVES AND EXPECTED OUTCOMES

4.1 The key objectives and expected outcomes of the Program are as follows:

	<i>Key Objective</i>	<i>Expected Outcome</i>
1.	To coordinate frontline professionals from public safety, health, and social services to plan and deliver in-person interventions to Persons at Risk.	Efficient and timely in-person interventions that take place within 48 hours of a Situation Table.
2.	To connect with Persons at Risk and mitigate their risk factors by offering Support Services. The Situation Table supports vulnerable people who meet the criteria of Persons at Risk.	Reducing the number of Persons at Risk by mitigating the severity of individual risk factors.
		Increased community safety and wellness.

5. ROLES AND RESPONSIBILITIES

5.1 Each Party will:

- (a) designate a primary and an alternate representative to regularly participate in the Situation Tables, Program Services, and Program Activities; and
- (b) if the Party is the Lead Agency or an Assisting Agency, agree to provide appropriate Support Services to Persons at Risk, as determined in accordance with Filter Four of the Four Filter Approach.

5.2 For greater certainty, the delivery of Support Services is the responsibility of the Lead Agency or, as applicable, the Assisting Agency and is not part of the Program.

5.3 The Chairperson will:

- (a) schedule and secure premises for the Situation Tables;
- (b) facilitate the Situation Tables; and
- (c) support the coordination of Program Services and Program Activities.

5.4 The Recorder will record Personal Information discussed at the Situation Tables in the Risk Tracking Database as set out in Schedule B.

5.5 The Lead Agency and, as applicable, the Assisting Agencies will develop an intervention plan in accordance with Filter Four of the Four Filter Approach.

6. CONFIDENTIALITY AND PRIVACY

6.1 The Parties will comply with the Privacy Protection Schedule attached as Schedule B.

6.2 In addition to Personal Information, the Parties may exchange Confidential Information during the course of the Program. They will treat that Confidential Information as confidential and will not, without the prior consent of the Party providing the information, publish, release, disclose, or permit to be published, released, or disclosed that information unless the publication, release, or disclosure is:

- (a) necessary to enable the Party to fulfill its obligations under this Agreement; or
- (b) required by law or by a court or tribunal with competent jurisdiction.

6.3 If a Party receives an access to information request for records collected, created, or compiled during the course of the Program, it will notify and seek to consult with the other Parties as soon as practicable, and will notify them in advance of making any disclosure of the information.

6.4 Consultations between the Parties in respect of an access to information request will be conducted in a timely manner with the understanding that consultations are constrained by time limits set out in the applicable *Freedom of Information and Protection of Privacy Act*.

6.5 If a Party receives an access to information request for records that are exclusively in the custody or control of another Party, the Party receiving the request will instruct the requestor to make the access request to the applicable Party under applicable privacy legislation.

7. TERM AND TERMINATION

7.1 The term commences on the Effective Date.

7.2 This Agreement may be terminated by written agreement of all Parties.

8. NOTICE

8.1 Any notice, approval, consent, waiver, statement, report, demand, other document, or any materials that any Party is required to give or deliver to the other will be in writing and conclusively deemed validly given or delivered to and received by the addressee on the date of delivery if delivered personally or, if mailed, on the fifth business day after the mailing of the same in Canada by prepaid post addressed to the Parties' addresses set out in Schedule C.

8.2 A Party may, from time to time, notify the other Parties of a change of address and, from the date of this notice, the new address will, for purposes of the preceding paragraph, be deemed to be the address of the Party.

8.3 In addition to section 8.1, any notice or other document from any Party will be conclusively deemed validly given to and received by the intended recipient if transmitted by e-mail, when so transmitted to the e-mail address provided by a Party for this purpose, provided that the notice or other document is attached to the e-mail as a PDF or similar unalterable document, the recipient has acknowledged receipt of the notice or other document, and a record of the e-mail transmission and acknowledgement of receipt is retained.

9. DISPUTE RESOLUTION

9.1 Any disputes regarding the interpretation or implementation of this Agreement may only be resolved by consultation between the Parties.

10. INTELLECTUAL PROPERTY

10.1 The Province will designate a provincial representative for the purposes of this article.

10.2 As between the Parties, the Province exclusively owns all intellectual property rights, including copyright, in:

- (a) Received Material; and
- (b) Produced Material other than any Incorporated Material.

10.3 Upon the request of the Provincial Representative, the Parties must deliver to the Province documents satisfactory to the Province that irrevocably waive in the Province's favour any moral rights which the Parties, or employees of the Parties, may have in the Produced Material and that confirm the vesting in the Province of the copyright in the Produced Material, other than any Incorporated Material.

10.4 Upon any Incorporated Material being embedded or incorporated in the Produced Material, and to the extent that it remains so embedded or incorporated, the Parties hereby grant to the Province, during the Term and for the purpose of the Program:

- (a) a non-exclusive, irrevocable, royalty-free, worldwide license to use, reproduce, modify, translate, and create derivative works from each of the Parties' Incorporated Material; and
- (b) the right to sublicense to the other Parties the right to use and reproduce the Incorporated Material as contemplated by this Agreement.

10.5 Subject to section 10.6, the Province hereby grants a non-exclusive, irrevocable, royalty-free, worldwide sublicense to each of the Parties to use, reproduce, modify,

publish, distribute, translate and create derivative works from any De-identified Data for the purposes of the Program.

- 10.6 Each of the Parties' sublicense under section 10.5 will become effective upon its request to the Provincial Representative for access to the De-identified Data and will be subject to any restrictions imposed by the Province, the Provincial Representative, or applicable law or policy.

11 GENERAL

- 11.1 Parties will make reasonable efforts to ensure that the Personal Information of an individual in their care or custody is accurate and complete. However, all Personal Information provided is provided on an "as is" basis. The Party providing the Personal Information makes no representation or warranty (express or implied) of any kind with respect to the Personal Information, including any warranty or representation that the Personal Information (or any part of it) is accurate, complete, up-to-date, or fit for any purpose.
- 11.2 Subject to section 11.3, this Agreement may be amended by written agreement between the Parties.
- 11.3 This Agreement may be amended to add or remove a Party by executing an amendment in the applicable form substantially set out in Schedule D. This amendment may be executed by each Party's respective representative designated under section 5.1 or such other representative authorized by the Party.
- 11.4 The Parties represent and warrant that they have the power and authority to enter into and execute this Agreement.
- 11.5 The Parties will perform such further acts and deliver such further documents in a timely fashion as may be reasonably required to give effect to this Agreement.
- 11.6 This Agreement ensures to the benefit of and binds the Parties and their respective successors and assigns.
- 11.7 Articles 3, 6, 9, and 10, section 11.1, and Schedule B survive the termination of this Agreement.
- 11.8 If any provision of this Agreement is found to be invalid or unenforceable in whole or in part, such invalidity or unenforceability attaches only to such provision and the remaining terms and provisions of this Agreement remain in full force and effect.
- 11.9 This Agreement may be executed in one or more counterparts and delivered in PDF format in accordance with article 8. Each counterpart when so executed and delivered will be deemed an original, and all such counterparts will together constitute one and the same document.

AGREED by the Parties through their duly authorized signatories on the dates below.

Signed on behalf of [Party name]:

[Authorized signatory name]
[title]

Date

Signed on behalf of [Party name]:

[Authorized signatory name]
[title]

Date

[Add additional parties as required]

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SCHEDULE A

Four Filter Approach

1. The Parties will comply with the Four-Filter Approach during the course of the Program.
2. For the purposes of the Program, an individual is experiencing an acutely elevated risk of harm when the following conditions are present:
 - (a) Significant community interests are at stake;
 - (b) there is reasonable expectation of harm to the individual or others;
 - (c) the potential harm is urgent and severe; and
 - (d) there are multi-disciplinary risk factors.
3. The Parties must not collect, use, or disclose any Personal Information during the course of the Program except as set out in this schedule and Schedule B.
4. The Four Filters are:

4.1 Filter One: Eligibility for Referral to a Situation Table

- (a) An individual may be referred to the Situation Table by a Party if:
 - (i) the Party is of the view that the individual is experiencing an Acute Elevated Risk that can only be mitigated with a multi-disciplinary approach;
 - (ii) the Party has exhausted options currently available within its agency, or otherwise available through its agency, to meet the needs of the individual or their family; or
 - (iii) the risk factors extend beyond the scope of the Party mandate.

4.2 Filter Two: Determination of Person at Risk

- (a) If a Party determines that an individual is eligible under Filter One, the Party will promptly refer the individual and present their case to the Situation Table for the purpose of determining whether they are a Person at Risk.
- (b) The Parties will determine by a 51 percent majority if the individual is a Person at Risk.
- (c) The individual will not be accepted into the Program if:
 - (i) the Parties determine that the individual is not a Person at Risk; or
 - (ii) the individual is already receiving appropriate Support Services from one of the Parties or any other service provider.

- (d) If the Parties determine that the individual is a Person at Risk, they will proceed to Filter Three.

4.3 Filter Three: Designating Lead and Assisting Agencies

- (a) At the Situation Table, the Referring Party will present Personal Information, de-identified to the extent possible, only to the extent necessary and solely for the purpose of determining the following:
 - (i) whether the Person at Risk is already involved with the Program or one of the Parties;
 - (ii) which Parties should be involved in the delivery of Support Services to the Person at Risk and, as appropriate, their family.
- (b) The Parties will designate a Party as lead agency based on the risk factors present and the mandate of the Party, or as the Parties may otherwise determine appropriate.
- (c) The Parties may designate one or more other Parties to assist the Lead Agency.

4.4 Filter Four: Collaborative Planning and Intervention

- (a) Filter Four occurs away from the Situation Table. The Lead Agency and, as applicable, the Assisting Agency will:
 - (i) identify appropriate Support Services that they can offer to the Person at Risk;
 - (ii) identify other available assets or supports in the community that may be offered to the Person at Risk; and
 - (iii) hold an in-person intervention with the Person at Risk within 48 hours of the Situation Table to offer and make arrangements for the delivery of Support Services.
- (b) The Lead Agency will report to the other Parties at the next Situation Table on whether the Person at Risk's Acutely Elevated Risk has been mitigated or not.
- (c) A Person at Risk will be dismissed from the Program if:
 - (i) It is determined, following acceptance into the Program, that they do not meet the eligibility criteria for referral under section 4.1 of this schedule, or for acceptance into the Program under section 4.2 of this schedule;
 - (ii) their risk is mitigated and they are no longer experiencing an Acutely Elevated Risk;

- (iii) they refuse to provide, or withdraw, their consent for inclusion in the Program;
- (iv) they refuse Support Services offered by the Lead Agency and, if applicable, the Assisting Agency, or are otherwise uncooperative;
- (v) they have relocated outside of the geographic area of the Program or are deceased;
- (vi) the Parties are unable through reasonable efforts to locate the Person at Risk; or
- (vii) the Parties determine, for any reason, that the Person at Risk is no longer suitable for inclusion in the Program.

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SCHEDULE B
Privacy Protection Schedule

1. Purpose

- 1.1 The purpose of this schedule is to document the terms and conditions of the exchange of Personal Information between the Parties, as applicable, in compliance with the following enactments and their regulations:
- (a) *Privacy Act*, R.S.C. 1985, c P-21;
 - (b) *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5;
 - (c) *Personal Information Protection Act*, S.B.C. 2003, c 63; and
 - (d) *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c 165.
- 1.2 The Parties acknowledge that information sharing is necessary for the Parties to participate in the Program and fulfill their obligations under the Program.

2. Description of the Personal Information Collected, Used, and Disclosed

- 2.1 Many categories of Personal Information may be shared in accordance with this schedule during the course of the Program including:
- (a) name, address;
 - (b) age, date of birth, gender, marital, or family status;
 - (c) relevant education, financial, criminal, or employment information;
 - (d) health care history, including physical or mental disabilities and addiction; and
 - (e) participation or enrollment in support services.
- 2.2 Filter One occurs prior to the Situation Table and no Personal Information is shared between the Parties.
- 2.3 During Filter Two, Personal Information may be collected, used, and disclosed only as follows:
- (a) in person at the Situation Table;
 - (b) the following Personal Information, de-identified to the extent possible, may be collected, used, and disclosed for the sole purpose of determining if an individual is a Person at Risk:
 - (i) age,
 - (ii) gender,

- (iii) risk factors,
 - (iv) interventions or steps taken to date to mitigate risk, and
 - (v) reasons why the referring Party believes the individual is a Person at Risk;
 - (c) the Recorder will collect and record the information disclosed during Filter Two in the Risk Tracking Database; and
 - (d) subject to subsections 2.3(a), (b), and (c) of this schedule, Parties must not collect, use, or disclose any Personal Information.
- 2.4 During Filter Three, discussions occur at the Situation Table. Personal Information may be collected, used, and disclosed only as follows:
- (a) in person at the Situation Table;
 - (b) Personal Information, de-identified to the extent possible, may be collected, used, or disclosed for the sole purpose of designating a Lead Agency and, if applicable, Assisting Agencies;
 - (c) the Lead Agency and, as applicable, the Assisting Agency may take notes during Filter Three, to the extent necessary;
 - (d) the Recorder will collect and record the name of the Lead Agency and, if applicable, the Assisting Agencies in the Risk Tracking Database; and
 - (e) subject to subsections 2.4(a), (b), (c) and (d) of this schedule, Parties must not collect, use, or disclose any Personal Information.
- 2.5 Filter Four only involves the Lead Agency and, if applicable, Assisting Agencies and occurs away from the Situation Table. Personal Information may be collected, used, and disclosed only as follows:
- (a) in person, by email, telephone;
 - (b) the following Personal Information, de-identified to the extent possible, may be collected, used, and disclosed solely for the purposes described in section 4.4 of schedule A:
 - (i) assessments by Parties, as necessary, relevant to the risk factors or Support Services;
 - (ii) information to verify identity; and
 - (iii) information collected, used, and disclosed at Filters One, Two and Three;
 - (c) subject to subsections 2.5(a) and (b) of this schedule, Parties must not collect, use, or disclose any Personal Information.

3. Authorities for Collection, Use, and Disclosure of Personal Information

3.1 Each Party represents that it has the authority for the collection, use, and disclosure of Personal Information as necessary for the purposes of the Program.

4. Conditions on the Collection, Use, or Disclosure

4.1 The Parties will:

- (a) not use the Personal Information for any purpose other than that for which it was collected; or
- (b) not disclose the Personal Information for any purpose except:
 - (i) as contemplated in accordance with this Agreement;
 - (ii) with the prior notification of the other Parties and in accordance with the enactments referenced in this Agreement; or
 - (iii) if required by law or by a court or tribunal with competent jurisdiction; and
- (c) comply with applicable laws, including the *Youth Criminal Justice Act* and *Youth Justice Act*.

4.2 The Parties will restrict access to Personal Information to the minimum number of employees necessary for the purposes of the Program.

5. Security

5.1 The Parties will make reasonable arrangements to maintain the security of the Personal Information in their custody or control by protecting against risks such as unauthorized access, collection, use, disclosure, or disposal.

5.2 The Parties will implement this Agreement in conformity with their respective legislation, policy, and procedures that govern information security.

5.3 The Parties will immediately advise the other Parties of any circumstances, incidents, or events which to their knowledge have jeopardized or may jeopardize:

- (a) the privacy of individuals; or
- (b) the security of any computer system in its custody that is used to access Personal Information.

6. No Storage or Access Outside of Canada

6.1 The Parties will not store or access Personal Information outside of Canada.

7. Information Incidents

- 7.1 The Parties will investigate all reported cases of:
- (a) unauthorized access to, collection, or modification of the Personal Information in its custody or control;
 - (b) unauthorized use of the Personal Information in its custody or control;
 - (c) unauthorized disclosure of the Personal Information in its custody or control; and
 - (d) breaches of privacy or security with respect to the Personal Information in its custody or control or with respect to any computer system in its custody or control that is used to access the Personal Information.
- 7.2 The Parties will report to the other the results of any such investigation and the steps taken to address any remaining issues or concerns about the security of the Personal Information or computer systems, or the privacy of individuals to whom the Personal Information relates.

8. Records Retention and Destruction

- 8.1 When legislated retention periods have expired, and in accordance with their respective document retention and destruction policies, the Parties will securely and permanently destroy the Personal Information in a manner that is appropriate for the media, so that the Personal Information or any portion of it cannot be subsequently retrieved, accessed, or used.

**SCHEDULE C
Contact Information**

Further to the notice requirements under article 8, the address for each Party is found below.

[Include contact information for each Party]

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SCHEDULE D
Form of Amendment Agreement to Add a Party under section 11.3

THIS AMENDING AGREEMENT dated for reference the 10th day of September, 2024

AMONG:

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Public Safety and Solicitor General [*add other ministers as appropriate*] (the “**Province**”)

AND:

City of Prince George

(collectively, the “**IPA Parties**”)

AND:

[*identify the ‘additional party’*]

(the “**New Party**”)

WHEREAS:

- A. The IPA Parties entered into an agreement that meets the requirements of section 12 of the *Freedom of Information and Protection of Privacy Regulation* dated September 10th, 2024 whereby they set out terms and conditions of information sharing during multi-agency discussions supporting vulnerable persons known as situation tables (the “**Integrated Program Agreement**”).
- B. The IPA Parties and the New Party (collectively “**Amending Parties**”) wish for the New Party to be added as a party to the Integrated Program Agreement. The IPA Parties wish to amend the Integrated Program Agreement accordingly, as set out in this amending agreement.

NOW, THEREFORE, the Parties agree as follows:

- 1. The New Party has reviewed and agrees to be added as a party to the Integrated Program Agreement and to be bound by its terms and conditions as they apply to the parties of that agreement.

2. The IPA Parties agree to amend the Integrated Program Agreement by:
 - (a) adding [*Insert name of New Party*] as a party; and
 - (b) adding the following contact information for the New Party to Schedule C:

For [*Insert name of New Party*]:

Name
Title and Branch
Address
Postal address
E-mail:
Telephone Number:

3. This amending agreement is effective on date this Agreement is fully executed by the Parties.

AGREED by the Parties through their duly authorized signatories on the dates below.

Signed on behalf of [Party name]:

[Authorized signatory name]
[title]

Date

Signed on behalf of [Party name]:

[Authorized signatory name]
[title]

Date

[Add additional parties as required]

Form of Amendment Agreement to Remove a Party under section 11.3

THIS AMENDING AGREEMENT dated for reference the *** day of (month), (year)

AMONG:

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Public Safety and Solicitor General [*add other ministers as appropriate*] (the “**Province**”)

AND:

[Identify each Party to the IPA]

(collectively, the “**IPA Parties**”)

WHEREAS:

- A. The IPA Parties entered into an agreement that meets the requirements of section 12 of the *Freedom of Information and Protection of Privacy Regulation* dated [*insert date of IPA*] whereby they set out terms and conditions of information sharing during multi-agency discussions supporting vulnerable persons known as situation tables (the “**Integrated Program Agreement**”).
- B. [*name of Party being removed*] wishes, and the other parties to Integrated Program Agreement agree, to be removed as a party to that agreement.

NOW, THEREFORE, the Parties agree as follows:

1. The Parties agree to remove [*name of Party being removed*] as a party to the Integrated Program Agreement.
2. The IPA Parties agree to amend the Integrated Program Agreement by:
 - (a) removing [*name of Party being removed*] as a party; and

(b) removing *[name of Party being removed]*'s contact information from Schedule C:

3. This amending agreement is effective on date this Agreement is fully executed by the Parties.

AGREED by the Parties through their duly authorized signatories on the dates below.

Signed on behalf of [Party name]:

[Authorized signatory name]
[title]

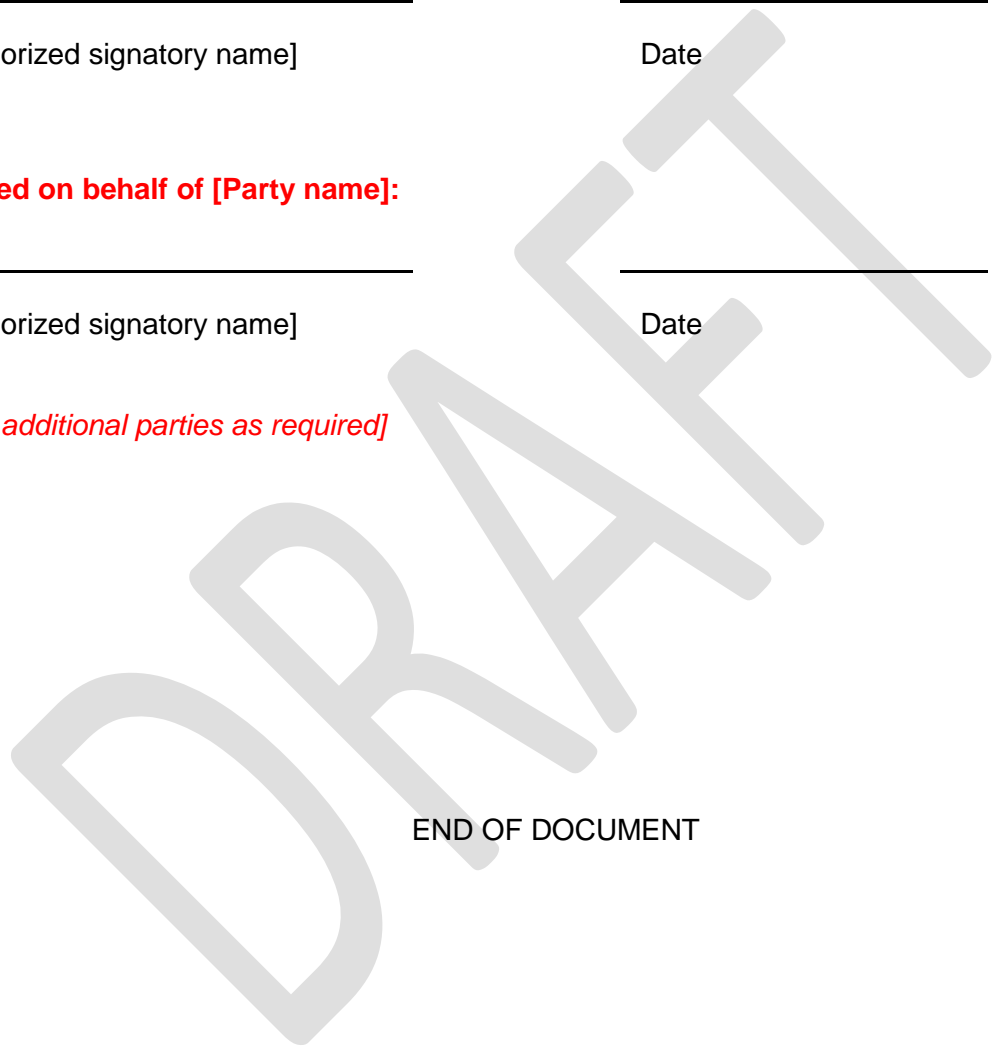
Date

Signed on behalf of [Party name]:

[Authorized signatory name]
[title]

Date

[Add additional parties as required]



END OF DOCUMENT