

Russell, Shannon CITZ:EX

Subject: 4:15-5:15pm - Meeting to Discuss FOI Projects
Location: MO

Start: Tue 2018-09-04 4:15 PM
End: Tue 2018-09-04 5:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: MINCAL, CITZ CITZ:EX
Required Attendees: Russell, Shannon CITZ:EX

Attending:

Minister
Shannon
Jill
David Curtis



RE: Meeting re
FOI Projects



RE: Meeting



Meeting

Please set up a meeting for MJS, me/Amanda, Jill and David for September 5th to discuss FOI projects. This meeting should be held outside of the roundtable briefing and we'll need one hour. David will most likely bring some of his team but I think it could still be held in MJS' office.

Amanda and I will need to have a pre-meeting with David (and Jill) the end of next week^{s.22}
s.22 Please set aside an hour for this meeting.

Thanks,
Shannon

Shannon Russell
Senior Ministerial Assistant to Jinny Sims
Minister of Citizens' Services
Shannon.Russell@gov.bc.ca | 250-387-9699

Russell, Shannon CITZ:EX

From: Moreau, Denise CITZ:EX
Sent: August 10, 2018 11:38 AM
To: Fleurant, Kathleen CITZ:EX; Molyneux, Jennifer CITZ:EX
Subject: RE: Meeting re FOI Projects

This meeting can be confirmed for Sep 4th at 2:45 for one hour. Jill has confirmed that CJ must attend the conflicting DM Committee meeting and is comfortable with it going ahead without her.
Jen- please ensure CJ is advised of the meeting even though she cannot attend.

From: Fleurant, Kathleen CITZ:EX
Sent: August 10, 2018 9:10 AM
To: Moreau, Denise CITZ:EX
Cc: Molyneux, Jennifer CITZ:EX ; Cook, Jeannette CITZ:EX
Subject: RE: Meeting

Sorry – to add to this... if it's easier to schedule we can bump the time for the meeting to 2:45 – 3:45pm.

From: Fleurant, Kathleen CITZ:EX
Sent: Friday, August 10, 2018 9:09 AM
To: Moreau, Denise CITZ:EX
Cc: Molyneux, Jennifer CITZ:EX; Cook, Jeannette CITZ:EX
Subject: RE: Meeting

Hi Denise,

As per the conversations below; are you able to confirm if the Sept 4th Meeting to Discuss FOI projects can be confirmed?

Thanks,
K

From: Molyneux, Jennifer CITZ:EX
Sent: Thursday, August 9, 2018 12:24 PM
To: Fleurant, Kathleen CITZ:EX
Subject: RE: Meeting

That works for August 16th. I've sent David a meeting request.

From: Fleurant, Kathleen CITZ:EX
Sent: August 9, 2018 11:56 AM
To: Molyneux, Jennifer CITZ:EX <Jennifer.Molyneux@gov.bc.ca>
Cc: Cook, Jeannette CITZ:EX <Jeannette.Cook@gov.bc.ca>; Moreau, Denise CITZ:EX <Denise.Moreau@gov.bc.ca>
Subject: RE: Meeting

Hi Jennifer,

Shannon has requested an hour for each meeting. Let me know if that still works for August 16th?

Thanks,

K

From: Molyneux, Jennifer CITZ:EX
Sent: Thursday, August 9, 2018 11:49 AM
To: Fleurant, Kathleen CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Moreau, Denise CITZ:EX
Subject: RE: Meeting

Hi Kathleen,

Pre-brief with Jill and David works for August 16th at 1:00 pm. I'm assuming it's for 30 minutes? I'm still waiting for staff member names for the Sept 4th meeting. As soon as I receive that, I will let you know. Thanks.

From: Molyneux, Jennifer CITZ:EX
Sent: August 9, 2018 11:27 AM
To: Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>
Cc: Cook, Jeannette CITZ:EX <Jeannette.Cook@gov.bc.ca>; Moreau, Denise CITZ:EX <Denise.Moreau@gov.bc.ca>
Subject: RE: Meeting

Hi Kathleen,

I'm just waiting for David's office to confirm if he is available on August 16th at 1:00 pm for the pre-brief and whom he will be bringing to the Sept 4th meeting. Once I receive that info, I will let you know. Thanks.

From: Fleurant, Kathleen CITZ:EX
Sent: August 8, 2018 4:29 PM
To: Molyneux, Jennifer CITZ:EX <Jennifer.Molyneux@gov.bc.ca>
Cc: Cook, Jeannette CITZ:EX <Jeannette.Cook@gov.bc.ca>; Moreau, Denise CITZ:EX <Denise.Moreau@gov.bc.ca>
Subject: FW: Meeting

Hi Jennifer,

As per Shannon's message below – I have put a hold in the calendar for September 4th from 3:15 to 4:15pm. Can you please confirm if this will work with David's schedule. Please also confirm any additional attendees from David's team.

Can you also confirm if Thursday, August 16th at 1:00pm would work for the pre-meeting with David and Jill.

Thanks,
Kathleen

From: Russell, Shannon CITZ:EX
Sent: Wednesday, August 8, 2018 3:34 PM
To: Fleurant, Kathleen CITZ:EX
Cc: van Baarsen, Amanda HLTH:EX
Subject: Meeting

Please set up a meeting for MJS, me/Amanda, Jill and David for September 5th to discuss FOI projects. This meeting should be held outside of the roundtable briefing and we'll need one hour. David will most likely bring some of his team but I think it could still be held in MJS' office.

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Thanks,
Shannon

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Senior Ministerial Assistant to Jinny Sims
Minister of Citizens' Services
Shannon.Russell@gov.bc.ca / 250-387-9699

Russell, Shannon CITZ:EX

From: Molyneux, Jennifer CITZ:EX
Sent: August 13, 2018 10:42 AM
To: Fleurant, Kathleen CITZ:EX; Moreau, Denise CITZ:EX
Cc: Cook, Jeannette CITZ:EX
Subject: RE: Meeting

Hi Kathleen,

September 4 from 2:45 to 3:45 pm works for David for the FOI Projects meeting. I've sent him the meeting invite.

Thanks.

From: Fleurant, Kathleen CITZ:EX
Sent: August 10, 2018 9:10 AM
To: Moreau, Denise CITZ:EX
Cc: Molyneux, Jennifer CITZ:EX ; Cook, Jeannette CITZ:EX
Subject: RE: Meeting

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Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: MINCAL, CITZ CITZ:EX
Required Attendees: Russell, Shannon CITZ:EX; van Baarsen, Amanda CITZ:EX

Categories: Internal Meetings

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, September 24, 2018 3:16 PM
To: Russell, Shannon CITZ:EX
Subject: FW: Sept 18 Roundtable - Updated DBN Bill 6
Attachments: DN- to Bring Bill 6 2017 into force.docx

Importance: High

Hi Shannon,

I looks like I didn't send this one over to you. For Minister's approval and signature.

Thanks,
K

From: Cook, Jeannette CITZ:EX
Sent: Wednesday, September 19, 2018 2:36 PM
To: Fleurant, Kathleen CITZ:EX
Cc: Molyneux, Jennifer CITZ:EX
Subject: Sept 18 Roundtable - Updated DBN Bill 6

Hi Kathleen,

I understand that a couple of changes were requested to the Bill 6 decision note at the roundtable meeting. Attached is the updated version for Minister's approval & signature.

Many thanks.
JC

Jeannette Cook | Director, Executive Operations
Deputy Minister's Office | Ministry of Citizens' Services
Ph: 250 387-8817 | **e:** jeannette.cook@gov.bc.ca

2018 Decision Note Advice to Minister

Date: September 10, 2018

Ref: 110427

Issue: s.12,s.13

Recommendation:

s.12,s.13

Next Steps:

s.12,s.13

- Bill 6-2017 is proposed to come into force on March 31, 2019.
- In the interim, government records are being created and managed in compliance with existing policy.
- A public announcement could be scheduled to align with the date upon which the OIC is deposited (March 2019).

Background / Facts:

- On March 16, 2017, the *Information Management (Document Government Decisions) Amendment Act* (Bill 6-2017) received Royal Assent.
- Among other things, the Bill amended the IMA to require heads of government bodies to ensure that an "appropriate system" is in place for creating and maintaining government information that is an "adequate record" of that government body's decisions.
- The requirement to document government decisions is not new. Government core policy already requires ministries to "create and retain a full and accurate record documenting decisions and actions." Additionally, there are numerous program-specific policies and legislation that set out other documentation requirements.
- Bill 6-2017 formalized the existing general obligation in law. It also extended the application of this requirement to the non-ministry government bodies listed in the regulation to the IMA.
- In 2016, the BC NDP indicated its support for the creation of a "duty to document" in response to a survey from the BC Freedom of Information and Privacy Association.

s.12,s.13

Analysis:
s.12,s.13

s.12,s.13

Approved / Not Approved

Minister to specify if the recommendation has been approved or simply not approved.

Honourable Jinny Jogindera Sims

Date

Attachment: s.12,s.13

Contact: *David Curtis, Assistant Deputy Minister, Chief Records Officer
Corporate Information and Records Management Office (778) 698-5845*

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Withheld pursuant to/removed as

s.12;s.13

Russell, Shannon CITZ:EX

From: Cook, Jeannette CITZ:EX
Sent: August 29, 2018 3:36 PM
To: Gervais, Dominique CITZ:EX
Cc: Fleurant, Kathleen CITZ:EX; van Baarsen, Amanda CITZ:EX; Campbell, Sarah CITZ:EX
Subject: Sept 4 - FOI Briefing
Attachments: s.12,s.13 Documenting Government Decisions - Project Status Dashboard.docx; Non-Legislative Activities - Project Status Dashboard.docx; s.12,s.13 · Project Status Dashboard.docx; 2018 August - CIRMO Strategic Projects Dashboard.docx

Hi there,

Please see attached material for Minister's briefing on the FOI Projects for Tuesday.

Cheers,
JC

Jeannette Cook | Director, Executive Operations
Deputy Minister's Office | Ministry of Citizens' Services
Ph: 250 387-8817 | *e:* jeannette.cook@gov.bc.ca

2018 Information Note Advice to Minister

Date: August 27, 2018

Ref: 110428

Issue: Project Overview and Status Report: Minister's Mandate to "Improve access to information rules to provide greater public accountability".

Conclusion:

- s.12

-

Background / Facts:

- CIRMO is continuing work on three priority streams of work:
 - Implementation of Bill 6-2017, which includes the requirement to document government decisions.
 - Non-legislative initiatives focused on improving transparency and accountability.
 - s.12,s.13
- No public announcements associated with the three work streams are anticipated prior to their completion.

Analysis:

- These three streams of work are under tight time constraints and involve significant workloads.
- The work is currently on schedule. Updates on the status of the three work streams and any emergent issues will be provided on a monthly basis.

Documenting Government Decisions

- Training and change management activities for affected stakeholders will begin soon.
- CIRMO is developing a suite of resources and materials to support ministries and government bodies in understanding and complying with the new requirement.

Non-Legislative Activities

- A number of initiatives are either ongoing or planned, which support the overall objectives of increased transparency and accountability.

s.12,s.13

s.12,s.13,s.14

Contact: *David Curtis, Assistant Deputy Minister and Chief Records Officer, (778) 698-5845*

Attachments: *2018 August – CIRMO Strategic Projects Dashboard*
 Documenting Government Decisions - Project Status Dashboard
 Non-Legislative Activities – Project Status Dashboard
s.12,s.13 *– Project Status Dashboard*

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s.12;s.13

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s.12;s.14

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