

4 / 65



2000 – 10423 101 St NW,
Edmonton, Alberta
T5H 0E8 Canada
epcor.com

October 2, 2015

Jacque Johnstone, Director Human Resources
City of White Rock
15322 Buena Vista Ave
White Rock, BC V4B 1Y6

To Jacquie:

As stated in section 5.04 of the Asset Purchase agreement between EPCOR White Rock Water Inc. and City of White Rock, if both parties do not enter into an O&M agreement on or before the closing date, the purchaser will offer employment to all Utility employees that the Vendor requests.

Please accept this letter as a formal request to make offers to the following **Requested Utility Employees:**

Redacted S. 22

Please feel free to contact me if you have any further questions or concerns.

Regards,

A handwritten signature in cursive script that reads "Dani Tiltgen".

Dani Tiltgen
Senior Manager Human Resources

Cc:
Dana Bissoondatt, Senior Counsel Corporate/Project
Vince Corkery, Director Municipal Operations
Gary Martens, Senior Manager Water and Waste Water
Esther De La Cruz, Manager Operations, White Rock

5/66

From: Paul Hildebrand
To: "Bissoondatt, Dana"
Cc: Dan Bottrill; "JJohnstone@whiterockcity.ca"
Subject: FW: Employment Offer - Water Utility Employee
Date: Thursday, October 22, 2015 8:56:00 AM
Attachments: [image003.jpg](#)
[Offer Employment s. 22 06-10-2015.pdf](#)

Dana,

Yesterday you raised the issue of the timing of the offers to employ Epcor personnel. I attach a sample offer – the one to **s. 22**. As you can see, it takes effect on the transfer of title. I am told that the other offers were similar in this regard.

Hopefully the attached puts that issue to rest.

Paul Hildebrand
Associate Counsel
LIDSTONE & COMPANY
Barristers and Solicitors
Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 P
604.899.2281 F
604.789.3258 C

From: Jacquie Johnstone [mailto:JJohnstone@whiterockcity.ca]
Sent: October-21-15 5:30 PM
To: Paul Hildebrand
Subject: Employment Offer - Water Utility Employee

Here you go Paul.

JACQUIE JOHNSTONE
Director, Human Resources, City of White Rock
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6
Tel: 604.541.2157 | www.whiterockcity.ca

Email signature logo



The information transmitted, including attachments, is intended only for the individual(s) or entity(ies) to which it is addressed and may contain information that is confidential and/or privileged or exempt from disclosure under applicable law. Any copying, review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by individual(s) or entities other than the intended recipient is strictly prohibited. If you have received this information in error, please notify the City of White Rock and destroy any copies of this information. Thank you.

This e-mail communication is CONFIDENTIAL AND LEGALLY PRIVILEGED. If you are not the intended recipient, please notify me at the telephone number shown above or by return e-mail and delete this communication and attachment, and any copy, immediately. Thank you.

67

October 6, 2015

Redacted S. 22

Delivered in person

Dear **Redacted S. 22**

RE: EMPLOYMENT OFFER - **Redacted S. 22**

It is my pleasure to write this letter outlining the City of White Rock's offer of regular full-time employment as a **Redacted S. 22** commencing the day of asset transfer. This offer is subject to the transfer of assets from EPCOR to the Corporation of the City of White Rock.

To assist in your transition from EPCOR to the City, so long as you remain in your current position your hourly rate will be **s. 22**. In addition, you will receive any negotiated general pay increases. You will report to the **Redacted S. 22** and, as a unionized employee, you will be expected to pay union dues in accordance with the constitution and/or by-laws of CUPE 402-01.

In recognition of your service with EPCOR, your probation period has been waived for this appointment.

As a regular full-time employee, your weekly schedule shall be based on forty (40) hours per week, Monday through Friday. Your normal daily work hours will be discussed with you upon beginning in the position and will be eight and one half (8.5) hours, inclusive of a one half (1/2) hour unpaid meal period and two (2) paid fifteen (15) minute breaks.

The City offers a range of benefits which are detailed in the Collective Agreement and the HR Staff Policy Directives. These documents are available for review from Human Resources, your department, or our employee website. An overview of your entitlements follows:

- **Sick Leave:** Sick leave credits will be granted as outlined in the Collective Agreement, or one and one-half (1.5) days per completed month. Upon appointment with the City, **Redacted S. 22** will be credited to your bank. These credits may be drawn upon for paid time off when unable to work due to illness or injury. Satisfactory medical evidence may be required, as per City policies.
- **MSP, Life Insurance and Accidental Death and Dismemberment Insurances, Extended Health, and Dental Benefits:** These benefits are provided on a cost-shared basis with 70% paid by the City and 30% by the employee and will commence on the first of the month following your date of hire.

Human Resources

P: 604.541.2158 | F: 604.541.2150

City of White Rock

15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6

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www.whiterockcity.ca

- **Vacation:** In recognition that your current vacation is based on a service date of **s. 22** [REDACTED], the City will honor this date to establish your paid annual vacation entitlement. Your remaining unused 2015 vacation, personal leave and banked overtime hours from EPCOR will be transferred to the City and are to be taken by December 31, 2015. Any remaining hours at that time will be paid out at the 2015 rate. Your 2016 vacation entitlement will be 30 working days. Time is granted in full at the beginning of each calendar year, to be used by December 31.
- **Employee and Family Assistance Program:** You and your household are entitled to participate in our Employee Assistance Program. Our current provider is Peace Arch Community Services.
- **Pension:** Pension contributions to the Municipal Pension Plan will commence immediately. The City and employee both contribute to this benefit.
- **Gratuity:** To recognize wellness, you may earn up to three (3) days credit in each completed calendar year based on sick leave usage.
- **Recreation Program for City Employees:** Each season you may register for approved Recreation programs after an annual nominal registration fee is paid. Details are available on the employee website or through the Recreation and Culture Department.

The terms of employment are outlined in more detail in the Collective Agreement and City policies. To indicate your acceptance of these terms, please sign in the space below.

Please indicate your response by no later than Friday October 9, 2015.

We would be pleased to have you join our team!

Sincerely,

Jacque Johnstone
Director, Human Resources

cc: G. St. Louis, Director, Engineering & Municipal Operations
Payroll
CUPE 402-01
Employee File

I have read the above and agree to the terms and conditions.	
_____	_____
Redacted S. 22	Date

7 / 68

From: Paul Hildebrand
To: [Bissoondatt, Dana](#)
Subject: FW: Employment Offer - Water Utility Employee
Date: Monday, October 26, 2015 2:40:00 PM
Attachments: [image001.jpg](#)
[Employment Offer Letters.pdf](#)

Dana,

Here are the accepted offers.

Paul Hildebrand
Associate Counsel
LIDSTONE & COMPANY
Barristers and Solicitors
Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 P
604.899.2281 F
604.789.3258 C

From: Jacquie Johnstone [mailto:JJohnstone@whiterockcity.ca]
Sent: October-26-15 2:20 PM
To: Paul Hildebrand
Cc: Dan Bottrill
Subject: FW: Employment Offer - Water Utility Employee

Hi Paul,

Attached are the employment offer letters signed off by those who have already accepted.

JACQUIE JOHNSTONE
Director, Human Resources, City of White Rock
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6
Tel: 604.541.2157 | www.whiterockcity.ca



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From: Dan Bottrill
Sent: Monday, October 26, 2015 9:00 AM
To: Jacquie Johnstone

Cc: Paul Hildebrand (hildebrand@lidstone.info)
Subject: FW: Employment Offer - Water Utility Employee

Hi Jacquie,

Please provide the information to Paul.

Thank you. Dan.

DAN BOTTRILL
Chief Administrative Officer, City of White Rock
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6
Tel: 604.541.2133 | www.whiterockcity.ca



From: Paul Hildebrand [<mailto:hildebrand@lidstone.info>]
Sent: Monday, October 26, 2015 7:07 AM
To: Dan Bottrill; Schaafsma, Jeff
Subject: FW: Employment Offer - Water Utility Employee

Can you get these from Jackie?

Paul Hildebrand
Associate Counsel
LIDSTONE & COMPANY
Barristers and Solicitors
Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 P
604.899.2281 F
604.789.3258 C

From: Bissoondatt, Dana [<mailto:DBissoondatt@epcor.com>]
Sent: October-25-15 1:06 PM
To: Paul Hildebrand
Cc: Henebury, Tracy; sbatut@fasken.com
Subject: RE: Employment Offer - Water Utility Employee

Paul, thanks for providing this sample.

On Monday can you provide me with copies of the offers signed by the City and the employees? This is part of the closing deliveries anyway, but we'd like to take a quick look ahead of time so that we're clear on who has accepted and what, if any, actions we need to take on our side re the employees.

Dana

From: Paul Hildebrand [<mailto:hildebrand@lidstone.info>]

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To: Dan Bottrill; Schaafsma, Jeff
Subject: FW: Employment Offer - Water Utility Employee
Date: Monday, October 26, 2015 7:07:00 AM
Attachments: image001.jpg

8
68
(cont'd)

Can you get these from Jackie?

Paul Hildebrand
Associate Counsel
LIDSTONE & COMPANY
Barristers and Solicitors
Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 P
604.899.2281 F
604.789.3258 C

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Sent: October-25-15 1:06 PM
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Dana

From: Paul Hildebrand [mailto:hildebrand@lidstone.info]
Sent: October-22-15 9:57 AM
To: Bissoondatt, Dana
Cc: Dan Bottrill; JJohnstone@whiterockcity.ca
Subject: FW: Employment Offer - Water Utility Employee

Dana,

Yesterday you raised the issue of the timing of the offers to employ Epcor personnel. I attach a sample offer – the one to **s. 22**. As you can see, it takes effect on the transfer of title. I am told that the other offers were similar in this regard.

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Sent: October-21-15 5:30 PM
To: Paul Hildebrand
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Here you go Paul.

JACQUIE JOHNSTONE

Director, Human Resources, City of White Rock
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6
Tel: 604.541.2157 | www.whiterockcity.ca

Email signature logo



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October 1, 2015

Redacted S. 22

Delivered in person

Dear **Redacted S. 22**

RE: EMPLOYMENT OFFER - Redacted S. 22

It is my pleasure to write this letter outlining the City of White Rock's offer of regular full-time employment as a **Redacted S. 22** commencing the day of asset transfer which is anticipated to be October 31, 2015. This offer is subject to the transfer of assets from EPCOR to the Corporation of the City of White Rock.

To assist in your transition from EPCOR to the City, so long as you remain in your current position your hourly rate will be **s. 22**. In addition, you will receive any negotiated general pay increases. You will report to **Redacted S. 22** and, as a unionized employee, you will be expected to pay union dues in accordance with the constitution and/or by-laws of CUPE 402-01.

According to the Collective Agreement, you are to serve a probation period of six (6) months before being confirmed in your new position. The City will honor your service from EPCOR towards your probation period.

As a regular full-time employee, your weekly schedule shall be based on forty (40) hours per week worked Monday through Friday. Your normal daily work hours will be discussed with you upon beginning in the position and will be eight and one half (8.5) hours, inclusive of a one half (1/2) hour unpaid meal period and two (2) paid fifteen (15) minute breaks.

The City offers a range of benefits which are detailed in the Collective Agreement and the HR Staff Policy Directives. These documents are available for review from Human Resources, your department, or our employee website. An overview of your entitlements follows:

- **Sick Leave:** Sick leave credits will be granted as outlined in the Collective Agreement, or one and one-half (1.5) days per completed month commencing with the completion of the first three (3) months of service. The City will honor your EPCOR service date of **s. 22** towards this waiting period. At that time, **Redacted S. 22** will be credited to your bank. These credits may be drawn upon for paid time off when unable to work due to illness or injury. Satisfactory medical evidence may be required, as per City policies.
- **MSP, Life Insurance and Accidental Death and Dismemberment Insurances, Extended Health, and Dental Benefits:** These benefits are provided on a cost-shared basis with 70% paid by the City and 30% by the employee and will commence November 1, 2015.

Human Resources
P: 604.541.2158 | F: 604.541.2150
City of White Rock
15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6

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Offer Employment – J. Foster

- **Vacation:** In 2015, you will receive 2.5 days (20 hours) for the remainder of the year, increasing to fifteen (15) days next year. Time is granted in full at the beginning of each calendar year, to be used by December 31. Your 2016 vacation entitlement will be 15 working days and future entitlements will be in accordance with the Collective Agreement.
- **Employee and Family Assistance Program:** You and your household are entitled to participate in our Employee Assistance Program. Our current provider is Peace Arch Community Services.
- **Pension:** Pension contributions to the Municipal Pension Plan will commence upon the successful completion of your probation period. The City and employee both contribute to this benefit.
- **Gratuity:** To recognize wellness, you may earn up to three (3) days credit in each completed calendar year based on sick leave usage.
- **Recreation Program for City Employees:** Each season you may register for approved Recreation programs after an annual nominal registration fee is paid. Details are available on the employee website or through the Recreation and Culture Department.

The terms of employment are outlined in more detail in the Collective Agreement and City policies. To indicate your acceptance of these terms, please sign in the space below.

We would be pleased to have you join our team!

Sincerely,



Jacquie Johnstone
Director, Human Resources

cc: G. St. Louis, Director, Engineering & Municipal Operations
Payroll
CUPE 402-01
Employee File

I have read the above and agree to the terms and conditions.

Redacted S. 22

OCT. 1/15
Date

October 6, 2015

Redacted S. 22

Delivered in person

Dear **Redacted S. 22**

RE: EMPLOYMENT OFFER - Redacted S. 22

It is my pleasure to write this letter outlining the City of White Rock's offer of regular full-time employment as **Redacted S. 22** commencing the day of asset transfer. This offer is subject to the transfer of assets from EPCOR to the Corporation of the City of White Rock.

To assist in your transition from EPCOR to the City, so long as you remain in your current position your hourly rate will be **s. 22**. In addition, you will receive any negotiated general pay increases. You will report to the **Redacted S. 22** and, as a unionized employee, you will be expected to pay union dues in accordance with the constitution and/or by-laws of CUPE 402-01.

In recognition of your service with EPCOR, your probation period has been waived for this appointment.

As a regular full-time employee, your weekly schedule shall be based on forty (40) hours per week, Monday through Friday. Your normal daily work hours will be discussed with you upon beginning in the position and will be eight and one half (8.5) hours, inclusive of a one half (1/2) hour unpaid meal period and two (2) paid fifteen (15) minute breaks.

The City offers a range of benefits which are detailed in the Collective Agreement and the HR Staff Policy Directives. These documents are available for review from Human Resources, your department, or our employee website. An overview of your entitlements follows:

- **Sick Leave:** Sick leave credits will be granted as outlined in the Collective Agreement, or one and one-half (1.5) days per completed month. Upon appointment with the City, **Redacted S. 22** will be credited to your bank. These credits may be drawn upon for paid time off when unable to work due to illness or injury. Satisfactory medical evidence may be required, as per City policies.
- **MSP, Life Insurance and Accidental Death and Dismemberment Insurances, Extended Health, and Dental Benefits:** These benefits are provided on a cost-shared basis with 70% paid by the City and 30% by the employee and will commence on the first of the month following your date of hire.

Human Resources
P: 604.541.2158 | F: 604.541.2150

City of White Rock
15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6

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www.whiterockcity.ca

- **Vacation:** In recognition that your current vacation is based on a service date of s. 22 [REDACTED] the City will honor this date to establish your paid annual vacation entitlement. Your remaining unused 2015 vacation, personal leave and banked overtime hours from EPCOR will be transferred to the City and are to be taken by December 31, 2015. Any remaining hours at that time will be paid out at the 2015 rate. Your 2016 vacation entitlement will be 30 working days. Time is granted in full at the beginning of each calendar year, to be used by December 31.
- **Employee and Family Assistance Program:** You and your household are entitled to participate in our Employee Assistance Program. Our current provider is Peace Arch Community Services.
- **Pension:** Pension contributions to the Municipal Pension Plan will commence immediately. The City and employee both contribute to this benefit.
- **Gratuity:** To recognize wellness, you may earn up to three (3) days credit in each completed calendar year based on sick leave usage.
- **Recreation Program for City Employees:** Each season you may register for approved Recreation programs after an annual nominal registration fee is paid. Details are available on the employee website or through the Recreation and Culture Department.

The terms of employment are outlined in more detail in the Collective Agreement and City policies. To indicate your acceptance of these terms, please sign in the space below.

Please indicate your response by no later than Friday October 9, 2015.

We would be pleased to have you join our team!

Sincerely,



Jacquie Johnstone
Director, Human Resources

cc: G. St. Louis, Director, Engineering & Municipal Operations
Payroll
CUPE 402-01
Employee File

I have read the above and agree to the terms and conditions.

Redacted S. 22

8 - Oct. 2015

Date

October 6, 2015

Redacted S. 22

Delivered in person

Dear **Redacted S. 22**

RE: **EMPLOYMENT OFFER - Redacted S. 22**
AMENDED October 6, 2015

It is my pleasure to write this letter outlining the City of White Rock's offer of regular full-time employment as **Redacted S. 22** commencing the day of asset transfer. This offer is subject to the transfer of assets from EPCOR to the Corporation of the City of White Rock.

To assist in your transition from EPCOR to the City, so long as you remain in your current position your hourly rate will be **s. 22**. In addition, you will receive any negotiated general pay increases. You will report to **Redacted S. 22** and, as a unionized employee, you will be expected to pay union dues in accordance with the constitution and/or by-laws of CUPE 402-01.

In recognition of your service with EPCOR, your probation period has been waived for this appointment.

As a regular full-time employee, your weekly schedule shall be based on forty (40) hours per week, through Friday. Your normal daily work hours will be discussed with you upon beginning in the position and will be eight and one half (8.5) hours, inclusive of a one half (1/2) hour unpaid meal period and two (2) paid fifteen (15) minute breaks.

The City offers a range of benefits which are detailed in the Collective Agreement and the HR Staff Policy Directives. These documents are available for review from Human Resources, your department, or our employee website. An overview of your entitlements follows:

- **Sick Leave:** Sick leave credits will be granted as outlined in the Collective Agreement, or one and one-half (1.5) days per completed month. Upon appointment with the City, **Redacted S. 22** will be credited to your bank. These credits may be drawn upon for paid time off when unable to work due to illness or injury. Satisfactory medical evidence may be required, as per City policies.
- **MSP, Life Insurance and Accidental Death and Dismemberment Insurances, Extended Health, and Dental Benefits:** These benefits are provided on a cost-shared basis with 70% paid by the City and 30% by the employee and will commence on the first of the month following your date of hire.

Human Resources
P: 604.541.2158 | F: 604.541.2150

City of White Rock
15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6

WHITE ROCK
My City by the Sea!

www.whiterockcity.ca

- **Vacation:** In recognition that your current vacation is based on a service date of **s. 22**, the City will honor this date to establish your annual paid vacation entitlement. Your remaining unused 2015 vacation, personal leave and banked overtime hours from EPCOR will be transferred to the City and are to be taken by December 31, 2015. Any remaining hours at that time will be paid out at the 2015 rate. Your 2016 vacation entitlement will be 20 working days. Time is granted in full at the beginning of each calendar year, to be used by December 31.
- **Employee and Family Assistance Program:** You and your household are entitled to participate in our Employee Assistance Program. Our current provider is Peace Arch Community Services.
- **Pension:** Pension contributions to the Municipal Pension Plan will commence immediately. The City and employee both contribute to this benefit.
- **Gratuity:** To recognize wellness, you may earn up to three (3) days credit in each completed calendar year based on sick leave usage.
- **Recreation Program for City Employees:** Each season you may register for approved Recreation programs after an annual nominal registration fee is paid. Details are available on the employee website or through the Recreation and Culture Department.

The terms of employment are outlined in more detail in the Collective Agreement and City policies. To indicate your acceptance of these terms, please sign in the space below.

Please indicate your response by no later than Friday October 9, 2015.

We would be pleased to have you join our team!

Sincerely,



Jacquie Johnstone
Director, Human Resources

cc: G. St. Louis, Director, Engineering & Municipal Operations
Payroll
CUPE 402-01
Employee File

I have read the above and agree to the terms and conditions.

Redacted S. 22

OCT. 7, 2015

Date

October 6, 2015

Redacted S. 22

Delivered in person

Dear **Redacted S. 22**

RE: **EMPLOYMENT OFFER - Redacted S. 22**
AMENDED October 6, 2015

It is my pleasure to write this letter outlining the City of White Rock's offer of regular full-time employment as **Redacted S. 22** commencing the day of asset transfer. This offer is subject to the transfer of assets from EPCOR to the Corporation of the City of White Rock.

To assist in your transition from EPCOR to the City, so long as you remain in your current position your hourly rate will be **s. 22**. In addition, you will receive any negotiated general pay increases. You will report to **Redacted S. 22** and, as a unionized employee, you will be expected to pay union dues in accordance with the constitution and/or by-laws of CUPE 402-01.

In recognition of your service with EPCOR, your probation period has been waived for this appointment.

As a regular full-time employee, your weekly schedule shall be based on forty (40) hours per week, Monday through Friday. Your normal daily work hours will be discussed with you upon beginning in the position and will be eight and one half (8.5) hours, inclusive of a one half (1/2) hour unpaid meal period and two (2) paid fifteen (15) minute breaks.

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WHITE ROCK
My City by the Sea!

www.whiterockcity.ca

Offer Employment – T. Nono

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Sincerely,



Jacquie Johnstone
Director, Human Resources

cc: G. St. Louis, Director, Engineering & Municipal Operations
Payroll
CUPE 402-01
Employee File

I have read the above and agree to the terms and conditions.

Redacted S. 22

8 OCTOBER 2015
Date

October 6, 2015

Redacted S. 22

Delivered in person

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RE: **EMPLOYMENT OFFER - Redacted S. 22**
AMENDED October 6, 2015

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As a regular full-time employee, your weekly schedule shall be based on forty (40) hours per week, Monday through Friday. Your normal daily work hours will be discussed with you upon beginning in the position and will be eight and one half (8.5) hours, inclusive of a one half (1/2) hour unpaid meal period and two (2) paid fifteen (15) minute breaks.

The City offers a range of benefits which are detailed in the Collective Agreement and the HR Staff Policy Directives. These documents are available for review from Human Resources, your department, or our employee website. An overview of your entitlements follows:

- **Sick Leave:** Sick leave credits will be granted as outlined in the Collective Agreement, or one and one-half (1.5) days per completed month. Upon appointment with the City, **Redacted S. 22** will be credited to your bank. These credits may be drawn upon for paid time off when unable to work due to illness or injury. Satisfactory medical evidence may be required, as per City policies.
- **MSP, Life Insurance and Accidental Death and Dismemberment Insurances, Extended Health, and Dental Benefits:** These benefits are provided on a cost-shared basis with 70% paid by the City and 30% by the employee and will commence on the first of the month following your date of hire.

Human Resources
P: 604.541.2158 | F: 604.541.2150

City of White Rock
15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6

WHITE ROCK
My City by the Sea!

www.whiterockcity.ca

Offer Employment – D. Brown

- **Vacation:** In recognition that your current vacation is based on a service date of **s. 22** [REDACTED] the City will honor this date to establish your paid annual vacation entitlement. Your remaining unused 2015 vacation, personal leave and banked overtime hours from EPCOR will be transferred to the City and are to be taken by December 31, 2015. Your 2016 vacation entitlement will be 30 working days. Time is granted in full at the beginning of each calendar year, to be used by December 31.
- **Employee and Family Assistance Program:** You and your household are entitled to participate in our Employee Assistance Program. Our current provider is Peace Arch Community Services.
- **Pension:** Pension contributions to the Municipal Pension Plan will commence immediately. The City and employee both contribute to this benefit.
- **Gratuity:** To recognize wellness, you may earn up to three (3) days credit in each completed calendar year based on sick leave usage.
- **Recreation Program for City Employees:** Each season you may register for approved Recreation programs after an annual nominal registration fee is paid. Details are available on the employee website or through the Recreation and Culture Department.

The terms of employment are outlined in more detail in the Collective Agreement and City policies. To indicate your acceptance of these terms, please sign in the space below.

Please indicate your response by no later than Friday October 9, 2015.

We would be pleased to have you join our team!

Sincerely,



Jacquie Johnstone
Director, Human Resources

cc: G. St. Louis, Director, Engineering & Municipal Operations
Payroll
CUPE 402-01
Employee File [REDACTED]

I have read the above and agree to the terms and conditions.

Redacted S. 22

7. OCT - 2015
Date

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From: [Bissoondatt, Dana](#)
To: [Paul Hildebrand](#)
Cc: [Henebury, Tracy](#); [Tiltgen, Dani](#)
Subject: RE: Employment Offer - Water Utility Employee
Date: Tuesday, October 27, 2015 5:55:57 AM
Attachments: [image001.jpg](#)

Paul, from our call last week I understand that offer and acceptance was pending for **s. 22** and subsequently heard that an offer was made to **Redacted S. 22**

Are you able to provide copies of those offers and acceptances or are they still in progress?

Dana

From: Bissoondatt, Dana
Sent: October-26-15 5:37 PM
To: 'Paul Hildebrand'
Subject: RE: Employment Offer - Water Utility Employee

Thanks Paul. We'll review and let you know if we need anything further.

Dana

From: Paul Hildebrand [<mailto:hildebrand@lidstone.info>]
Sent: October-26-15 3:40 PM
To: Bissoondatt, Dana
Subject: FW: Employment Offer - Water Utility Employee

Dana,

Here are the accepted offers.

Paul Hildebrand
Associate Counsel
LIDSTONE & COMPANY
Barristers and Solicitors
Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 P
604.899.2281 F
604.789.3258 C

From: Jacquie Johnstone [<mailto:JJohnstone@whiterockcity.ca>]
Sent: October-26-15 2:20 PM
To: Paul Hildebrand
Cc: Dan Bottrill
Subject: FW: Employment Offer - Water Utility Employee

Hi Paul,

Attached are the employment offer letters signed off by those who have already accepted.

JACQUIE JOHNSTONE

Director, Human Resources, City of White Rock

15322 Buena Vista Avenue, White Rock, BC V4B 1Y6

Tel: 604.541.2157 | www.whiterockcity.ca



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From: Dan Bottrill
Sent: Monday, October 26, 2015 9:00 AM
To: Jacquie Johnstone
Cc: Paul Hildebrand (hildebrand@lidstone.info)
Subject: FW: Employment Offer - Water Utility Employee

Hi Jacquie,

Please provide the information to Paul.

Thank you. Dan.

DAN BOTTRILL

Chief Administrative Officer, City of White Rock

15322 Buena Vista Avenue, White Rock, BC V4B 1Y6

Tel: 604.541.2133 | www.whiterockcity.ca



From: Paul Hildebrand [<mailto:hildebrand@lidstone.info>]
Sent: Monday, October 26, 2015 7:07 AM
To: Dan Bottrill; Schaafsma, Jeff
Subject: FW: Employment Offer - Water Utility Employee

Can you get these from Jackie?

Paul Hildebrand
Associate Counsel
LIDSTONE & COMPANY
Barristers and Solicitors

Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 P
604.899.2281 F
604.789.3258 C

From: Bissoondatt, Dana [<mailto:DBissoondatt@epcor.com>]
Sent: October-25-15 1:06 PM
To: Paul Hildebrand
Cc: Henebury, Tracy; sbatut@fasken.com
Subject: RE: Employment Offer - Water Utility Employee

Paul, thanks for providing this sample.

On Monday can you provide me with copies of the offers signed by the City and the employees? This is part of the closing deliveries anyway, but we'd like to take a quick look ahead of time so that we're clear on who has accepted and what, if any, actions we need to take on our side re the employees.

Dana

From: Paul Hildebrand [<mailto:hildebrand@lidstone.info>]
Sent: October-22-15 9:57 AM
To: Bissoondatt, Dana
Cc: Dan Bottrill; JJohnstone@whiterockcity.ca
Subject: FW: Employment Offer - Water Utility Employee

Dana,

Yesterday you raised the issue of the timing of the offers to employ Epcor personnel. I attach a sample offer – the one to **s. 22**. As you can see, it takes effect on the transfer of title. I am told that the other offers were similar in this regard.

Hopefully the attached puts that issue to rest.

Paul Hildebrand
Associate Counsel
LIDSTONE & COMPANY
Barristers and Solicitors
Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 P
604.899.2281 F
604.789.3258 C

From: Jacquie Johnstone [<mailto:JJohnstone@whiterockcity.ca>]
Sent: October-21-15 5:30 PM
To: Paul Hildebrand
Subject: Employment Offer - Water Utility Employee

Here you go Paul.

JACQUIE JOHNSTONE

Director, Human Resources, City of White Rock

15322 Buena Vista Avenue, White Rock, BC V4B 1Y6

Tel: 604.541.2157 | www.whiterockcity.ca



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From: Paul Hildebrand
To: "Bissoondatt, Dana"
Cc: Lindsay Parcels
Subject: FW: Employment Offer - Terpstra
Date: Friday, October 30, 2015 10:49:00 AM
Attachments: image001.jpg

Redacted S. 22

Dana,

Attached are the last two employment offers. **Redacted S. 22** offer has been accepted. I am instructed that **s. 22** has accepted orally, and written confirmation is expected shortly.

Paul Hildebrand
Associate Counsel
LIDSTONE & COMPANY
Barristers and Solicitors
Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 P
604.899.2281 F
604.789.3258 C

From: Jacquie Johnstone [mailto:JJohnstone@whiterockcity.ca]
Sent: October-30-15 9:31 AM
To: Paul Hildebrand
Cc: Dan Bottrill
Subject: Employment Offer - **s. 22**

Hi Paul,

Here is another signed off employment offer. We are expecting the last one, **Redacted S. 22**, early this afternoon.

s. 22 has verbally expected our offer. In the meantime, I have attached the unsigned offer letter.

JACQUIE JOHNSTONE
Director, Human Resources, City of White Rock
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6
Tel: 604.541.2157 | www.whiterockcity.ca



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October 27, 2015

Redacted S. 22

Delivered via email: Redacted S. 22

Dear s. 22

RE: EMPLOYMENT OFFER - Redacted S. 22

It is my pleasure to write this letter outlining the City of White Rock's offer of Redacted S. 22 employment as reporting to Redacted S. 22 commencing the day of asset transfer. This offer is subject to the transfer of assets from EPCOR to the Corporation of the City of White Rock. Redacted S. 22

You will be paid at Redacted S. 22 or s. 22 hourly and you will be expected to pay union dues in accordance with the constitution and/or by-laws of CUPE 402-01, which the City has agreed to forward to the Union. Your normal weekly schedule in your Redacted S. 22 appointment will be thirty five (35) hours, worked Monday through Friday from 8:30 a.m. to 4:30 p.m., exclusive of a one (1) hour unpaid lunch break and two (2) paid fifteen (15) minute breaks per day.

Your on-going work performance during your appointment will be reviewed based on the Work Plan that will be established and discussed with you shortly upon beginning in the role.

The City offers a range of benefits which are detailed in the Collective Agreement and the HR Staff Policy Directives. These documents are available for review from Human Resources, your department, or our employee website. Here is an overview of your entitlements:

- **Vacation:** Vacation credits will be granted as outlined in the Collective Agreement. In 2015, vacation will be granted on the basis of one-twelfth (1/12) of fifteen (15) working days for each month, or portion of a month greater than one-half (1/2), worked by December 31, 2015. In 2016, you will receive Redacted S. 22. Time is granted in full at the beginning of each calendar year, to be used by December 31.
- **Recreation Program for City Employees:** Each season you may register for approved Recreation and Culture programs after an annual nominal registration fee is paid. Details are available on the employee website or through the Recreation and Culture Department.

Human Resources
P: 604.541.2158 | F: 604.541.2150

City of White Rock
15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6



- **Pension:** Pension contributions to the Municipal Pension Plan will commence once you meet current eligibility requirements as outlined in the orientation process. The City and employee both contribute to this benefit.

The terms of employment are outlined in more detail in the Collective Agreement and City policies. To indicate your acceptance of these terms, please sign in the space below.

Please indicate your response by no later than end of day, Wednesday October 28, 2015.

We would be pleased to have you join our team!

Sincerely,



Jacquie Johnstone
Director, Human Resources

cc: Greg St. Louis, Director, Engineering and Municipal Operations
Payroll
CUPE 402-01
Employee File

I have read the above and agree to the terms and conditions.

Redacted S. 22

Oct. 30 2015

Date

October 27, 2015

Redacted S. 22

Delivered via email: **Redacted S. 22**

Dear **Redacted S. 22**

RE: **EMPLOYMENT OFFER - Redacted S. 22**

It is my pleasure to write this letter outlining the City of White Rock's offer of Regular Full-Time employment as **Redacted S. 22** commencing the day of asset transfer. This offer is subject to the transfer of assets from EPCOR to the Corporation of the City of White Rock. We recognize that you are currently **s. 22** **Redacted S. 22**

This letter also advises that your employment as **Redacted S. 22** will end upon your Regular-Full Time appointment with the City.

You will be paid at **Redacted S. 22** or **s. 22** and you will report to **Redacted S. 22** and you will be expected to pay union dues in accordance with the constitution and/or by-laws of CUPE 402-01, which the City has agreed to forward to the Union. So long as you remain in your Regular Full-Time position, your weekly schedule shall be based on forty (40) hours per week, worked Monday through Friday. Your normal daily work hours will be discussed with you upon beginning in the position and will be nine (9) consecutive hours, inclusive of a one (1) hour unpaid meal period and two (2) paid fifteen (15) minute breaks. In recognition of your service with EPCOR, your probation period has been waived.

The City offers a range of benefits which are detailed in the Collective Agreement and the HR Staff Policy Directives. These documents are available for review from Human Resources, your department, or our employee website.

An overview of your entitlements follows:

- **MSP, Extended Health, Dental Benefits, Life Insurance and Accidental Death and Dismemberment Insurances:** These benefits are provided on a cost-shared basis with 70% paid by the City and 30% by the employee and will commence on the first of the month following your date of hire. These benefits will continue during the period of time you are on leave provided that you make arrangements to pay the employee's share of the benefit premiums for that period. You do have the option to terminate or waive select benefits; however, you may be subject to Health Evidence requirements upon reinstating benefits at the time of your return to work. Please contact Hannah Edwards (hedwards@whiterockcity.ca or 604 541-2156) for more information and to finalize your decision.

Human Resources
P: 604.541.2158 | F: 604.541.2150

City of White Rock
15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6

1 of 2

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- **Vacation:** As a Regular Full-Time employee you will [Redacted S. 22]. In recognition that your vacation entitlement from EPCOR is based on a service date of [s. 22], the City will honor this date to establish your annual paid vacation entitlement. Upon your return in 2016, you will receive your current year vacation entitlement, pro-rated accordingly. In 2017, your full entitlement will be [Redacted S. 22]. Time is granted in full at the beginning of each calendar year, to be used by December 31.
- **Sick Leave:** Sick leave credits will be granted as outlined in the Collective Agreement, or one and one-half (1.5) days per completed month. Upon appointment with the City [Redacted S. 22] will be credited to your bank, which will be available to you upon your return if needed. These credits may be drawn upon for paid time off when unable to work due to illness or injury. Satisfactory medical evidence may be required, as per City policies.
- **Pension:** Pension contributions to the Municipal Pension Plan will commence immediately upon your return to work. The City and employee both contribute to this benefit.
- **Employee and Family Assistance Program:** You and your household are entitled to participate in our Employee Assistance Program. Our current provider is Peace Arch Community Services.
- **Gratuity:** To recognize wellness, you may earn up to three (3) days credit in each completed calendar year based on sick leave usage. Earned gratuity is paid out when you leave the service, provided that you have completed at least three (3) years of service with the Corporation.
- **Recreation Program for City Employees:** Each season you may register for approved Recreation programs after an annual nominal registration fee is paid. Details are available on the employee website or through the Recreation and Culture Department.

The terms of employment are outlined in more detail in the Collective Agreement and City policies. To indicate your acceptance of these terms, please sign in the space below.

We would be pleased to have you join our team in this capacity!

Sincerely,



Jacquie Johnstone
Director, Human Resources

cc: Janene Brierley-Green, Manager, Revenue Services
Payroll
CUPE 402-01
Employee File

I have read the above and agree to the terms and conditions.

Redacted S. 22

Date

46/73

From: Paul Hildebrand
To: "Bissoondatt, Dana"; JJohnstone@whiterockcity.ca
Cc: Tiltgen, Dani; Corkery, Vincent; Henebury, Tracy; Lindsay Parcels; Dan Bottrill
Subject: RE: settlement privilege
Date: Thursday, October 29, 2015 3:17:00 PM
Attachments: image001.gif

I have some difficulty with this.

Items 1 and 2 are not a problem.

I have some problem with 3. Please provide a breakdown, and an explanation of why there was liability, in respect of the items in 3.

settlement privilege

However, at least some of the items you describe do not appear to fit any of those categories.

Paul Hildebrand
Associate Counsel
LIDSTONE & COMPANY
Barristers and Solicitors
Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 P
604.899.2281 F
604.789.3258 C

From: Bissoondatt, Dana [mailto:DBissoondatt@epcor.com]
Sent: October-29-15 2:18 PM
To: Paul Hildebrand; JJohnstone@whiterockcity.ca
Cc: Tiltgen, Dani; Corkery, Vincent; Henebury, Tracy; Lindsay Parcels
Subject: Severance Amount

Paul and Jacquie,

The total for the **settlement privilege**. For the remainder of the amount, namely , I have the following information (note the figures are rounded):

settlement privilege, s. 22

As per our purchase agreement, we're entitled to enter into a **settlement privilege**
[REDACTED] We confirm that the above is indeed in accordance
with those policies.

We trust that this information will be useful for your purposes.

Dana

cid:164514113@28092011-1866



Dana Bissoondatt
Senior Counsel, Corporate/Project Development

EPCOR Utilities Inc.
2000 – 10423 101 Street NW
Edmonton, AB T5H 0E8
Phone: (780) 412-3239
Fax: (780) 441-7118
epcor.com

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47/74

From: Paul Hildebrand
To: "Bissoondatt, Dana"; JJohnstone@whiterockcity.ca; Dan Bottrill; "Schafer, Andrew"; "Sandra Kurylo"
Cc: Tiltgen, Dani; Corkery, Vincent; Henebury, Tracy; Lindsay Parcels
Subject: RE: settlement privilege
Date: Thursday, October 29, 2015 4:21:00 PM
Attachments: image001.gif

Dana,

My earlier e-mail was based on my own view of the agreement. I have now received instructions that settlement privilege

settlement privilege

settlement privilege

Paul Hildebrand
Associate Counsel
LIDSTONE & COMPANY
Barristers and Solicitors
Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 P
604.899.2281 F
604.789.3258 C

From: Bissoondatt, Dana [mailto:DBissoondatt@epcor.com]
Sent: October-29-15 2:18 PM
To: Paul Hildebrand; JJohnstone@whiterockcity.ca
Cc: Tiltgen, Dani; Corkery, Vincent; Henebury, Tracy; Lindsay Parcels
Subject: Severance Amount

Paul and Jacquie,

The total for the settlement privilege. For the remainder of the amount, namely , I have the following information (note the figures are rounded):

settlement privilege, s. 22

As per our purchase agreement, we're entitled to enter into a **settlement privilege** [REDACTED] We confirm that the above is indeed in accordance with those policies.

We trust that this information will be useful for your purposes.

Dana

cid:164514113@28092011-1866



Dana Bissoondatt
Senior Counsel, Corporate/Project Development

EPCOR Utilities Inc.
2000 – 10423 101 Street NW
Edmonton, AB T5H 0E8
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epcor.com

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