

## **Doyle, Dan PREM:EX**

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**From:** Southern, Evan PREM:EX  
**Sent:** Monday, October 26, 2015 9:36 AM  
**To:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; McPhee, Jordan PREM:EX; Gjoka, Ina PREM:EX; Ives, Andrew PREM:EX; Oliphant, Sam PREM:EX; Toda, Sarah PREM:EX; Grant, Wade PREM:EX; Kay, Maclean PREM:EX; Dolan, Chelsea PREM:EX; Carey, Linda J PREM:EX; Bremner, Virginia PREM:EX  
**Cc:** Leamy, Michelle T PREM:EX  
**Subject:** FOI Protocol  
  
**Categories:** Premier's Office

Hi all,

Effective immediately, this is the new process for how we handle FOI requests directed to the Executive Branch. The Deputy Minister Office will be sending you an email that contains the wording of the request plus a date range by which you are to respond back to them with either records pertaining to that request or a 'no records response'.

If you have any questions on this process, please don't hesitate to ask either myself or Michelle Leamy.

Thank you  
Evan

**Evan Southern**  
Director of Issues Management  
Office of the Premier  
C: s.17

## Doyle, Dan PREM:EX

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**From:** Strongitharm, Bruce FLNR:EX  
**Sent:** Monday, October 26, 2015 3:27 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** FW:  
  
**Categories:** COS

fyi

**From:** Barnett, Donna [<mailto:D.Barnett@leg.bc.ca>]  
**Sent:** Monday, October 26, 2015 3:21 PM  
**To:** Strongitharm, Bruce FLNR:EX  
**Subject:** Re:

I have received and read. Thanks Donna

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** Strongitharm, Bruce FLNR:EX  
**Sent:** Monday, October 26, 2015 1:03 PM  
**To:** Barnett, Donna; Morris, Mike  
**Subject:**

I need you to confirm to me that you have received and read the message from the Premier. Lisa in our office has applied for an email address and we expect to have them today or tomorrow.

Thnaks  
Bruce

## **Doyle, Dan PREM:EX**

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**From:** Strongitharm, Bruce FLNR:EX  
**Sent:** Monday, October 26, 2015 1:28 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** FW:

**Categories:** COS

fyi

**From:** Morris, Mike [<mailto:M.Morris@leg.bc.ca>]  
**Sent:** Monday, October 26, 2015 1:22 PM  
**To:** Strongitharm, Bruce FLNR:EX; Barnett, Donna  
**Subject:** Re:

Received, read and understood.

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** Strongitharm, Bruce FLNR:EX  
**Sent:** Monday, October 26, 2015 1:03 PM  
**To:** Barnett, Donna; Morris, Mike  
**Subject:**

I need you to confirm to me that you have received and read the message from the Premier. Lisa in our office has applied for an email address and we expect to have them today or tomorrow.

Thnaks  
Bruce

**Doyle, Dan PREM:EX**

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**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark  
**Attachments:** 2015 10 23 Memo.pdf

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark





October 23, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

Until Mr. Loukidelis completes his work, I am further directing my Cabinet Ministers and all political staff, to keep all the emails they send, regardless of whether they are transitory or not.

There can be conflicting views on how the rules have been applied over the decades. It is my expectation that we do our utmost to follow the regulations around Freedom of Information. But, we also need to recognize that technology, as well as public expectations are evolving.

We can, and should, take this additional step to give our citizens greater confidence that their government is open and accountable.

Sincerely,

Christy Clark  
Premier

**Doyle, Dan PREM:EX**

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**From:** Doyle, Dan PREM:EX  
**Sent:** Wednesday, October 21, 2015 3:16 PM  
**To:** s.22  
**Subject:** Need some advice

David

We have met in the past but you may not remember me. I am presently the Chief of Staff to Premier Clark. We have an FOI issue that I would like your advice on or more specifically help with. You can reach me on this email or my cell phone<sup>s.17</sup> Looking forward to hearing back from you

Dan Doyle

Sent from my iPhone

**Doyle, Dan PREM:EX**

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**From:** s.17  
**Sent:** Friday, October 23, 2015 10:53 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Memo  
**Attachments:** 2015 10 23 Memo.doc

Dan, as discussed. Please send this memo to all Political Staff



October 23, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

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Sincerely,

Christy Clark  
Premier

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## STATEMENT

For Immediate Release  
[release number]  
October 22, 2015

Ministry of Technology,  
Innovation and Citizens' Services

### **Minister responds to Information and Privacy Commissioner's report**

VICTORIA – Technology, Innovation and Citizens' Services Minister Amrik Virk made the following statement in response to the Office of the Information and Privacy Commissioner's latest Report.

"On behalf of the government of British Columbia, I would like to thank the Information and Privacy Commissioner for the report.

All government employees have a responsibility to ensure they are properly responding to freedom of information requests. The Commissioner has made a number of important findings that we take seriously and government is committed to acting on her recommendations.

At the direction of the Premier, I have asked the former B.C. Information and Privacy Commissioner David Loukidelis to advise government on how to address the recommendations. Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

Government is already addressing a number of the recommendations. This includes the Ministry of Transportation and Infrastructure's agreement to provide the additional 36 pages of information and the Ministry of Advanced Education's commitment to provide the requested 20 email records. Both information releases will be in accordance with the Freedom of Information and Protection of Privacy Act.

We intend to address outstanding recommendations as swiftly as possible. For example, the Office of the Premier has confirmed they will strengthen their process of documenting and tracking Freedom of Information requests. The Office will also assign responsibility for Freedom of Information coordination to the Deputy Minister's Office. A number of other recommendations that require both policy and operational considerations will require more time for review.

Two of the Commissioner's recommendations also involve changes to existing legislation. Government will refer these recommendations to the all-party Special Committee reviewing the *Freedom of Information and Protection of Privacy Act*. This referral will include a request to look at the practices of other provinces and jurisdictions.

Aspects of the report touch on personnel and legal matters. Given our obligations to protect the privacy of employees and respect for due process, we will not be commenting on these elements.

Earlier this year government passed the *Information Management Act* and created a Chief Records Officer. This position helps ensure the retention and management of important government records so they are available for operational use and for freedom of information requests.

Our government remains committed to being as open and transparent as possible. Over the last five years government has responded to over 43,000 Freedom of Information requests. Government also has almost 1 million boxes of securely stored records in its possession and an additional 40,000 boxes are added per year.

Contact:  
Government Communications and Public Engagement  
Ministry of Technology, Innovation and Citizens' Services  
250 889-1121

**Doyle, Dan PREM:EX**

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**From:** Toda, Sarah PREM:EX  
**Sent:** Monday, October 19, 2015 9:23 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** FW: Embargoed: OIPC Investigation Report F15-03  
**Attachments:** s.3

FYI - credentials to open Investigation Report F15-03:

s.15

s.3

Page 011 to/à Page 073

Withheld pursuant to/removed as

s.3

**Doyle, Dan PREM:EX**

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**From:** Doyle, Dan PREM:EX  
**Sent:** Monday, October 26, 2015 12:27 PM  
**To:** Leamy, Michelle T PREM:EX  
**Subject:** Memo from PCC

Michelle,

Please keep a copy of the Premier's memo from last week in each political staff members file along with their confirmation that they have received it and will abide by it.

Thanks,

Dan



**Doyle, Dan PREM:EX**

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**From:** De Wit, Antoinette PREM:EX  
**Sent:** Monday, October 26, 2015 9:51 AM  
**To:** Doyle, Dan PREM:EX  
**Cc:** Toda, Sarah PREM:EX  
**Subject:** TRANSITORY MESSAGES

Dan, I am not sure if you are going to put together a clear explanation to all staff so they better understand the word 'transitory', but I looked up the Federal explanation/document from the Information Commissioner of Canada and that resource might complement the BC document which I have also attached.

The dictionary definition of the word ***transitory*** can be somewhat ambiguous and since it is a word we have probably never heard of in any other aspect of our lives and have likely never used it, it is understandable why mistakes can be made.

If you are going to convene a staff gathering to ensure we get it right, please do invite me along.

Thanks Dan.



transitoryug.pdf



records.pdf

## GOVERNMENT RECORDS SERVICE GUIDE

### TRANSITORY RECORDS

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Many records do not need to be retained. The Transitory Records Schedule authorizes you to dispose of records of temporary value as soon as their business use ends. This guide will help you identify these records.

#### What is a transitory record?

Transitory records are records of temporary usefulness that are needed only for a limited period of time in order to complete a routine action or prepare a final record.

As with all records, they can exist in any format or medium (paper or electronic), and can be created and shared using a variety of technologies (e.g., email, social media, Live Meeting, SharePoint, wikis).

Transitory records are **not** required for financial, legal, audit or statutory purposes and are not regularly filed in the office recordkeeping system.

They do not need to be filed using the *Administrative Records Classification System (ARCS)* or your office's *Operational Records Classification System (ORCS)*.

#### Examples of transitory records:

- advertising material
- announcements of social events
- cc copies (unless you are the main staff member responsible for the matter)
- copies created for convenience/reference purposes
- email conveying an attachment (providing it doesn't add value to the attachment)
- meeting arrangements
- personal messages
- simple messages reflecting commonplace interactions (e.g., a request to call someone)
- outlines, calculations, preliminary notes and other rough content used to prepare a final record
- drafts and revisions that are not needed to document decisions and associated approvals
- routine correspondence about drafts and revisions

See the Quick Reference Guide on last page for more examples.

#### Who can apply this schedule?

You can! You simply need to use your judgment to determine whether a record is, or is not, transitory. The authority to identify transitory records is delegated to each BC government employee.

**However: DO NOT destroy any transitory records that are relevant to a FOIPPA request or legal discovery.**

## TRANSITORY RECORDS

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### What isn't a transitory record?

A record's content and context determines whether it is transitory, not its format or storage medium. If an email, significant draft, or other record is essential to understanding government business, e.g., how a particular decision was reached, then the record is non-transitory and must be kept.

Non-transitory records need to be filed and saved in accordance with the appropriate government records schedule (i.e., *ARCS/ORCS* classification).

### Examples of non-transitory records:

- work unit activities documentation (e.g., work schedules, assignments, etc.)
- useful information that helps explain the history of a relationship, decision or project
- drafts or revisions with information about a decision or associated approvals that is unavailable elsewhere (e.g., directions to change a proposal and recommend a different course of action)
- a final report with recommendations
- formal communication about official business
- policies and directives
- decision records, instructions, and advice
- meeting agendas and minutes
- documentation of a policy matter or how a case was managed
- documentation of initiation, authorization, or completion of business transactions
- documentation that is evidence of a significant action (e.g., verification or approval to proceed)

### Why Managing Transitory Records Is Important

By promptly removing transitory records, employees are better able to identify and file key records into their office recordkeeping system, where they can be easily found. As well, government avoids unnecessary costs for storing and processing transitory records.

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### Additional Information

Contact your [Records Officer](#) or check out the other [RM Guides](#).

## TRANSITORY RECORDS

## Quick Reference Guide to Transitory Records

WHAT	SHORT DEFINITION	EXAMPLES
1. <b>Records of Short-term Use</b>	Records created or received for informational purposes only; OR convenience copies for reference or ease of use (i.e., the official copy has been filed in the <u>office recordkeeping system</u> )	<ul style="list-style-type: none"> <li>◦ Messages (e.g., email, voicemail, instant messages) that are not required to document a decision, action, or transaction</li> <li>◦ Duplicate copies, partial copies or extracts no longer needed for reference purposes</li> <li>◦ Input source documents no longer required</li> </ul>
2. <b>Working Materials, Drafts, and Revisions</b>	Preliminary versions and supplementary documentation used to prepare a final document, which DO NOT indicate new decisions or provide approvals and are not specified in another records schedule (e.g., <u>ARCS</u> or your <u>ORCS</u> )	<ul style="list-style-type: none"> <li>◦ Drafts and revisions that provide no information on decisions or approvals that cannot be found elsewhere</li> <li>◦ Rough notes, calculations, outlines, lists of ideas or suggestions</li> <li>◦ Newspapers or magazines used for compiling daily 'news clippings' (physical or electronic)</li> </ul>
3. <b>Advertising and Promotional Material from the Private Sector</b>	Advertising and promotional material from businesses or business professionals which DOES NOT relate to a transaction with a private sector provider	<ul style="list-style-type: none"> <li>◦ Company profiles, pamphlets</li> <li>◦ Direct mail/email notices and bulletins</li> <li>◦ Catalogues</li> <li>◦ Free trial CDs and DVDs</li> <li>◦ Course and seminar announcements</li> </ul>
4. <b>Supplies of BC Government Publications and Blank Forms</b>	Stocks of publications and blank forms which have no further usefulness	<ul style="list-style-type: none"> <li>◦ Blank forms, including blank e-forms and e-templates</li> <li>◦ Blank stationary with out-of-date information</li> <li>◦ Out-of-date published material (e.g., pamphlets, brochures, and newsletters)</li> </ul>

**Dispose of Transitory Records as soon as you are finished with them!**

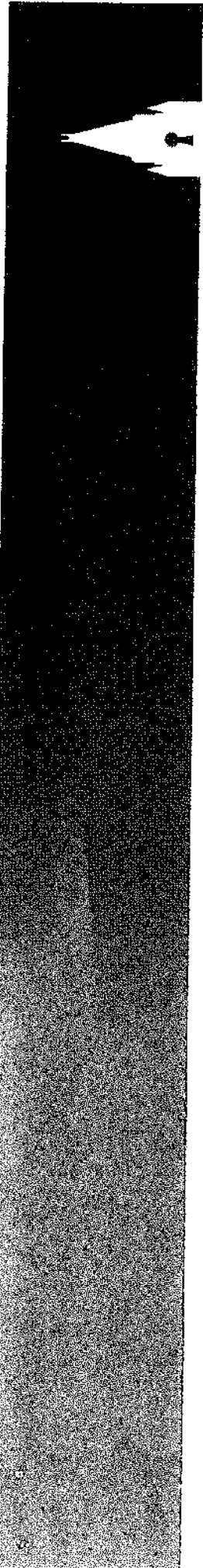


Information  
Commissioner  
of Canada

Commissaire  
à l'information  
du Canada

# Records Management and You!





# Your responsibilities as a Government of Canada employee

## WHAT YOU'LL LEARN



- Your records management responsibilities
- What an official record is
- What a transitory record is
- When a transitory record may not be deleted
- How and where to save an official record

## WHAT YOU NEED TO KNOW



1. YOU are now responsible for managing information in the workplace.
2. Identifying and saving official records is a very important part of that responsibility.
3. Identifying and deleting transitory records is almost as important.



# OFFICIAL RECORDS



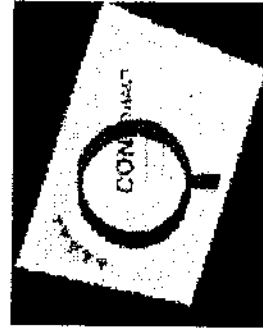
In order to ensure that the Government of  
Canada can provide  
documentary evidence  
of all of its activities,  
all GoC employees must be  
diligent about saving official records.

# TRANSITORY RECORDS



In order to ensure that the Government of Canada can support its information systems and produce relevant information with ease and accuracy upon its request, all GoC employees must be diligent about deleting transitory records and personal information.

All employees must be able to  
identify an official record



## OFFICIAL RECORD: DEFINITION

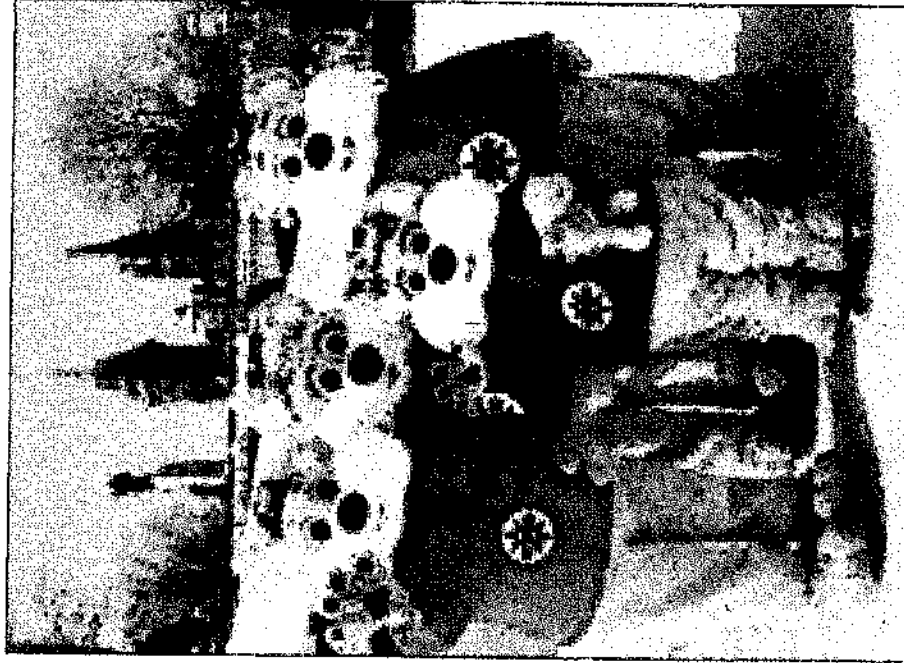


Official records document or provide evidence of a department's business activities.

**You must save all of your official records**

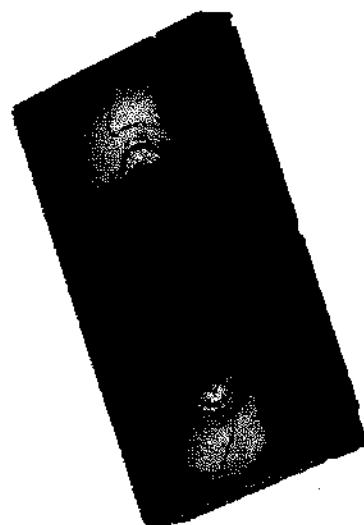
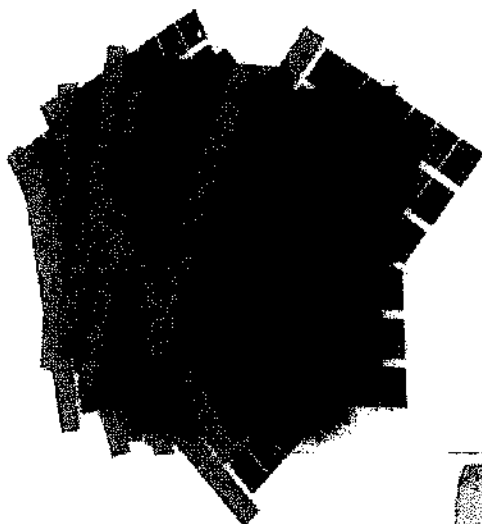
## DID YOU KNOW?

That the Winterlude Ice Hog's Costume is an official record of the National Capital Commission?



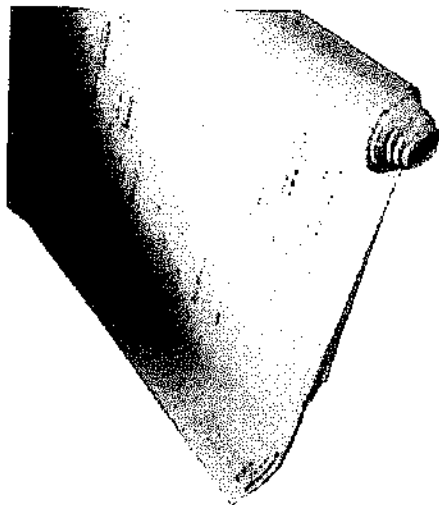
# RECORDS CAN EXIST IN ALL MEDIA:

Paper, electronic,  
microfiche, vinyl,  
magnetic tape, cloth  
and more



# RECORDS CAN BE:

Correspondence - Paper and Email	Sticky notes	Drawings
Maps	Reports	Plans
Calendars	Diagrams, pictorials or graphic works	Films
Sound recordings	Any documentary material	





# OFFICIAL RECORDS

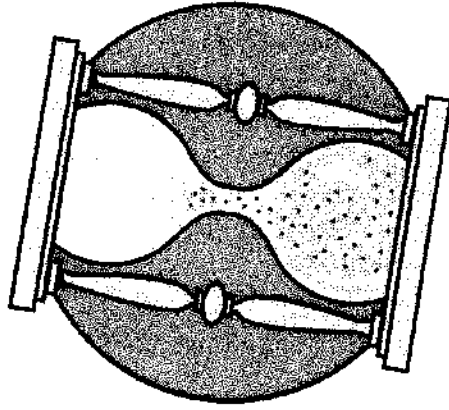


Any of the following would be considered official records:

- Briefing notes, directives, policies, final reports and recommendations.
- Workplans, schedules, assignments and performance results.
- Materials that document a business decision, a business transaction or the position of the department.
- Business deliverables.
- Materials of historical or research importance.
- Information and deliverables from outside sources.
- Agendas and meeting minutes.
- Documents that result in a decision, or that result in the implementation of a policy or activity.
- Documents that require a signature (must be printed and filed as hard copy).
- Materials that would allow for the reconstruction of the evolution of policy and program decisions.
- Materials that would be required to support a financial, administrative, or legal audit.



All employees must regularly delete  
transitory records



## TRANSITORY RECORD: DEFINITION



Transitory records are information sources that are only required for a limited period of time, in order to complete a routine action or to prepare a subsequent record.

You **must dispose of or delete** transitory records once they have served their purpose and no longer have value to the organization.

# TRANSITORY RECORDS:

Any of the following would be considered transitory records:

- Duplicate copies used for convenience or reference (originally maintained by somebody else)
- Information received as part of a distribution list
- Miscellaneous, "FYI" notices or memoranda on meetings, holidays, charitable campaigns, boardroom reservations etc.
- Casual communications and personal messages
- Photocopies of departmental publications
- Draft documents where all critical content changes have been incorporated into a subsequent document
- Working versions not communicated outside of your office

## TRANSITORY RECORDS AND ATIP



*“It is **unlawful** to delete any transitory record (email or document), once a formal ATIP or Privacy request is received or anticipated by the Department, relating to the subject.”*

- All documents/records – both official and transitory - are subject to ATIP legislation
- It is illegal to delete transitory records that are required for an active or anticipated ATIP request, litigation or official investigation.
- Personal comments in documentary materials **cannot be removed** when providing records in response to an ATIP request.

DO WE REALLY NEED TO DELETE  
TRANSITORY RECORDS?



**Yes**

# VOLUME AND ATIP ARE KEY ISSUES



- The sheer volume of transitory records that exist can impede a department's ability to manage official records.
- The greater the number of files that have to be managed, the harder it becomes to find the important information.
- The greater the number of files that have to be managed, the greater the stress on departmental storage services (such as email servers and network drives).
- If kept, transitory records, and not just official records, must be provided under Access to Information and Privacy requests.
- Transitory records are more likely to contain embarrassing and personal information.
- If included in an ATIP request, transitory records must then be held for an additional 2 years.



**BUT -  
If you are ever in doubt about a record's  
status....**

**Keep it!**



Who is responsible for saving an Official  
Record?



You are

# HOW AND WHERE SHOULD YOU SAVE AN OFFICIAL RECORD?



## Paper

- Records can be kept where they are created/required - as long as they are being organized and maintained.
- Paper records can be transferred to off-site storage if dormant (not used often). Contact the Records Office for advice and assistance.
- Originals of financial and legal agreements, and typically any other documents that require a signature, must be filed with the OIC Records Office .

# HOW AND WHERE SHOULD YOU SAVE AN OFFICIAL RECORD?



## Electronic

- Electronic records should ideally be saved to a central repository such as an electronic document and records management system (RDIMS). In the absence of such a repository, then shared network drives are an advisable location for saving and sharing records.
- Specific tools, guidelines, and how-to information to support employees in the correct processes and locations for saving electronic records are available. Contact the IM / IT Division for such information.
- Sensitive records should be saved and stored in a manner suitable to their sensitivity (e.g. documents with a designation of Protected C or above cannot be saved on the OIC networks nor sent via standard email).

## IN REVIEW...

- Identifying and saving official records is a very important part of your IM responsibility.
  - Official records document or provide evidence of a department's business activities.
- Identifying and deleting transitory records is another important part of your IM responsibility.
  - Transitory records are only required for a limited period of time in order to complete a routine action or to prepare a subsequent record.

# CONGRATULATIONS!



- You have just completed Records Management and You! – an IM self-study module.
- You may now:
  - Test your knowledge with the following quiz.
  - Review other IM self-study modules in this series:
    - Information Management 101
    - Managing Email Effectively
    - Information Security
    - IM and the Departing Employee
    - Privacy and Personal Information – What Canadians Expect.
    - Understanding IM Within the Federal Government.

**Doyle, Dan PREM:EX**

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**From:** Doyle, Dan PREM:EX  
**Sent:** Monday, October 26, 2015 5:07 PM  
**To:** De Wit, Antoinette PREM:EX  
**Subject:** Re: TRANSITORY MESSAGES

Thanks for input and help

Sent from my iPhone

On Oct 26, 2015, at 9:51 AM, De Wit, Antoinette PREM:EX <[Antoinette.DeWit@gov.bc.ca](mailto:Antoinette.DeWit@gov.bc.ca)> wrote:

Dan, I am not sure if you are going to put together a clear explanation to all staff so they better understand the word 'transitory', but I looked up the Federal explanation/document from the Information Commissioner of Canada and that resource might complement the BC document which I have also attached.

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<transitoryug.pdf>

<records.pdf>

## **Doyle, Dan PREM:EX**

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**From:** s.17  
**Sent:** Friday, October 23, 2015 10:53 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Memo  
**Attachments:** 2015 10 23 Memo.doc

Dan, as discussed. Please send this memo to all Political Staff



October 23, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

Until Mr. Loukidelis completes his work, I am further directing my Cabinet Ministers and all political staff, to keep all the emails they send, regardless of whether they are transitory or not.

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We can, and should, take this additional step to give our citizens greater confidence that their government is open and accountable.

Sincerely,

Christy Clark  
Premier



**Doyle, Dan PREM:EX**

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**From:** Doyle, Dan PREM:EX  
**Sent:** Monday, October 26, 2015 12:15 PM  
**To:** de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Bernier, Mike EDUC:EX; Fassbender, Peter CSCD:EX; Bond, Shirley B JTST:EX; Stilwell, Michelle SDSI:EX; Lake, Terry HLTH:EX; Polak, Mary ENV:EX; Cadieux, Stephanie MCF:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX  
**Cc:** Menzies, Brian FIN:EX; Strongitharm, Bruce FLNR:EX; Delisle, Corrie EDUC:EX; Dick, Joan L CSCD:EX; Miniaci, Mario JTST:EX; Richmond, Valerie D SDSI:EX; Merrifield, Katy HLTH:EX; Kapac de Frias, Martina E ENV:EX; Lalari, Terry MCF:EX; Mitschke, Matt JAG:EX; Cummings, Derek SBRT:EX  
**Subject:** Memo from Premier Clark  
**Attachments:** 2015 10 23 Memo.pdf

Good afternoon Ministers,

Last week you received the attached memo from the Premier. Please share this memo with your Parliamentary Secretaries and have them confirm that they have received it, understand it, and will abide by it.

Please let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



October 23, 2015

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Sincerely,

Christy Clark  
Premier

**Doyle, Dan PREM:EX**

---

**From:** Blake, Kristen SDSI:EX  
**Sent:** Tuesday, October 27, 2015 1:07 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

Hello Dan,

I apologize for the delayed response. s.22  
have limited access to wifi.

and

I have received this memo from the Premier. I understand it and will abide by it.

Best Regards,  
Kristen

Sent from my iPhone

On Oct 23, 2015, at 8:59 PM, Doyle, Dan PREM:EX s.17 wrote:

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

<2015 10 23 Memo.pdf>

**Doyle, Dan PREM:EX**

---

**From:** Stewart, Josh JAG:EX  
**Sent:** Monday, October 26, 2015 12:53 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

I have received this memo from the Premier. I understand it and will abide by it.

Josh

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

---

**From:** Menzies, Brian FIN:EX  
**Sent:** Monday, October 26, 2015 12:30 PM  
**To:** Ashton, Dan A FIN:EX  
**Cc:** Chandler, Penelope E FIN:EX; Doyle, Dan PREM:EX  
**Subject:** FW: Memo from Premier Clark  
**Attachments:** 2015 10 23 Memo.pdf  
  
**Categories:** COS

PSAshton as instructed below. Minister de Jong does not participate in email, so I will forward this to you on his behalf.

**From:** Doyle, Dan PREM:EX  
**Sent:** Monday, October 26, 2015 12:15 PM  
**To:** de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Bernier, Mike EDUC:EX; Fassbender, Peter CSCD:EX; Bond, Shirley B JTST:EX; Stilwell, Michelle SDSI:EX; Lake, Terry HLTH:EX; Polak, Mary ENV:EX; Cadieux, Stephanie MCF:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX  
**Cc:** Menzies, Brian FIN:EX; Strongitharm, Bruce FLNR:EX; Delisle, Corrie EDUC:EX; Dick, Joan L CSCD:EX; Miniaci, Mario JTST:EX; Richmond, Valerie D SDSI:EX; Merrifield, Katy HLTH:EX; Kapac de Frias, Martina E ENV:EX; Lalari, Terry MCF:EX; Mitschke, Matt JAG:EX; Cummings, Derek SBRT:EX  
**Subject:** Memo from Premier Clark

Good afternoon Ministers,

Last week you received the attached memo from the Premier. Please share this memo with your Parliamentary Secretaries and have them confirm that they have received it, understand it, and will abide by it.

Please let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

---

**From:** Lalari, Terry MCF:EX  
**Sent:** Monday, October 26, 2015 9:03 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Ministerial Assistant

Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Terry

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

---

**From:** Gill, Manjit MNGD:EX  
**Sent:** Monday, October 26, 2015 8:32 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Memo from Premier Clark

**Categories:** Ministerial Assistant

Hello Dan

I have received this memo from the Premier. I understand it and will abide by it.

Regards

**Manjit Gill**

Ministerial Assistant to the  
Honourable Rich Coleman  
Minister of Natural Gas Development &  
Minister Responsible for Housing  
Deputy Premier

250-387-6739

**Doyle, Dan PREM:EX**

---

**From:** De Wit, Antoinette PREM:EX  
**Sent:** Monday, October 26, 2015 8:27 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** EMAIL

"I have received this memo from the Premier. I understand it and will abide by it."

*Antoinette De Wit  
Managing Director  
Premier's Correspondence Branch  
Office of the Premier  
(250) 387-3570*



## **Doyle, Dan PREM:EX**

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**From:** Miniaci, Mario JTST:EX  
**Sent:** Monday, October 26, 2015 8:20 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark  
  
**Categories:** COS

I have received this memo from the Premier. I understand it and will abide by it.

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

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**From:** Togneri, Sebastien MEM:EX  
**Sent:** Monday, October 26, 2015 4:06 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

**Categories:** Executive Assistant

I have received this memo from the Premier. I understand it and will abide by it.

I apologize for not answering sooner,<sup>s.22</sup> and did not have access. I can confirm that no "sent mail" was deleted in any case since the Premier's directive.

**Sébastien Togneri**

Executive Assistant to the Hon. Bill Bennett

Minister of Energy and Mines and Minister Responsible for Core Review

Office: [250-953-0942](tel:250-953-0942) | Cell:<sup>s.17</sup> | E-mail: [sebastien.togneri@gov.bc.ca](mailto:sebastien.togneri@gov.bc.ca)

On Oct 23, 2015, at 8:59 PM, Doyle, Dan PREM:EX <sup>s.17</sup> wrote:

I have received this memo from the Premier. I understand it and will abide by it.

**Doyle, Dan PREM:EX**

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**From:** Myers, Tobie A MNGD:EX  
**Sent:** Saturday, October 24, 2015 8:22 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

I have received this memo from the Premier. I understand it and will abide by it.

Tobie

Sent from my iPhone

On Oct 24, 2015, at 1:59 AM, Doyle, Dan PREM:EX<sup>s.17</sup> wrote:

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

<2015 10 23 Memo.pdf>

**Doyle, Dan PREM:EX**

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**From:** Campbell, Carolyn ABR:EX  
**Sent:** Friday, October 23, 2015 4:34 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

**Categories:** COS

"I have received this memo from the Premier. I understand it and will abide by it."

Thanks,  
Carolyn

On Oct 23, 2015, at 10:59 AM, Doyle, Dan PREM:EX<sup>s.17</sup> > wrote:

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

<2015 10 23 Memo.pdf>

**Doyle, Dan PREM:EX**

---

**From:** Dhanowa, Damon HLTH:EX  
**Sent:** Friday, October 23, 2015 2:43 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Memo from Premier Clark

Good afternoon Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Regards,

Damon Dhanowa

## **Doyle, Dan PREM:EX**

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**From:** Sandur, Parveen MCF:EX  
**Sent:** Friday, October 23, 2015 2:11 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Executive Assistant

Hi Dan,

Please accept this email as confirmation that I have received this memo from the Premier. I understand it and will abide by it.

Regards,  
Parveen

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

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**From:** Wallace-Deering, Eric MEM:EX  
**Sent:** Friday, October 23, 2015 2:01 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Executive Assistant

Hi Dan,

I have received this memo from the Premier. I understand it and will abide by it."

Eric

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

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**From:** Menzies, Brian FIN:EX  
**Sent:** Friday, October 23, 2015 1:36 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark  
  
**Categories:** COS

I have received this memo from the Premier. I understand it and will abide by it.

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



## **Doyle, Dan PREM:EX**

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**From:** Bell, Jordan TRAN:EX  
**Sent:** Friday, October 23, 2015 12:56 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** COS

Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Jordan

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

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**From:** Petrie, Cynthia MEM:EX  
**Sent:** Friday, October 23, 2015 12:52 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

Hi Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Cynthia Petrie  
Chief of Staff to the Honourable Bill Bennett  
Minister of Energy and Mines

On Oct 23, 2015, at 1:59 PM, Doyle, Dan PREM:EX<sup>s.17</sup> wrote:

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

<2015 10 23 Memo.pdf>

## **Doyle, Dan PREM:EX**

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**From:** Gjoka, Ina PREM:EX  
**Sent:** Friday, October 23, 2015 12:12 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Premier's Office

Dan,

I have received this memo from the Premier. I understand it and will abide by it

Thank you,

Ina Gjoka  
Executive Assistant to the Deputy Chief of Staff  
Office of Premier Christy Clark  
740-999 Canada Place, Vancouver, BC V6C 3E1  
Phone: (604) 775-1677  
Cell: s.17  
[ina.gjoka@gov.bc.ca](mailto:ina.gjoka@gov.bc.ca)  
<http://www.gov.bc.ca/premier>

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

---

**From:** Chan-Kent, Marissa MIT:EX  
**Sent:** Friday, October 23, 2015 12:03 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

Hello Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Thank you,

**Marissa Chan-Kent**

Executive Assistant to the Hon. Teresa Wat  
Minister of International Trade  
and Minister Responsible for Asia Pacific Strategy and Multiculturalism  
D: 250-953-0908

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

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**From:** Merrifield, Katy HLTH:EX  
**Sent:** Friday, October 23, 2015 11:51 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

I have received this memo from the Premier. I understand it and will abide by it.

Katy Merrifield  
Chief of Staff to the Honourable Terry Lake  
Minister of Health  
Office: (250) 953-3547  
[Katy.Merrifield@gov.bc.ca](mailto:Katy.Merrifield@gov.bc.ca)

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

---

**From:** Kapac de Frias, Martina E ENV:EX  
**Sent:** Friday, October 23, 2015 11:47 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Ministerial Assistant

Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Thank you,

Martina Kapac de Frias

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

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**From:** Tennant, Laura JAG:EX  
**Sent:** Friday, October 23, 2015 11:47 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Executive Assistant

Hi Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Thank you,  
Laura

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

---

**From:** Diacu, Raz TRAN:EX  
**Sent:** Friday, October 23, 2015 11:43 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Executive Assistant

I have received this memo from the Premier. I understand it and will abide by it.  
Thank you,  
Raz Diacu

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



## Doyle, Dan PREM:EX

---

**From:** Petryshyn, Yarko SBRT:EX  
**Sent:** Friday, October 23, 2015 11:35 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

**Categories:** Executive Assistant

Mr Doyle-

I have received this memo from the Premier. I understand it and will abide by it.

Sincerely,  
Yarko Petryshyn

On Oct 23, 2015, at 10:59 AM, Doyle, Dan PREM:EX<sup>s.17</sup> wrote:

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

<2015 10 23 Memo.pdf>

## **Doyle, Dan PREM:EX**

---

**From:** McPhee, Jordan PREM:EX  
**Sent:** Friday, October 23, 2015 11:35 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

I have received this memo from the Premier. I understand it and will abide by it

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

---

**From:** O'Brien, Kellie CSCD:EX  
**Sent:** Friday, October 23, 2015 11:30 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Executive Assistant

Good Morning Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Thanks,  
Kellie

Kellie O'Brien  
Ministerial Assistant to the Hon. Peter Fassbender  
Minister of Community, Sport & Cultural Development  
and Minister Responsible for TransLink  
T: 250-387-2283  
E: [Kellie.Obrien@gov.bc.ca](mailto:Kellie.Obrien@gov.bc.ca)

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

---

**From:** Reddy, Brandon JTST:EX  
**Sent:** Friday, October 23, 2015 11:30 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark  
  
**Categories:** Executive Assistant

I have received this memo from the Premier. I understand it and will abide by it.

Brandon Reddy

On 23 Oct 2015 10:59 a.m., "Doyle, Dan PREM:EX" [s.17](#) wrote:

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

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**From:** Facey, Nick MTIC:EX  
**Sent:** Friday, October 23, 2015 11:29 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** COS

Good Morning Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Regards,

Nick Facey

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle

Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

---

**From:** Robertson, Derek HLTH:EX  
**Sent:** Friday, October 23, 2015 11:27 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Derek

**Derek Robertson**

Executive Assistant to the Honourable Terry Lake

Minister of Health

Office: (250) 953-3547

[Derek.Robertson@gov.bc.ca](mailto:Derek.Robertson@gov.bc.ca)

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle

Chief of Staff to Premier Christy Clark

## Doyle, Dan PREM:EX

---

**From:** Dick, Joan L CSCD:EX  
**Sent:** Friday, October 23, 2015 11:27 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** COS

Dan:

I have received this memo from the Premier. I understand it and will abide by it.

Joan

*Joan Dick  
Chief of Staff to the Honourable Peter Fassbender  
Ministry of Community, Sport and Cultural Development  
and Minister responsible for Translink  
(a) 250-387-2283 (f) 250-387-4312*

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

---

**From:** Sem, Edward ABR:EX  
**Sent:** Friday, October 23, 2015 11:25 AM  
**To:** Doyle, Dan PREM:EX  
**Cc:** Toda, Sarah PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Executive Assistant

"I have received this memo from the Premier. I understand it and will abide by it."

Ed Sem

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



## **Doyle, Dan PREM:EX**

---

**From:** Whitelock, Riley CSCD:EX  
**Sent:** Friday, October 23, 2015 11:21 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

Chief of Staff Doyle,

I have received this memo from the Premier. I understand it and will abide by it.

Regards,

**Riley Whitelock**

Executive Assistant to the Honourable Peter Fassbender  
Minister of Community, Sport and Cultural Development  
Minister Responsible for TransLink  
Tel: (250) 387-2283

On Oct 23, 2015, at 10:59 AM, Doyle, Dan PREM:EX<sup>s.17</sup> wrote:

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

<2015 10 23 Memo.pdf>

**Doyle, Dan PREM:EX**

---

**From:** Sauder, Kit TRAN:EX  
**Sent:** Friday, October 23, 2015 11:18 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

**Categories:** Executive Assistant

I have received this memo from the Premier. I understand it and will abide by it.

Kit Sauder  
Ministerial Assistant  
To the Honourable Todd Stone  
Minister of Transportation and Infrastructure  
(250) 889-9133

Sent from my iPhone

On Oct 23, 2015, at 10:59 AM, Doyle, Dan PREM:EX<sup>s.17</sup> wrote:

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

<2015 10 23 Memo.pdf>

## **Doyle, Dan PREM:EX**

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**From:** Harper, Katie FIN:EX  
**Sent:** Friday, October 23, 2015 11:18 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Executive Assistant

Hi Dan,

Thank you for this. I have received this memo from the Premier. I understand it and will abide by it.

All the best,

**Katie Harper** | Executive Assistant to the Honourable Michael De Jong

Office of the Minister of Finance & House Leader  
T: 250.387.3751 | F: 250.387.5594

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## Doyle, Dan PREM:EX

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**From:** Grant, Wade PREM:EX  
**Sent:** Friday, October 23, 2015 11:17 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

**Categories:** Premier's Office

Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Wade

Sent from my iPhone

On Oct 23, 2015, at 10:59 AM, Doyle, Dan PREM:EX<sup>s.17</sup>

> wrote:

I have received this memo from the Premier. I understand it and will abide by it.”

**Doyle, Dan PREM:EX**

---

**From:** Cadario, Michele PREM:EX  
**Sent:** Friday, October 23, 2015 11:16 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Premier's Office

Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Michele

*Michele Cadario  
Deputy Chief of Staff to Premier Christy Clark*

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

---

**From:** Chandler, Penelope E FIN:EX  
**Sent:** Friday, October 23, 2015 11:15 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark  
**Attachments:** 2015 10 23 Memo.pdf

**To Chief of Staff Dan Doyle:**

Mr. Doyle – Dan: I have received this memo from the Premier. I understand it and will abide by it. Thank you, Penelope.

## **Doyle, Dan PREM:EX**

---

**From:** Smukowich, Don AGRI:EX  
**Sent:** Friday, October 23, 2015 11:12 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

**Categories:** Executive Assistant

I have received this memo from the Premier. I understand it and will abide by it---Don Smukowich

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

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**From:** Moy, Greg W FIN:EX  
**Sent:** Friday, October 23, 2015 11:11 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Executive Assistant

Dan—

I have received this memo from the Premier. I understand it and will abide by it.

- Greg

**Greg Moy**  
Executive Assistant  
Office of the Minister of Finance and Government House Leader  
250 356-7877

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



**Doyle, Dan PREM:EX**

---

**From:** Cummings, Derek SBRT:EX  
**Sent:** Friday, October 23, 2015 11:09 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

I have received this memo from the Premier. I understand it and will abide by it.

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

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**From:** Holme, Matt TRAN:EX  
**Sent:** Friday, October 23, 2015 11:09 AM  
**To:** Doyle, Dan PREM:EX  
**Cc:** Toda, Sarah PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** COS

Dan,  
I have received this memo from the Premier. I understand it and will abide by it.

Matt

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Friday, October 23, 2015 11:09 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark  
  
**Categories:** Premier's Office

I have received this memo from the Premier. I understand it and will abide by it.

Sam Oliphant  
Press Secretary  
Office of the Premier

> On Oct 23, 2015, at 10:59 AM, Doyle, Dan PREM:EX <sup>s.17</sup> > wrote:  
>  
> I have received this memo from the Premier. I understand it and will abide by it.

## **Doyle, Dan PREM:EX**

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**From:** Mitschke, Matt JAG:EX  
**Sent:** Friday, October 23, 2015 11:08 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

"I have received this memo from the Premier. I understand it and will abide by it."

Matt

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

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**From:** Bill, Karen F AGRI:EX  
**Sent:** Friday, October 23, 2015 11:08 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark  
**Categories:** COS

I have received this memo from the Premier. I understand it and will abide by it.  
Karen Bill

On Oct 23, 2015, at 10:59 AM, Doyle, Dan PREM:EX <sup>s.17</sup> wrote:

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

<2015 10 23 Memo.pdf>

**Doyle, Dan PREM:EX**

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**From:** Ehl, Cameron FLNR:EX  
**Sent:** Friday, October 23, 2015 11:07 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

**Categories:** Ministerial Assistant

Dear Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Regards,

Cam Ehl,  
Ministerial Assistant to the Honourable Steve Thomson  
Minister of Forests, Lands and Natural Resource Operations  
Province of British Columbia

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

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**From:** Hintz, Nancy P FLNR:EX  
**Sent:** Friday, October 23, 2015 11:07 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Executive Assistant

I have received this memo from the Premier. I understand it and will abide by it.

---

Nancy Hintz, Executive Assistant to the Honourable Steve Thomson,  
Ministry of Forests, Lands and Natural Resource Operations  
Phone: 250-387-9275 Fax: 250-387-1040

<http://www.gov.bc.ca/for>

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

---

**From:** Ives, Andrew PREM:EX  
**Sent:** Friday, October 23, 2015 11:05 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark  
  
**Categories:** Premier's Office, Executive Assistant

I have received this memo from the Premier. I understand it and will abide by it.

Andrew Ives  
Executive Assistant to Premier Christy Clark  
Office of Premier

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



**Doyle, Dan PREM:EX**

---

**From:** Vinning, Gurpreet S EDUC:EX  
**Sent:** Friday, October 23, 2015 11:05 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

**Categories:** Executive Assistant

I have received this memo from the Premier. I understand it and will abide by it.

Gurpreet

Sent from my Samsung Galaxy smartphone.

----- Original message -----

**From:** "Doyle, Dan PREM:EX" s.17  
**Date:** 2015-10-23 10:59 AM (GMT-08:00)  
**To:** LP Chief of Staff <LPCOS@Victorial.gov.bc.ca>, LP Ministerial Assistants  
<LPMAS@Victorial.gov.bc.ca>, LP Executive Assistants <LPEAS@Victorial.gov.bc.ca>  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

---

**From:** Delisle, Corrie EDUC:EX  
**Sent:** Friday, October 23, 2015 11:04 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Ministerial Assistant

"I have received this memo from the Premier. I understand it and will abide by it."

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## Doyle, Dan PREM:EX

---

**From:** Southern, Evan PREM:EX  
**Sent:** Friday, October 23, 2015 11:04 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Premier's Office

Dan

I have received this memo from the Premier. I understand it and will abide by it.

Thank you  
Evan

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

---

**From:** Karod, Suneil JTST:EX  
**Sent:** Friday, October 23, 2015 11:04 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

I have received this memo from the Premier. I understand it and will abide by it.

Thanks,

Suneil Karod  
Executive Assistant to the Honourable Shirley Bond  
Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour

Parliament Buildings | Victoria | British Columbia | V8W 9E2  
Phone: 250-952-7257 | Fax: 250-356-3000

On Oct 23, 2015, at 10:59 AM, Doyle, Dan PREM:EX<sup>s.17</sup>

wrote:

"I have received this memo from the Premier. I understand it and will abide by it."

**Doyle, Dan PREM:EX**

---

**From:** Toda, Sarah PREM:EX  
**Sent:** Friday, October 23, 2015 11:04 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Sarah

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

---

**From:** Ingram, Geoff MTIC:EX  
**Sent:** Friday, October 23, 2015 11:03 AM  
**To:** Doyle, Dan PREM:EX  
**Cc:** Facey, Nick MTIC:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Executive Assistant

I have received this memo from the Premier. I understand it and will abide by it.

Geoff Ingram  
EA to the Honourable Minister Virk  
Minister of Technology, Innovation and Citizens' Services  
Phone: 250-387-9846

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

---

**From:** Hodson, Blake JTST:EX  
**Sent:** Friday, October 23, 2015 11:02 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Minister's Staff

I have received this memo from the Premier. I understand it and will abide by it.

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

---

**From:** Dolan, Chelsea PREM:EX  
**Sent:** Friday, October 23, 2015 11:02 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Executive Assistant

I have received this memo from the Premier. I understand it and will abide by it

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



## **Doyle, Dan PREM:EX**

---

**From:** Bhullar, Barinder PREM:EX  
**Sent:** Friday, October 23, 2015 11:02 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

I have received this memo from the Premier. I understand it and will abide by it.

Regards,  
Barinder

--

Barinder S. Bhullar | Director of Policy  
Office of the Premier  
Province of British Columbia

T: 604.775.0012 | M: s.17 | E: [barinder.bhullar@gov.bc.ca](mailto:barinder.bhullar@gov.bc.ca)

*This e-mail message may contain privileged or confidential information.  
If you received this e-mail message in error, please delete the e-mail and any attachments and notify the sender.*

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

---

**From:** Denniston, Tristan M ENV:EX  
**Sent:** Friday, October 23, 2015 11:01 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

Good Morning Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Regards,  
Tristan

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Doyle, Dan PREM:EX**

---

**From:** Strongitharm, Bruce FLNR:EX  
**Sent:** Friday, October 23, 2015 11:01 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** memo

**Categories:** COS

I have received this memo from the Premier. I understand it and will abide by it.

Bruce Strongitharm  
Chief of Staff to  
Hon. Steve Thomson  
Minister of Forests, Lands and Natural Resource Operations  
Ph. 250-387-6240

## **Doyle, Dan PREM:EX**

---

**From:** Mason, Jordan A AVED:EX  
**Sent:** Friday, October 23, 2015 11:01 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Executive Assistant

Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Jordan

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

---

**From:** Denney, Jay MIT:EX  
**Sent:** Friday, October 23, 2015 11:01 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** COS

Dan,

I have received this memo from the Premier. I understand it and will abide by it

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

---

**From:** Richmond, Valerie D SDSI:EX  
**Sent:** Friday, October 23, 2015 11:01 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** COS

I have received this memo from the Premier. I understand it and will abide by it.

*Valerie Richmond*  
Chief of Staff to the  
Honourable Michelle Stilwell  
Minister of Social Development and  
Social Innovation

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

---

**From:** Scheffel, Emile HLTH:EX  
**Sent:** Friday, October 23, 2015 11:01 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** Premier's Office

Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Thanks,

E

Emile Scheffel  
Ministerial Assistant to the Honourable Terry Lake  
Minister of Health  
Office: (250) 953-3547  
[Emile.Scheffel@gov.bc.ca](mailto:Emile.Scheffel@gov.bc.ca)

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **Doyle, Dan PREM:EX**

---

**From:** Chalmers, Jennifer AVED:EX  
**Sent:** Friday, October 23, 2015 11:01 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

**Categories:** COS

I have received this memo from the Premier. I understand it and will abide by it.

Jennifer Chalmers

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

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Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



Page 171

Withheld pursuant to/removed as

s.22

Page 172 to/à Page 228

Withheld pursuant to/removed as

s.3

Page 229 to/à Page 230

Withheld pursuant to/removed as

s.14

**Cadario, Michele PREM:EX**

---

**From:** Sweeney, Neil PREM:EX  
**Sent:** Friday, October 23, 2015 8:24 AM  
**To:** Chin, Ben PREM:EX; Oliphant, Sam PREM:EX; Cadario, Michele PREM:EX; Southern, Evan PREM:EX  
**Subject:** Today's avail

s.13

Page 232 to/à Page 253

Withheld pursuant to/removed as

s.3

**Cadario, Michele PREM:EX**

---

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark  
**Attachments:** 2015 10 23 Memo.pdf

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



October 23, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

Until Mr. Loukidelis completes his work, I am further directing my Cabinet Ministers and all political staff, to keep all the emails they send, regardless of whether they are transitory or not.

There can be conflicting views on how the rules have been applied over the decades. It is my expectation that we do our utmost to follow the regulations around Freedom of Information. But, we also need to recognize that technology, as well as public expectations are evolving.

We can, and should, take this additional step to give our citizens greater confidence that their government is open and accountable.

Sincerely,

Christy Clark  
Premier

**Cadario, Michele PREM:EX**

---

**From:** Cadario, Michele PREM:EX  
**Sent:** Friday, October 23, 2015 11:16 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Michele

*Michele Cadario*  
*Deputy Chief of Staff to Premier Christy Clark*

---

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



**Cadario, Michele PREM:EX**

---

**From:** Cadario, Michele PREM:EX  
**Sent:** Thursday, October 22, 2015 4:03 PM  
**To:** Chin, Ben PREM:EX; Doyle, Dan PREM:EX  
**Subject:** Re:

For PCC letter - in sentence "I know my staff and yours...". Shouldn't that also include her and her Ministers as well as all of our staff take it seriously..."

M

Sent from my BlackBerry 10 smartphone on the TELUS network.

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 3:31 PM  
**To:** Cadario, Michele PREM:EX; Doyle, Dan PREM:EX  
**Subject:** Fw:

Please take a look...letter from PCC to Dan and ministers, which Dan would forward to staff

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

---

**From:** Kay, Maclean PREM:EX <[Maclean.Kay@gov.bc.ca](mailto:Maclean.Kay@gov.bc.ca)>  
**Sent:** Thursday, October 22, 2015 3:09 PM  
**To:** Chin, Ben PREM:EX  
**Subject:** RE:

Letterhead and plan copies attached.

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 2:48 PM  
**To:** Kay, Maclean PREM:EX  
**Subject:**

Ben Chin  
Executive Director  
Communications & Issues Mgmt  
Office of Premier Christy Clark  
Government of British Columbia

250,588.3113

**Cadario, Michele PREM:EX**

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 4:47 PM  
**To:** Kay, Maclean PREM:EX; Ives, Andrew PREM:EX; McPhee, Jordan PREM:EX; Mills, Shane LASS:EX; Oliphant, Sam PREM:EX; Southern, Evan PREM:EX; Toda, Sarah PREM:EX  
**Cc:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Sweeney, Neil PREM:EX  
**Subject:** Note  
**Attachments:** 2015 10 23 Letterhead.doc

Made a slight change...Maclean can you check for formatting, spelling.

Andrew, once Maclean gets you a clean copy, PCC can email to Dan and Ministers in the morning.

Sarah, if you're at work, please forward from Dan to all PO and MO staff tomorrow morning.

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

**Cadario, Michele PREM:EX**

---

**From:** Mills, Shane <Shane.Mills@leg.bc.ca>  
**Sent:** Thursday, October 22, 2015 4:52 PM  
**To:** Chin, Ben PREM:EX; Kay, Maclean PREM:EX; Ives, Andrew PREM:EX; McPhee, Jordan PREM:EX; Oliphant, Sam PREM:EX; Southern, Evan PREM:EX; Toda, Sarah PREM:EX  
**Cc:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Sweeney, Neil PREM:EX  
**Subject:** Re: Note

I'll reinforce at morning meeting tomorrow.

Sent from my BlackBerry 10 smartphone on the TELUS network.

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 4:47 PM  
**To:** Kay, Maclean PREM:EX; Ives, Andrew PREM:EX; McPhee, Jordan PREM:EX; Mills, Shane; Oliphant, Sam PREM:EX; Southern, Evan PREM:EX; Toda, Sarah PREM:EX  
**Cc:** Doyle, Dan A PREM:EX; Cadario, Michele PREM:EX; Sweeney, Neil PREM:EX  
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**Sent:** Thursday, October 22, 2015 4:47 PM  
**To:** Kay, Maclean PREM:EX; Ives, Andrew PREM:EX; McPhee, Jordan PREM:EX; Mills, Shane LASS:EX; Oliphant, Sam PREM:EX; Southern, Evan PREM:EX; Toda, Sarah PREM:EX  
**Cc:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Sweeney, Neil PREM:EX  
**Subject:** Note  
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Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

**Cadario, Michele PREM:EX**

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 4:26 PM  
**To:** Cadario, Michele PREM:EX; Doyle, Dan PREM:EX  
**Subject:** Re:

Good point..will fix.

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

---

**From:** Cadario, Michele PREM:EX  
**Sent:** Thursday, October 22, 2015 4:03 PM  
**To:** Chin, Ben PREM:EX; Doyle, Dan PREM:EX  
**Subject:** Re:

For PCC letter - in sentence "I know my staff and yours...". Shouldn't that also include her and her Ministers as well as all of our staff take it seriously..."

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**To:** Cadario, Michele PREM:EX; Doyle, Dan PREM:EX  
**Subject:** Fw:

Please take a look..letter from PCC to Dan and ministers, which Dan would forward to staff

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

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**From:** Kay, Maclean PREM:EX <Maclean.Kay@gov.bc.ca>  
**Sent:** Thursday, October 22, 2015 3:09 PM  
**To:** Chin, Ben PREM:EX  
**Subject:** RE:

Letterhead and plan copies attached.

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 2:48 PM  
**To:** Kay, Madean PREM:EX  
**Subject:**

**Ben Chin**  
Executive Director  
Communications & Issues Mgmt  
Office of Premier Christy Clark  
Government of British Columbia  
**250.588.3113**

**Cadario, Michele PREM:EX**

---

**From:** Chris Gailus <Chris.Gailus@globalnews.ca>  
**Sent:** Thursday, October 22, 2015 10:41 AM  
**To:** Cadario, Michele PREM:EX  
**Subject:** Hello

Hi Michele,

I'm sure the request may have come in from Keith already, but for obvious reasons we would love the opportunity to speak to the Premier today in a live interview on the News Hour.

Please let me know if that will be possible!

Cheers,  
CG

**Chris Gailus**, News Hour Anchor, Global BC News  
Shaw Media Inc. 7850 Enterprise Street, Burnaby, BC  
T: 1-604-422-6494 E: [chris.gailus@globalnews.ca](mailto:chris.gailus@globalnews.ca)





**Kay, Maclean PREM:EX**

---

**From:** Southern, Evan PREM:EX  
**Sent:** Monday, October 26, 2015 9:36 AM  
**To:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; McPhee, Jordan PREM:EX; Gjoka, Ina PREM:EX; Ives, Andrew PREM:EX; Oliphant, Sam PREM:EX; Toda, Sarah PREM:EX; Grant, Wade PREM:EX; Kay, Maclean PREM:EX; Dolan, Chelsea PREM:EX; Carey, Linda J PREM:EX; Bremner, Virginia PREM:EX  
**Cc:** Leamy, Michelle T PREM:EX  
**Subject:** FOI Protocol

Hi all,

Effective immediately, this is the new process for how we handle FOI requests directed to the Executive Branch. The Deputy Minister Office will be sending you an email that contains the wording of the request plus a date range by which you are to respond back to them with either records pertaining to that request or a 'no records response'.

If you have any questions on this process, please don't hesitate to ask either myself or Michelle Leamy.

Thank you  
Evan

Evan Southern  
Director of Issues Management  
Office of the Premier  
C; s.17

**McCann, Meghan PREM:EX**

---

**From:** Kay, Maclean PREM:EX  
**Sent:** Thursday, October 22, 2015 7:21 PM  
**To:** Ives, Andrew PREM:EX  
**Cc:** Chin, Ben PREM:EX  
**Subject:** RE: Note  
**Attachments:** 2015 10 22 Email Letterhead.doc

Clean copy attached.

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 4:47 PM  
**To:** Kay, Maclean PREM:EX; Ives, Andrew PREM:EX; McPhee, Jordan PREM:EX; Mills, Shane LASS:EX; Oliphant, Sam PREM:EX; Southern, Evan PREM:EX; Toda, Sarah PREM:EX  
**Cc:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Sweeney, Neil PREM:EX  
**Subject:** Note

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Andrew, once Maclean gets you a clean copy, PCC can email to Dan and Ministers in the morning.

Sarah, if you're at work, please forward from Dan to all PO and MO staff tomorrow morning.

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.



October 22, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

To that end, I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to the Privacy Commissioner's recommendations.

Until Mr. Loukidelis completes his work, I am further directing my Cabinet Ministers and all political staff to keep all the emails they send, regardless of whether they are transitory or not.

There can be conflicting views on how the rules have been applied over the decades. We and our staff do our utmost to follow the regulations around Freedom of Information to the best of their understanding. But, we also need to recognize that technology, as well as public expectations, are evolving.

We can, and should, take this additional step to give our citizens greater confidence that their government is open and accountable.

Sincerely,

Christy Clark  
Premier

**Kay, Maclean PREM:EX**

---

**From:** Kay, Maclean PREM:EX  
**Sent:** Thursday, October 22, 2015 2:53 PM  
**To:** De Wit, Antoinette PREM:EX  
**Subject:** rush job  
**Attachments:** 2015 10 23 FOI.docx

Can you put this on letterhead ASAP please?

Maclean Kay  
Communications Manager  
Office of Premier Christy Clark  
(250) 387-1369

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

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Premier Christy Clark

**Kay, Maclean PREM:EX**

---

**From:** Kay, Maclean PREM:EX  
**Sent:** Thursday, October 22, 2015 3:09 PM  
**To:** Chin, Ben PREM:EX  
**Subject:** RE:  
**Attachments:** 2015 10 23 Letterhead.doc; 2015 10 23 FOI.docx

Letterhead and plan copies attached.

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 2:48 PM  
**To:** Kay, Maclean PREM:EX  
**Subject:**

**Ben Chin**  
Executive Director  
Communications & Issues Mgmt  
Office of Premier Christy Clark  
Government of British Columbia  
250.588.3113



October 22, 2015

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Premier Christy Clark



**Kay, Maclean PREM:EX**

---

**From:** Kay, Maclean PREM:EX  
**Sent:** Friday, October 23, 2015 8:54 AM  
**To:** Chin, Ben PREM:EX; McPhee, Jordan PREM:EX  
**Subject:** RE: Note

Done.

---

**From:** McPhee, Jordan PREM:EX  
**Sent:** Friday, October 23, 2015 8:30 AM  
**To:** Chin, Ben PREM:EX  
**Cc:** Kay, Maclean PREM:EX  
**Subject:** Note

Take a look, a couple quick changes.

October 23, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

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Sincerely,

**Kay, Maclean PREM:EX**

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**From:** Kay, Maclean PREM:EX  
**Sent:** Friday, October 23, 2015 9:03 AM  
**To:** McPhee, Jordan PREM:EX; Chin, Ben PREM:EX  
**Subject:** RE: Note  
**Attachments:** 2015 10 23 FOI FINAL.doc

With Jordan's change – letterhead version attached this time.

---

**From:** McPhee, Jordan PREM:EX  
**Sent:** Friday, October 23, 2015 8:31 AM  
**To:** Chin, Ben PREM:EX  
**Cc:** Kay, Maclean PREM:EX  
**Subject:** Note

Take a look, a couple quick changes.

October 23, 2015

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Sincerely,



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Premier

**Kay, Maclean PREM:EX**

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**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark  
**Attachments:** 2015 10 23 Memo.pdf

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Dan Doyle  
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Sincerely,

Christy Clark  
Premier

## **Oliphant, Sam PREM:EX**

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Thursday, October 22, 2015 11:13 AM  
**To:** Marcella Bernardo  
**Subject:** Re: Deleted Emails

Hi Marcella,

Premier will be travelling to Merritt tomorrow to participate in the opening of a new trades facility and to tour a new biomass plant. She will be available to respond at that time, and I can share tape with those who cannot be in attendance.

Sam Oliphant  
Press Secretary  
Office of the Premier

On Oct 22, 2015, at 10:12 AM, Marcella Bernardo <[marcella@roundhouseradio.com](mailto:marcella@roundhouseradio.com)> wrote:

Hi Sam,

When is Premier Clark going to be available today to comment about this?

Deleted-Emails OCT222015

VICTORIA - B.C.'s privacy commissioner has released a scathing report aimed at Premier Christy Clark's office and two of her government's ministries.

Elizabeth Denham says it's likely that Transport Ministry assistant George Gretes deleted emails, didn't completely respond to freedom of information requests and then lied about it under oath.

Denham says she has referred the matter to the RCMP for investigation of possible offences.

The commissioner says her investigation uncovered negligent searches for records, failure to keep adequate email records, a failure to document searches and the willful destruction of records in response to FOI requests.

The issue came to light when Tim Duncan, a former executive assistant in the Transport Minister's office, submitted a complaint alleging Gretes "triple deleted" computer records that would have been needed for an FOI request.

The commissioner also examined additional access requests directed at the Ministry of Advanced Education and the Premier's office which were brought forward after the initial complaint.

Thanks,  
Marcella

**Marcella Bernardo | News and Content Director, Roundhouse Radio**  
714 Alexander Street, Vancouver, British Columbia, V6A 1E3  
Direct: 604 449 5517 Mobile: 604 802 1730  
Twitter: @MBernardo983  
Email: [marcella@roundhouseradio.com](mailto:marcella@roundhouseradio.com)

<image001.jpg>

This e-mail is confidential and is intended for the above-named recipient(s) only. If you are not the intended recipient, please notify us immediately and delete this e-mail from your system without making a copy. Any unauthorized use or disclosure of this e-mail is prohibited.

**Oliphant, Sam PREM:EX**

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Thursday, October 22, 2015 11:16 AM  
**To:** Matthew McFarlane  
**Subject:** Re: Premier Clark response to Info Commissioner report

Hi Matthew,

Premier will be travelling to Merritt tomorrow to participate in the opening of a new trades facility and to tour a new biomass plant. She will be available to respond at that time.

Full details will be released in an advisory later today.

Cheers,

Sam Oliphant  
Press Secretary  
Office of the Premier

On Oct 22, 2015, at 10:52 AM, Matthew McFarlane <[matthew.mcfarlane@cbc.ca](mailto:matthew.mcfarlane@cbc.ca)> wrote:

Hi,

I work with CBC TV.

Would the premier be available today to come on camera today and speak about the Info and Privacy Commissioner Investigative Report that was just released.

Matthew McFarlane

--

Matthew McFarlane  
Associate Producer  
CBC News Vancouver

CBC  Radio-Canada



**Oliphant, Sam PREM:EX**

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Thursday, October 22, 2015 11:14 AM  
**To:** Stefania Seccia  
**Subject:** Re: 24 hours comment request

Hi Stefania,

Premier will be travelling to Merritt tomorrow to participate in the opening of a new trades facility and to tour a new biomass plant. She will be available to respond at that time, and I can share tape with those who cannot be in attendance.

-Sam

Sam Oliphant  
Press Secretary  
Office of the Premier

On Oct 22, 2015, at 10:33 AM, Stefania Seccia <[Stefania.Seccia@sunmedia.ca](mailto:Stefania.Seccia@sunmedia.ca)> wrote:

Hi Sam,

Will the premier be making any comments regarding the Privacy Commissioner's report today?

Very best,

Stefania Seccia  
Reporter, 24 hours  
604 322 2357  
778 628 1159  
@Stefania24hrs

## **Oliphant, Sam PREM:EX**

---

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**Sent:** Friday, October 23, 2015 10:59 AM  
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Premier

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**Sent:** Friday, October 23, 2015 11:09 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

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Sam Oliphant  
Press Secretary  
Office of the Premier

> On Oct 23, 2015, at 10:59 AM, Doyle, Dan PREM:EX<sup>s.17</sup> wrote:  
>  
> I have received this memo from the Premier. I understand it and will abide by it.

## **Oliphant, Sam PREM:EX**

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Friday, October 23, 2015 8:10 AM  
**To:** John O'Dowd  
**Subject:** Re: CKNW radio interview request

Sorry John, but we're travelling today and won't be able to make this work.

Sam Oliphant  
Press Secretary  
Office of the Premier

On Oct 23, 2015, at 6:46 AM, John O'Dowd <[john@cknw.com](mailto:john@cknw.com)> wrote:

Hi Sam,

We were hoping Christy Clark would have 5 minutes to chat with Jon McComb this morning regarding the FOI report?

Thanks,

John



John O'Dowd M.A. / Lead Producer - Jon McComb Show

Cell / 604 715-3612

Direct / 604 331-2795

Twitter / [@John980AM](https://twitter.com/John980AM)

Web / [www.cknw.com](http://www.cknw.com)

## Oliphant, Sam PREM:EX

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Friday, October 23, 2015 9:48 AM  
**To:** Charlie Cho  
**Subject:** Re: TODAY NOON interview request - CBC Radio B.C. Almanac

Hi Charlie,

We are travelling to Merritt today with a full day of events, so the Premier won't be able to do the show.

She will likely be speaking to the report around 1130 today at an event in Merritt, and I can share the tape of that with you after.

-Sam

Sam Oliphant  
Press Secretary  
Office of the Premier

On Oct 23, 2015, at 9:44 AM, Charlie Cho <[charlie.cho@cbc.ca](mailto:charlie.cho@cbc.ca)> wrote:

Good morning, Sam.

I know Premier Christy Clark was unavailable yesterday.

Would she be available **today** for our noon show to respond to Elizabeth Denham's report Access Denied?

In particular, findings that Michele Cadario, deputy chief of staff in the premier's office, routinely deleted emails in contravention of laws protecting the public's right to hold politicians accountable for their actions?

<http://www.cbc.ca/news/canada/british-columbia/email-scandal-1.3284856>

We're doing an open-line segment about government transparency **between 12:05 and 12:30 p.m.**

If she's not available live, could we pretape an interview with her (say, before 11:30 a.m.)?

If she's not available in time for an interview, is there a statement you can email me that we can attribute to her?

Please let me know **as soon as you can** what is possible.

My phone number is **604-662-6924**.

Our guest host is Jason Proctor.

We did have Amrik Virk on yesterday (and he was on On The Coast), but there are still questions we hope the premier will be able to address herself.

Many thanks,

--

Charlie Cho  
Associate Producer  
The Early Edition / B.C. Almanac  
CBC Radio Vancouver  
604-662-6924



## **Oliphant, Sam PREM:EX**

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Friday, October 23, 2015 10:06 AM  
**To:** Southern, Evan PREM:EX  
**Subject:** Denham reccos

Can you send me the list?

Sam Oliphant  
Press Secretary  
Office of the Premier



## Oliphant, Sam PREM:EX

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Friday, October 23, 2015 10:08 AM  
**To:** Southern, Evan PREM:EX  
**Subject:** Re: Denham reccos

Can you copy and paste in a clean email plz

Sam Oliphant  
Press Secretary  
Office of the Premier

> On Oct 23, 2015, at 10:07 AM, Southern, Evan PREM:EX <[Evan.Southern@gov.bc.ca](mailto:Evan.Southern@gov.bc.ca)> wrote:

>

> <https://www.oipc.bc.ca/news-releases/1873>

>

>

> -----Original Message-----

> From: Oliphant, Sam PREM:EX

> Sent: Friday, October 23, 2015 10:06 AM

> To: Southern, Evan PREM:EX

> Subject: Denham reccos

>

> Can you send me the list?

>

> Sam Oliphant

> Press Secretary

> Office of the Premier

>

## Oliphant, Sam PREM:EX

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Friday, October 23, 2015 10:22 AM  
**To:** Wong, Tim GCPE:EX  
**Subject:** Fwd: OPIC

Please print for me on a clean doc.

Sam Oliphant  
Press Secretary  
Office of the Premier

Begin forwarded message:

**From:** "Southern, Evan PREM:EX" <[Evan.Southern@gov.bc.ca](mailto:Evan.Southern@gov.bc.ca)>  
**Date:** October 23, 2015 at 10:14:41 AM PDT  
**To:** "Oliphant, Sam PREM:EX" <[Sam.Oliphant@gov.bc.ca](mailto:Sam.Oliphant@gov.bc.ca)>  
**Subject:** OPIC

### RECOMMENDATION 1:

The Ministry of Transportation and Infrastructure should release the 36 pages of records initially identified as responsive to the applicant's access request, with severing as allowed under FIPPA, made on November 19, 2014 for:

"... all government records that make reference to the issue of missing women along Highway 16 / the Highway of Tears and specifically including records related to meetings held by the ministry on this issue. The time frame for my request is May 15 to November 19, 2014."

### RECOMMENDATION 2:

Government should develop a policy for all future data migrations that requires at a minimum:

1. Hourly, daily and monthly backup of data;
2. Written directions to government's service provider with respect to these backups; and
3. Government monitoring of the directions to ensure their compliance.

### RECOMMENDATION 3:

The Ministry of Advanced Education should release the approximately 20 email records identified as responsive to the applicant's access request, with severing as allowed under FIPPA, made on July 21, 2014 for:

"Any emails sent by Nick Faccy, Chief of Staff to Minister Amrik Virk. Timeframe is February 1, 2014 to July 16, 2014."

The Investigations and Forensics Unit will retrieve the emails and provide them to the Ministry.

### RECOMMENDATION 4:

The Executive Branch of the Office of the Premier should change its access to information processes to ensure that requests for records are communicated by email in a timely manner and properly documented

### RECOMMENDATION 5:

Government should clarify access requests with applicants where necessary to ensure it does not interpret the request too narrowly and to maximize the likelihood of producing records that are responsive to the applicant's request.

**RECOMMENDATION 6:**

Government should create clear guidance for employees on how to conduct a thorough search for potentially responsive records to an access request. This guidance should be incorporated into government's access to information training and should specifically include that employees should conduct searches from their desktop or laptop and not from mobile devices.

**RECOMMENDATION 7:**

Government should provide mandatory records management training to all employees, that includes the identification of transitory and non-transitory records and the process for retaining and destroying records. This training should describe employees' responsibilities for records management and provide the basis for understanding an office's record keeping system.

**RECOMMENDATION 8:**

Government should legislate independent oversight of information management requirements, such as the destruction of records, including sanctions when those requirements are not met.

**RECOMMENDATION 9:**

Government should configure the settings in Microsoft Outlook to prevent employees from removing items from the Recover Deleted Items folder.

**RECOMMENDATION 10:**

Government should configure the settings in Microsoft Outlook so that it preserves items in the Recover Deleted Items folder for just over one month. This would ensure all government emails are captured in monthly backups

**RECOMMENDATION 11:**

Government should create a legislative duty to document within FIPPA as a clear indication that it does not endorse "oral government" and that it is committed to be accountable to citizens by creating an accurate record of its key decisions and actions.

**Oliphant, Sam PREM:EX**

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Friday, October 23, 2015 11:07 AM  
**To:** Wong, Tim GCPE:EX  
**Subject:** Re: OPIC

Make sure they are on the podium with her notes ok?

Sam Oliphant  
Press Secretary  
Office of the Premier

On Oct 23, 2015, at 10:28 AM, Wong, Tim GCPE:EX <[Tim.Wong@gov.bc.ca](mailto:Tim.Wong@gov.bc.ca)> wrote:

Will do.

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** Oliphant, Sam PREM:EX  
**Sent:** Friday, October 23, 2015 10:21 AM  
**To:** Wong, Tim GCPE:EX  
**Subject:** Fwd: OPIC

Please print for me on a clean doc.

Sam Oliphant  
Press Secretary  
Office of the Premier

Begin forwarded message:

**From:** "Southern, Evan PREM:EX" <[Evan.Southern@gov.bc.ca](mailto:Evan.Southern@gov.bc.ca)>  
**Date:** October 23, 2015 at 10:14:41 AM PDT  
**To:** "Oliphant, Sam PREM:EX" <[Sam.Oliphant@gov.bc.ca](mailto:Sam.Oliphant@gov.bc.ca)>  
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## **Oliphant, Sam PREM:EX**

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Friday, October 23, 2015 11:49 AM  
**To:** shelby.thom@corusent.com; Kent Molgat; Ted Chernecki; angelo@radionl.com  
**Subject:** FYI - don't have printed copies

@robshaw\_vansun: [.@christyclarkbc](https://t.co/Nw5PgXgdXi) 's letter to staff/ministers on email deletion #bcpoli  
<https://t.co/Nw5PgXgdXi>

### Original Message

Click below to easily share or schedule to Twitter, Facebook and LinkedIn:  
[Easy Share Link](#)

Sam Oliphant  
Press Secretary  
Office of the Premier

## **Oliphant, Sam PREM:EX**

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Friday, October 23, 2015 11:51 AM  
**To:** Chin, Ben PREM:EX; Mills, Shane LASS:EX; van Marum, Karen GCPE:EX  
**Subject:** Fwd: Premier's letter

Can someone send a copy to NW?

Sam Oliphant  
Press Secretary  
Office of the Premier

Begin forwarded message:

**From:** Jeremy Lye <[jeremy@cknw.com](mailto:jeremy@cknw.com)>  
**Date:** October 23, 2015 at 11:47:28 AM PDT  
**To:** "Oliphant, Sam PREM:EX" <[Sam.Oliphant@gov.bc.ca](mailto:Sam.Oliphant@gov.bc.ca)>  
**Subject:** Premier's letter

Hi Sam,

Are you able to send us a copy of the premier's letter to staff and ministers regarding the Privacy Commissioner's recommendations to us?

Best wishes,

Jeremy.

Senior Reporter  
News Talk 980 CKNW  
(604) 787-7131  
@JLLye980



## **Oliphant, Sam PREM:EX**

---

**From:** Oliphant, Sam PREM:EX  
**Sent:** Friday, October 23, 2015 3:33 PM  
**To:** s.22  
**Subject:** Fwd: As requested: Premier's memo attached  
**Attachments:** 2015 10 23 Memo.pdf; ATT00001.htm

Here is the memo

Sam Oliphant  
Press Secretary  
Office of the Premier

## **Oliphant, Sam PREM:EX**

---

**From:** Southern, Evan PREM:EX  
**Sent:** Monday, October 26, 2015 9:36 AM  
**To:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; McPhee, Jordan PREM:EX; Gjoka, Ina PREM:EX; Ives, Andrew PREM:EX; Oliphant, Sam PREM:EX; Toda, Sarah PREM:EX; Grant, Wade PREM:EX; Kay, Maclean PREM:EX; Dolan, Chelsea PREM:EX; Carey, Linda J PREM:EX; Bremner, Virginia PREM:EX  
**Cc:** Leamy, Michelle T PREM:EX  
**Subject:** FOI Protocol

Hi all,

Effective immediately, this is the new process for how we handle FOI requests directed to the Executive Branch. The Deputy Minister Office will be sending you an email that contains the wording of the request plus a date range by which you are to respond back to them with either records pertaining to that request or a 'no records response'.

If you have any questions on this process, please don't hesitate to ask either myself or Michelle Leamy.

Thank you  
Evan

**Evan Southern**  
Director of Issues Management  
Office of the Premier  
C: s.17

**Bhullar, Barinder PREM:EX**

---

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark  
**Attachments:** 2015 10 23 Memo.pdf

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



October 23, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

Until Mr. Loukidelis completes his work, I am further directing my Cabinet Ministers and all political staff, to keep all the emails they send, regardless of whether they are transitory or not.

There can be conflicting views on how the rules have been applied over the decades. It is my expectation that we do our utmost to follow the regulations around Freedom of Information. But, we also need to recognize that technology, as well as public expectations are evolving.

We can, and should, take this additional step to give our citizens greater confidence that their government is open and accountable.

Sincerely,

Christy Clark  
Premier

## McCann, Meghan PREM:EX

---

**From:** Bhullar, Barinder PREM:EX  
**Sent:** Wednesday, November 25, 2015 10:00 AM  
**To:** McCann, Meghan PREM:EX  
**Subject:** FW: Memo from Premier Clark

FYI

**From:** Bhullar, Barinder PREM:EX  
**Sent:** Friday, October 23, 2015 11:02 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

I have received this memo from the Premier. I understand it and will abide by it.

Regards,  
Barinder

--

Barinder S. Bhullar | Director of Policy  
Office of the Premier  
Province of British Columbia

T: 604.775.0012 | M: 604.775.1717 | E: [barinder.bhullar@gov.bc.ca](mailto:barinder.bhullar@gov.bc.ca)

*This e-mail message may contain privileged or confidential information.  
If you received this e-mail message in error, please delete the e-mail and any attachments and notify the sender.*

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

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Dan Doyle  
Chief of Staff to Premier Christy Clark

**McCann, Meghan PREM:EX**

---

**From:** Dolan, Chelsea PREM:EX  
**Sent:** Friday, October 23, 2015 11:02 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

I have received this memo from the Premier. I understand it and will abide by it

---

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

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Dan Doyle  
Chief of Staff to Premier Christy Clark

**McCann, Meghan PREM:EX**

---

**From:** Grant, Wade PREM:EX  
**Sent:** Wednesday, October 28, 2015 11:16 AM  
**To:** McCann, Meghan PREM:EX  
**Subject:** FW: Memo from Premier Clark  
**Attachments:** 2015 10 23 Memo.pdf

---

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

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Sincerely,

Christy Clark  
Premier



**Leamy, Michelle T PREM:EX**

---

**From:** Grant, Wade PREM:EX  
**Sent:** Wednesday, November 4, 2015 2:58 PM  
**To:** Leamy, Michelle T PREM:EX  
**Subject:** FW: Memo from Premier Clark

**From:** Grant, Wade PREM:EX  
**Sent:** Friday, October 23, 2015 11:17 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Wade

Sent from my iPhone

On Oct 23, 2015, at 10:59 AM, Doyle, Dan PREM:EX <sup>s.17</sup> > wrote:

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**McCann, Meghan PREM:EX**

---

**From:** Grant, Wade PREM:EX  
**Sent:** Wednesday, October 28, 2015 11:16 AM  
**To:** McCann, Meghan PREM:EX  
**Subject:** FW: FOI Protocol

---

**From:** Southern, Evan PREM:EX  
**Sent:** Monday, October 26, 2015 9:36 AM  
**To:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; McPhee, Jordan PREM:EX; Gjoka, Ina PREM:EX; Ives, Andrew PREM:EX; Oliphant, Sam PREM:EX; Toda, Sarah PREM:EX; Grant, Wade PREM:EX; Kay, Maclean PREM:EX; Dolan, Chelsea PREM:EX; Carey, Linda J PREM:EX; Bremner, Virginia PREM:EX  
**Cc:** Leamy, Michelle T PREM:EX  
**Subject:** FOI Protocol

Hi all,

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Thank you  
Evan

Evan Southern  
Director of Issues Management  
Office of the Premier  
C:s.17

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**To:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; McPhee, Jordan PREM:EX; Gjoka, Ina PREM:EX; Ives, Andrew PREM:EX; Oliphant, Sam PREM:EX; Toda, Sarah PREM:EX; Grant, Wade PREM:EX; Kay, Maclean PREM:EX; Dolan, Chelsea PREM:EX; Carey, Linda J PREM:EX; Bremner, Virginia PREM:EX  
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Thank you  
Evan

Evan Southern  
Director of Issues Management  
Office of the Premier  
C: s.17

**Southern, Evan PREM:EX**

---

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Sincerely,

Christy Clark  
Premier

## **Southern, Evan PREM:EX**

---

**From:** Southern, Evan PREM:EX  
**Sent:** Friday, October 23, 2015 11:04 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

Dan

I have received this memo from the Premier. I understand it and will abide by it.

Thank you  
Evan

---

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Chief of Staff to Premier Christy Clark

## **McCann, Meghan PREM:EX**

---

**From:** Ives, Andrew PREM:EX  
**Sent:** Friday, October 23, 2015 11:05 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Re: Memo from Premier Clark

I have received this memo from the Premier. I understand it and will abide by it.

Andrew Ives  
Executive Assistant to Premier Christy Clark  
Office of Premier

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Chief of Staff to Premier Christy Clark



## Gjoka, Ina PREM:EX

---

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There can be conflicting views on how the rules have been applied over the decades. It is my expectation that we do our utmost to follow the regulations around Freedom of Information. But, we also need to recognize that technology, as well as public expectations are evolving.

We can, and should, take this additional step to give our citizens greater confidence that their government is open and accountable.

Sincerely,

Christy Clark  
Premier

## Gjoka, Ina PREM:EX

---

**From:** Gjoka, Ina PREM:EX  
**Sent:** Friday, October 23, 2015 12:12 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

Dan,

I have received this memo from the Premier. I understand it and will abide by it

Thank you,

Ina Gjoka  
Executive Assistant to the Deputy Chief of Staff  
Office of Premier Christy Clark  
740-999 Canada Place, Vancouver, BC V6C 3E1  
Phone: (604) 775-1677  
Cell: 9.17  
[ina.gjoka@gov.bc.ca](mailto:ina.gjoka@gov.bc.ca)  
<http://www.gov.bc.ca/premier>

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**Toda, Sarah PREM:EX**

---

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark  
**Attachments:** 2015 10 23 Memo.pdf

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



October 23, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

Until Mr. Loukidelis completes his work, I am further directing my Cabinet Ministers and all political staff, to keep all the emails they send, regardless of whether they are transitory or not.

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We can, and should, take this additional step to give our citizens greater confidence that their government is open and accountable.

Sincerely,

Christy Clark  
Premier

**Toda, Sarah PREM:EX**

---

**From:** Toda, Sarah PREM:EX  
**Sent:** Friday, October 23, 2015 11:04 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

Dan,

I have received this memo from the Premier. I understand it and will abide by it.

Sarah

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

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Dan Doyle  
Chief of Staff to Premier Christy Clark

**McCann, Meghan PREM:EX**

---

**From:** Mills, Shane LASS:EX  
**Sent:** Thursday, October 22, 2015 4:52 PM  
**To:** Chin, Ben PREM:EX; Kay, Maclean PREM:EX; Ives, Andrew PREM:EX; McPhee, Jordan PREM:EX; Oliphant, Sam PREM:EX; Southern, Evan PREM:EX; Toda, Sarah PREM:EX  
**Cc:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Sweeney, Neil PREM:EX  
**Subject:** Re: Note

I'll reinforce at morning meeting tomorrow.

Sent from my BlackBerry 10 smartphone on the TELUS network.

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 4:47 PM  
**To:** Kay, Maclean PREM:EX; Ives, Andrew PREM:EX; McPhee, Jordan PREM:EX; Mills, Shane; Oliphant, Sam PREM:EX; Southern, Evan PREM:EX; Toda, Sarah PREM:EX  
**Cc:** Doyle, Dan A PREM:EX; Cadario, Michele PREM:EX; Sweeney, Neil PREM:EX  
**Subject:** Note

Made a slight change...Maclean can you check for formatting, spelling.

Andrew, once Maclean gets you a clean copy, PCC can email to Dan and Ministers in the morning.

Sarah, if you're at work, please forward from Dan to all PO and MO staff tomorrow morning.

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

## McCann, Meghan PREM:EX

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 11:25 AM  
**To:** Ingram, Geoff MTIC:EX; Mills, Shane LASS:EX; Southern, Evan PREM:EX  
**Cc:** Facey, Nick MTIC:EX  
**Subject:** Re: MTICS media requests x2 - CBC Radio BC Almanac and CBC On the Coast re OIPC report for 12:05 today

Yes

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

**From:** Ingram, Geoff MTIC:EX  
**Sent:** Thursday, October 22, 2015 11:23 AM  
**To:** Mills, Shane LASS:EX; Chin, Ben PREM:EX; Southern, Evan PREM:EX  
**Cc:** Facey, Nick MTIC:EX  
**Subject:** MTICS media requests x2 - CBC Radio BC Almanac and CBC On the Coast re OIPC report for 12:05 today

Gentlemen,

We have 2 media requests from CBC to go on their day shows. Are you ok with MAV participating?

Geoff

1. Date/Time: Oct. 22 – 10:52 a.m.

Deadline @ asap

Media: CBC Radio BC Almanac

Host: Gloria Macarenko

Producer: Michelle Eliot, 604-662-6982, [michelle.eliot@cbc.ca](mailto:michelle.eliot@cbc.ca)

Topic: OIPC report

Background: Would like to know if Minister Virk can go on for a few minutes at 12:05 today to talk about OIPC's report.

Format would be live with host Gloria Macarenko. Plz note: they are looking for a columnist to go on following for open line but that has not been confirmed.

2. Date/Time: Oct. 22/11am

Deadline @ asap

Media: CBC - On the Coast

Host: Stephen Quinn

Dial-in#: 604-669-3733

Producer: Jessica Linzey, 604-662-6923, [jessica.linzey@cbc.ca](mailto:jessica.linzey@cbc.ca)

Topic: OIPC Investigation

Background: Host would like to speak to MAV for 7 minutes, one-on-one. No other guests are booked on this topic thus far.

Questions: Seeking general interview about the report and what government is doing in response to it.





## **McCann, Meghan PREM:EX**

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 4:26 PM  
**To:** Cadario, Michele PREM:EX; Doyle, Dan PREM:EX  
**Subject:** Re:

Good point..will fix.

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

---

**From:** Cadario, Michele PREM:EX  
**Sent:** Thursday, October 22, 2015 4:03 PM  
**To:** Chin, Ben PREM:EX; Doyle, Dan PREM:EX  
**Subject:** Re:

For PCC letter - in sentence "I know my staff and yours...". Shouldn't that also include her and her Ministers as well as all of our staff take it seriously..."

M

Sent from my BlackBerry 10 smartphone on the TELUS network.

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 3:31 PM  
**To:** Cadario, Michele PREM:EX; Doyle, Dan PREM:EX  
**Subject:** Fw:

Please take a look..letter from PCC to Dan and ministers, which Dan would forward to staff

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

---

**From:** Kay, Maclean PREM:EX  
**Sent:** Thursday, October 22, 2015 3:09 PM  
**To:** Chin, Ben PREM:EX  
**Subject:** RE:

Letterhead and plan copies attached.

---

**From:** Chin, Ben PREM:EX

**Sent:** Thursday, October 22, 2015 2:48 PM

**To:** Kay, Maclean PREM:EX

**Subject:**

**Ben Chin**

Executive Director

Communications & Issues Mgmt

Office of Premier Christy Clark

Government of British Columbia

**250.588.3113**

## **McCann, Meghan PREM:EX**

---

**From:** Chin, Ben PREM:EX  
**Sent:** Monday, October 26, 2015 4:53 PM  
**To:** Facey, Nick MTIC:EX; Southern, Evan PREM:EX; Mills, Shane LASS:EX  
**Cc:** Ingram, Geoff MTIC:EX  
**Subject:** RE: Red FM

yes

---

**From:** Facey, Nick MTIC:EX  
**Sent:** Monday, October 26, 2015 4:51 PM  
**To:** Southern, Evan PREM:EX; Mills, Shane LASS:EX; Chin, Ben PREM:EX  
**Cc:** Ingram, Geoff MTIC:EX  
**Subject:** Red FM

Interested in getting MAV on the show tomorrow morning?

---

## **OFFICE OF THE PREMIER / TRANSPORTATION / JUSTICE & ATTORNEY GENERAL / TECHNOLOGY, INNOVATION & CITIZEN SERVICES**

### **NEWS ITEM:**

#### **MLA Eby: Deleted emails**

RED FM – Harjinder Thind Show – 8:43am

- Opposition Critic, David Eby, joins talk show host, Harjinder Thind, to discuss deleted emails in two BC government ministries, and the Office of the Premier.
- MLA Eby says the main reason behind deleting ministry emails is to avoid potential political embarrassment.
- Eby says the RCMP is working on this case, and NDP will also raise this issue in the legislature today.
- Audio of the interview is included.

Page 325 to/à Page 329

Withheld pursuant to/removed as

s.3

## **McCann, Meghan PREM:EX**

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**From:** Chin, Ben PREM:EX  
**Sent:** Friday, October 23, 2015 2:50 PM  
**To:** Ingram, Geoff MTIC:EX; Mills, Shane LASS:EX  
**Cc:** Facey, Nick MTIC:EX; Southern, Evan PREM:EX  
**Subject:** Re: Updated: Media Request - Van Sun - OIPC Report - Triple Delete Function

Looks fine...one change, Premier sent a directive today, not memo

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

**From:** Ingram, Geoff MTIC:EX  
**Sent:** Friday, October 23, 2015 2:37 PM  
**To:** Chin, Ben PREM:EX; Mills, Shane LASS:EX  
**Cc:** Facey, Nick MTIC:EX; Southern, Evan PREM:EX  
**Subject:** FW: Updated: Media Request - Van Sun - OIPC Report - Triple Delete Function

Updated for approval. Please note we are past the deadline.

Geoff

**Deadline @ 2:30pm**

**Media:** Vancouver Sun

**Reporter:** Rob Shaw, 250-953-5932, [rshaw@vancouver.sun.com](mailto:rshaw@vancouver.sun.com)

**Topic:** OIPC Report – Triple Delete Function

**Background:** Reporter seeking responses to the questions below as a follow-up to the OIPC's report issued yesterday.

**Suggested Response:**

Does government intend to end the practice of triple-deleting by, as Denham recommended, barring employees from access to the 'recover' folder in their email program? And if so, when will this change be implemented?

Does government intend to change the automatic delete time of the the recover folder to 30 days before it is automatically emptied, thereby allowing the monthly government backup system to backup the contents of the recovery folder? And if so, when will this change be implemented?

Does the government agree with Commissioner Denham's description of triple-delete, in that if it is done quickly enough it can permanently erase an email from the government system before it can be backed up by monthly government backup procedures? Or, is there another way government technicians have found to recover emails that are triple-deleted even if they aren't backed up? I've had some computer people email me to say that hard drives could in fact be analyzed and emails recovered using other forensic techniques on individual computers.

What other technological solutions is government exploring to prevent people from deleting their emails?

To clarify part of the commissioner's report, is it government's understanding that the emails that were triple-deleted by Mr. Gretes have not been recovered and can't be recovered? They are permanently erased? They didn't show up in any other FOIs, or on any other computers, or anywhere else – they are gone? And does the ministry know what those records were, contained, or involved?

Why did the ability for staff to access their recover deleted email folder exist in the first place? For what purpose did government expect staff would want to access that folder?

- Commissioner Denham's report is comprehensive, and her recommendations provide remedies appropriate to the findings, and we are acting on them.
- The Commissioner has made a number of important findings that we take seriously and government is committed to acting on her recommendations.
- At the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, has been asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.
- Today the Premier sent a memo to all ministers and political staff instructing them to keep all emails they send, regardless of whether they are transitory or not, until Mr. Loukidelis' work is complete.
- Further, the Ministry of Transportation and Infrastructure and the Ministry of Advanced Education have committed to providing the requested email records.
- The Office of the Premier has confirmed they will strengthen their process of documenting and tracking Freedom of Information requests and will also assign responsibility for Freedom of Information coordination to the Deputy Minister's Office.
- Two of the Commissioner's recommendations also involve changes to existing legislation.
- Government will refer these recommendations to the all-party Special Committee reviewing the *Freedom of Information and Protection of Privacy Act*. This referral will include a request to look at the practices of other provinces and jurisdictions.

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Tasha Schollen | Communications Director  
 Ministry of Technology, Innovation and Citizens' Services  
 Government Communications and Public Engagement  
 Phone: 250-387-3134 | Cell: 250-889-1121

Page 332

Withheld pursuant to/removed as

s.3



**McCann, Meghan PREM:EX**

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**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 2:48 PM  
**To:** Kay, Maclean PREM:EX  
**Attachments:** letter.docx

**Ben Chin**  
Executive Director  
Communications & Issues Mgmt  
Office of Premier Christy Clark  
Government of British Columbia  
**250.588.3113**

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

It is to that end that I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, as well as to give us advice on the best ways to implement actions in response to the Privacy Commissioner's recommendations. Until Mr. Loukidelis completes his work, I am further directing my Cabinet Ministers and all political staff to keep all the emails they send, regardless of whether they are transitory or not.

There can be conflicting views on how the rules have been applied over the decades. And I know my staff and yours do their utmost to follow the regulations around Freedom of Information to the best of their understanding. But we also need to recognize that technology, as well as public expectations are evolving. We can and should take this additional step to give our citizens greater confidence their government is open and accountable.

**McCann, Meghan PREM:EX**

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 4:47 PM  
**To:** Kay, Maclean PREM:EX; Ives, Andrew PREM:EX; McPhee, Jordan PREM:EX; Mills, Shane LASS:EX; Oliphant, Sam PREM:EX; Southern, Evan PREM:EX; Toda, Sarah PREM:EX  
**Cc:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Sweeney, Neil PREM:EX  
**Subject:** Note  
**Attachments:** 2015 10 23 Letterhead.doc

Made a slight change...Maclean can you check for formatting, spelling.

Andrew, once Maclean gets you a clean copy, PCC can email to Dan and Ministers in the morning.

Sarah, if you're at work, please forward from Dan to all PO and MO staff tomorrow morning.

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.



October 22, 2015

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Sincerely,

Christy Clark  
Premier

**McCann, Meghan PREM:EX**

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 3:32 PM  
**To:** Cadario, Michele PREM:EX; Doyle, Dan PREM:EX  
**Subject:** Fw:  
**Attachments:** 2015 10 23 Letterhead.doc; 2015 10 23 FOI.docx

Please take a look..letter from PCC to Dan and ministers, which Dan would forward to staff

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

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**From:** Kay, Maclean PREM:EX  
**Sent:** Thursday, October 22, 2015 3:09 PM  
**To:** Chin, Ben PREM:EX  
**Subject:** RE:

Letterhead and plan copies attached.

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**Sent:** Thursday, October 22, 2015 2:48 PM  
**To:** Kay, Maclean PREM:EX  
**Subject:**  
**Ben Chin**  
Executive Director  
Communications & Issues Mgmt  
Office of Premier Christy Clark  
Government of British Columbia  
**250.588.3113**



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Premier Christy Clark

**McCann, Meghan PREM:EX**

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 5:02 PM  
**To:** Kay, Maclean PREM:EX  
**Subject:** Re: Note

s.22

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

---

**From:** Kay, Maclean PREM:EX  
**Sent:** Thursday, October 22, 2015 4:58 PM  
**To:** Chin, Ben PREM:EX  
**Subject:** Re: Note

Will do. s.22

Maclean Kay  
Communications Manager  
Office of Premier Christy Clark  
(250) 387-1369

On Oct 22, 2015, at 4:50 PM, Chin, Ben PREM:EX <[Ben.Chin@gov.bc.ca](mailto:Ben.Chin@gov.bc.ca)> wrote:

I found one error already! I changed it to we and our staff do utmost...but forgot to change "their" to "our" please correct

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

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**From:** Chin, Ben PREM:EX <[Ben.Chin@gov.bc.ca](mailto:Ben.Chin@gov.bc.ca)>  
**Sent:** Thursday, October 22, 2015 4:47 PM  
**To:** Kay, Maclean PREM:EX; Ives, Andrew PREM:EX; McPhee, Jordan PREM:EX; Mills, Shane LASS:EX; Oliphant, Sam PREM:EX; Southern, Evan PREM:EX; Toda, Sarah PREM:EX  
**Cc:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Sweeney, Neil PREM:EX



**McCann, Meghan PREM:EX**

---

**From:** Chin, Ben PREM:EX  
**Sent:** Thursday, October 22, 2015 4:50 PM  
**To:** Kay, Maclean PREM:EX  
**Subject:** Fw: Note  
**Attachments:** 2015 10 23 Letterhead.doc

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Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

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Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.



October 22, 2015

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Sincerely,

Christy Clark  
Premier

## **McCann, Meghan PREM:EX**

---

**From:** Chin, Ben PREM:EX  
**Sent:** Friday, October 23, 2015 8:34 AM  
**To:** McPhee, Jordan PREM:EX  
**Cc:** Kay, Maclean PREM:EX  
**Subject:** Re: Note

Looks good...should be to the "best of our understanding" not "their" understanding

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

**From:** McPhee, Jordan PREM:EX  
**Sent:** Friday, October 23, 2015 8:30 AM  
**To:** Chin, Ben PREM:EX  
**Cc:** Kay, Maclean PREM:EX  
**Subject:** Note

Take a look, a couple quick changes.

October 23, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable. To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

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Sincerely,

Christy Clark

Premier

**Jordan McPhee** | Manager of Operations

---

Office of Premier Christy Clark

T: 604.775.1600 | F: 604.775.1688

## **McCann, Meghan PREM:EX**

---

**From:** Chin, Ben PREM:EX  
**Sent:** Friday, October 23, 2015 11:56 AM  
**To:** van Marum, Karen GCPE:EX  
**Cc:** Oliphant, Sam PREM:EX  
**Subject:** Fw: Memo from Premier Clark  
**Attachments:** 2015 10 23 Memo.pdf

Here you go Karen

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."  
Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

**McCann, Meghan PREM:EX**

---

**From:** Chin, Ben PREM:EX  
**Sent:** Wednesday, October 21, 2015 7:13 PM  
**To:** Gordon, Matt GCPE:EX  
**Subject:** NR

Please make ref to at request of P for DL hiring (and make that part of MAV's language)

And materials will be released in accordance with foippa...not "sever"

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

## **McPhee, Jordan PREM:EX**

---

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark  
**Attachments:** 2015 10 23 Memo.pdf

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark

## **McPhee, Jordan PREM:EX**

---

**From:** McPhee, Jordan PREM:EX  
**Sent:** Friday, October 23, 2015 11:35 AM  
**To:** Doyle, Dan PREM:EX  
**Subject:** RE: Memo from Premier Clark

I have received this memo from the Premier. I understand it and will abide by it

---

**From:** Doyle, Dan PREM:EX  
**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
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Dan Doyle  
Chief of Staff to Premier Christy Clark

**McPhee, Jordan PREM:EX**

---

**From:** Southern, Evan PREM:EX  
**Sent:** Monday, October 26, 2015 9:36 AM  
**To:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; McPhee, Jordan PREM:EX; Gjoka, Ina PREM:EX; Ives, Andrew PREM:EX; Oliphant, Sam PREM:EX; Toda, Sarah PREM:EX; Grant, Wade PREM:EX; Kay, Maclean PREM:EX; Dolan, Chelsea PREM:EX; Carey, Linda J PREM:EX; Bremner, Virginia PREM:EX  
**Cc:** Leamy, Michelle T PREM:EX  
**Subject:** FOI Protocol

Hi all,

Effective immediately, this is the new process for how we handle FOI requests directed to the Executive Branch. The Deputy Minister Office will be sending you an email that contains the wording of the request plus a date range by which you are to respond back to them with either records pertaining to that request or a 'no records response'.

If you have any questions on this process, please don't hesitate to ask either myself or Michelle Leamy.

Thank you  
Evan

**Evan Southern**  
Director of Issues Management  
Office of the Premier  
C:s.17



## **McPhee, Jordan PREM:EX**

---

**From:** McPhee, Jordan PREM:EX  
**Sent:** Friday, October 23, 2015 8:31 AM  
**To:** Chin, Ben PREM:EX  
**Cc:** Kay, Maclean PREM:EX  
**Subject:** Note

Take a look, a couple quick changes.

October 23, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

Until Mr. Loukidelis completes his work, I am further directing my Cabinet Ministers and all political staff, to keep all the emails they send, regardless of whether they are transitory or not.

There can be conflicting views on how the rules have been applied over the decades. It is my expectation that we do our utmost to follow the regulations around Freedom of Information to the best of their understanding. But, we also need to recognize that technology, as well as public expectations are evolving.

We can, and should, take this additional step to give our citizens greater confidence that their government is open and accountable.

Sincerely,

Christy Clark  
Premier

**Jordan McPhee** | Manager of Operations

---

Office of Premier Christy Clark  
T: 604.775.1600 | F: 604.775.1688

## **McPhee, Jordan PREM:EX**

---

**From:** McPhee, Jordan PREM:EX  
**Sent:** Friday, October 23, 2015 9:38 AM  
**To:** Ives, Andrew PREM:EX  
**Cc:** Chin, Ben PREM:EX; Kay, Maclean PREM:EX  
**Subject:** Letter  
**Attachments:** 2015 10 23 Letterhead.doc

Andrew, final letter.

**Jordan McPhee** | Manager of Operations

---

Office of Premier Christy Clark  
T: 604.775.1600 | F: 604.775.1688



October 23, 2015

Dear Colleagues,

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To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

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Sincerely,

Christy Clark  
Premier

---

## STATEMENT

For Immediate Release  
[release number]  
October 22, 2015

Ministry of Technology,  
Innovation and Citizens' Services

### Minister responds to Information and Privacy Commissioner's report

VICTORIA – Technology, Innovation and Citizens' Services Minister Amrik Virk made the following statement in response to the Office of the Information and Privacy Commissioner's latest Report.

"On behalf of the government of British Columbia, I would like to thank the Information and Privacy Commissioner for the report.

All government employees have a responsibility to ensure they are properly responding to freedom of information requests. The Commissioner has made a number of important findings that we take seriously and government is committed to acting on her recommendations.

At the direction of the Premier, I have asked the former B.C. Information and Privacy Commissioner David Loukidelis to advise government on how to address the recommendations. Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

Government is already addressing a number of the recommendations. This includes the Ministry of Transportation and Infrastructure's agreement to provide the additional 36 pages of information and the Ministry of Advanced Education's commitment to provide the requested 20 email records. Both information releases will be in accordance with the Freedom of Information and Protection of Privacy Act.

We intend to address outstanding recommendations as swiftly as possible. For example, the Office of the Premier has confirmed they will strengthen their process of documenting and tracking Freedom of Information requests. The Office will also assign responsibility for Freedom of Information coordination to the Deputy Minister's Office. A number of other recommendations that require both policy and operational considerations will require more time for review.

Two of the Commissioner's recommendations also involve changes to existing legislation. Government will refer these recommendations to the all-party Special Committee reviewing the *Freedom of Information and Protection of Privacy Act*. This referral will include a request to look at the practices of other provinces and jurisdictions.

Aspects of the report touch on personnel and legal matters. Given our obligations to protect the privacy of employees and respect for due process, we will not be commenting on these elements.

Earlier this year government passed the *Information Management Act* and created a Chief Records Officer. This position helps ensure the retention and management of important government records so they are available for operational use and for freedom of information requests.

Our government remains committed to being as open and transparent as possible. Over the last five years government has responded to over 43,000 Freedom of Information requests. Government also has almost 1 million boxes of securely stored records in its possession and an additional 40,000 boxes are added per year.

Contact:  
Government Communications and Public Engagement  
Ministry of Technology, Innovation and Citizens' Services  
250 889-1121

Page 353

Withheld pursuant to/removed as

s.14

Page 354

Withheld pursuant to/removed as

s.3

Page 355 to/à Page 356

Withheld pursuant to/removed as

s.14

Page 357 to/à Page 358

Withheld pursuant to/removed as

s.3



Page 359 to/à Page 361

Withheld pursuant to/removed as

s.14

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## STATEMENT

For Immediate Release  
[release number]  
October 22, 2015

Ministry of Technology,  
Innovation and Citizens' Services

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Contact:  
Government Communications and Public Engagement  
Ministry of Technology, Innovation and Citizens' Services  
250 889-1121

Date: October 22, 2015

Dear Mr. McRae

In the Information and Privacy Commissioner's most recent investigation report, "Access Denied: Record Retention and Disposal Practices of the Government of British Columbia OIPC File F15-62376", the Commissioner has made three recommendations that government believes represent a shift from current policy, practice and legislation.

We respectfully request the Special Committee to turn their minds to the three issues highlighted below. We ask you to consider best practice in these areas including looking at practices in other provinces and jurisdictions.


This OIPC report includes two recommendations that require legislative changes to enact including legislative oversight of information management requirements (e.g. document destruction), and the inclusion of a "duty to document" provision in the Freedom of Information and Protection of Privacy Act.

These two concepts address information management practices that BC has attempted to address. For example, British Columbia has enacted more than 400 "duty to create" requirements within legislation. In addition, the new Information Management Act creates a Chief Records Officer to oversee government's records management practices.

The third issue that we would encourage the Special Committee to consider is the idea that deleted electronic records remain available for response to access requests.

Given the nature and potential impact of the identified recommendations, government believes it is important to refer these issues to the Special Committee now in addition to government's full submission which will be tabled on November 18<sup>th</sup>, 2015.

Sincerely,



Amrik Virk  
Minister

**Leamy, Michelle T PREM:EX**

---

**From:** Leamy, Michelle T PREM:EX  
**Sent:** Friday, October 23, 2015 3:15 PM  
**To:** s.22

Pls feel free to edit away!

Hi All:

Effective immediately, this is the new process for how we handle FOI requests directed to the Executive Branch. The DMO will be sending you an email that contains the wording of the request plus a date by which you are to respond back to them with either records pertaining to that request or a 'no records response'.

If you have any questions on this process, please don't hesitate to ask either myself or Michelle Leamy.

m

**Leamy, Michelle T PREM:EX**

---

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**Sent:** Friday, October 23, 2015 10:59 AM  
**To:** LP Chief of Staff; LP Ministerial Assistants; LP Executive Assistants  
**Subject:** Memo from Premier Clark  
**Attachments:** 2015 10 23 Memo.pdf

Good morning everyone,

Please see the attached memo from the Premier. Please confirm that you have received it by replying the following to me in an e-mail:

"I have received this memo from the Premier. I understand it and will abide by it."

Let me know if you have any questions. Thank you for your attention to this matter,

Dan Doyle  
Chief of Staff to Premier Christy Clark



October 23, 2015

Dear Colleagues,

I know you share my sense of duty to British Columbians to ensure we lead a government that is open and accountable.

To that end, we will be taking action on the Privacy Commissioner's recommendations. I have asked David Loukidelis to help us strengthen our processes and training around Freedom of Information, and give us advice on the best ways to implement actions in response to this report.

Until Mr. Loukidelis completes his work, I am further directing my Cabinet Ministers and all political staff, to keep all the emails they send, regardless of whether they are transitory or not.

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Sincerely,

Christy Clark  
Premier

Page 367

Withheld pursuant to/removed as

s.14

**Leamy, Michelle T PREM:EX**

---

**From:** Southern, Evan PREM:EX  
**Sent:** Monday, October 26, 2015 9:36 AM  
**To:** Doyle, Dan PREM:EX; Cadario, Michele PREM:EX; Chin, Ben PREM:EX; McPhee, Jordan PREM:EX; Gjoka, Ina PREM:EX; Ives, Andrew PREM:EX; Oliphant, Sam PREM:EX; Toda, Sarah PREM:EX; Grant, Wade PREM:EX; Kay, Maclean PREM:EX; Dolan, Chelsea PREM:EX; Carey, Linda J PREM:EX; Bremner, Virginia PREM:EX  
**Cc:** Leamy, Michelle T PREM:EX  
**Subject:** FOI Protocol

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If you have any questions on this process, please don't hesitate to ask either myself or Michelle Leamy.

Thank you  
Evan

**Evan Southern**  
Director of Issues Management  
Office of the Premier  
C:s.17



**Leamy, Michelle T PREM:EX**

---

**From:** Doyle, Dan PREM:EX  
**Sent:** Monday, October 26, 2015 12:27 PM  
**To:** Leamy, Michelle T PREM:EX  
**Subject:** Memo from PCC

Michelle,

Please keep a copy of the Premier's memo from last week in each political staff members file along with their confirmation that they have received it and will abide by it.

Thanks,

Dan

Page 370 to/à Page 375

Withheld pursuant to/removed as

s.22

Page 376 to/à Page 442

Withheld pursuant to/removed as

s.3

**Olson, Alisha PREM:EX**

---

**From:** Olson, Alisha PREM:EX  
**Sent:** Friday, October 16, 2015 4:10 PM  
**To:** Dyble, John C PREM:EX  
**Subject:** FW: Upcoming investigation report - OIPC

*I've confirmed that Michelle was right about the topic.*

s.3

Page 444 to/à Page 459

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s.3

Page 460

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s.14

Page 461

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Page 462

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Page 463

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Page 464

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Page 465 to/à Page 468

Withheld pursuant to/removed as

s.3

Page 469

Withheld pursuant to/removed as

s.14

Page 470

Withheld pursuant to/removed as

s.3

## McCann, Meghan PREM:EX

---

**From:** Olson, Alisha PREM:EX  
**Sent:** Thursday, October 22, 2015 9:53 AM  
**To:** McCann, Meghan PREM:EX  
**Subject:** FW: Social Media: Privacy report

**From:** [tno@gov.bc.ca](mailto:tno@gov.bc.ca) [<mailto:tno@gov.bc.ca>]  
**Sent:** Thursday, October 22, 2015 9:44 AM  
**Subject:** Social Media: Privacy report

Social Media

22-Oct-2015 09:30

Copyright

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## **McCann, Meghan PREM:EX**

---

**From:** Olson, Alisha PREM:EX  
**Sent:** Thursday, October 22, 2015 9:53 AM  
**To:** McCann, Meghan PREM:EX  
**Subject:** FW: Social Media: Duncan report

**From:** [tno@gov.bc.ca](mailto:tno@gov.bc.ca) [<mailto:tno@gov.bc.ca>]  
**Sent:** Thursday, October 22, 2015 9:44 AM  
**Subject:** Social Media: Duncan report

Social Media

22-Oct-2015 09:32

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## **McCann, Meghan PREM:EX**

---

**From:** Olson, Alisha PREM:EX  
**Sent:** Thursday, October 22, 2015 9:53 AM  
**To:** McCann, Meghan PREM:EX  
**Subject:** FW: Social Media: Duncan report

**From:** [tno@gov.bc.ca](mailto:tno@gov.bc.ca) [<mailto:tno@gov.bc.ca>]  
**Sent:** Thursday, October 22, 2015 9:49 AM  
**Subject:** Social Media: Duncan report

Social Media

22-Oct-2015 09:40

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## McCann, Meghan PREM:EX

---

**From:** Olson, Alisha PREM:EX  
**Sent:** Thursday, October 22, 2015 9:55 AM  
**To:** McCann, Meghan PREM:EX  
**Subject:** FW: Webcast: The Ministry of Technology, Innovation and Citizens' Services webcast will begin in approximate...

**From:** [tno@gov.bc.ca](mailto:tno@gov.bc.ca) [<mailto:tno@gov.bc.ca>]  
**Sent:** Thursday, October 22, 2015 9:37 AM  
**Subject:** Webcast: The Ministry of Technology, Innovation and Citizens' Services webcast will begin in approximate...

Copyright

**Olson, Alisha PREM:EX**

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**From:** Olson, Alisha PREM:EX  
**Sent:** Thursday, October 22, 2015 9:53 AM  
**To:** McCann, Meghan PREM:EX  
**Subject:** FW: Social Media: Privacy report

**From:** [tno@gov.bc.ca](mailto:tno@gov.bc.ca) [<mailto:tno@gov.bc.ca>]  
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Social Media

22-Oct-2015 09:30

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**Olson, Alisha PREM:EX**

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22-Oct-2015 09:32

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**Toda, Sarah PREM:EX**

---

**From:** Stone, Todd TRAN:EX  
**Sent:** Friday, October 23, 2015 11:13 AM  
**To:** s.17 Doyle, Dan PREM:EX  
**Subject:** Re: Memo from the Premier

**Categories:** MLA

Received.  
Todd Stone

Sent from my iPhone

On Oct 23, 2015, at 11:09 AM<sup>s.17</sup> wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

<2015 10 23 Letter.pdf>

s.17

---

**From:** Bennett, Bill MEM:EX  
**Sent:** Saturday, October 24, 2015 9:59 AM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Thank you Premier. I confirm receipt of your direction and will follow that direction.

Bill

Sent from Bill Bennett,  
Minister of Energy & Mines  
British Columbia

On Oct 23, 2015, at 12:09 PM, <sup>s.17</sup> wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

<2015 10 23 Letter.pdf>



s.17

---

**From:** Anton, Suzanne JAG:EX  
**Sent:** Saturday, October 24, 2015 9:25 AM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Yes and yes. Good advice.  
Have a good WE.

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** s.17  
**Sent:** Friday, October 23, 2015 11:09  
**To:** Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX  
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Regards,  
Premier Clark

---

**From:** Coleman, Rich MEM:EX  
**Sent:** Saturday, October 24, 2015 9:04 AM  
**To:** Wat, Teresa MIT:EX s.17 : Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX  
**Subject:** Re: Memo from the Premier

Received, read, rich

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** Wat, Teresa MIT:EX  
**Sent:** Friday, October 23, 2015 11:12 AM  
**To:** s.17 : Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX  
**Subject:** Re: Memo from the Premier

Hi Premier,  
I have read the memo and will follow the new procedures.  
Thank you.  
Sincerely,  
Teresa

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** s.17  
**Sent:** Friday, October 23, 2015 11:09 AM  
**To:** Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX  
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Regards,  
Premier Clark

---

**From:** Bond, Shirley B JTST:EX  
**Sent:** Friday, October 23, 2015 2:41 PM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Premier,  
Understood. I have read and of course will follow the procedure as laid out.  
SBond

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** s.17  
**Sent:** Friday, October 23, 2015 11:09 AM  
**To:** Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX  
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Regards,  
Premier Clark

---

**From:** Oakes, Coralee SBRT:EX  
**Sent:** Friday, October 23, 2015 2:25 PM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Dear Premier;

I confirm that I have received and read that memo and will follow procedures. I have also discussed memo with clear expectations to follow procedures identified.

With respect

Coralee Oakes

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** s.17  
**Sent:** Friday, October 23, 2015 11:09 AM  
**To:** Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX  
**Subject:** Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

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**From:** Stilwell, Michelle SDSLEX  
**Sent:** Friday, October 23, 2015 1:30 PM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Premier,

I have received the letter and have reinforced the same with my staff.

Best,

Michelle Stilwell, MLA Parksville-Qualicum  
Minister of Social Development and Social Innovation



Sent from my iPad

On Oct 23, 2015, at 11:09 AM, s.17

wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

<2015 10 23 Letter.pdf>

s.17

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**From:** Wilkinson, Andrew AVED:EX  
**Sent:** Friday, October 23, 2015 1:06 PM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

. Confirmed on both points.

Sent from my iPad

On Oct 23, 2015, at 11:09 AM, <sup>s.17</sup> \_\_\_\_\_ wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

<2015 10 23 Letter.pdf>

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**From:** Fassbender, Peter CSCD:EX  
**Sent:** Friday, October 23, 2015 12:21 PM  
**To:** s.17 Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX  
**Subject:** Re: Memo from the Premier

Premier

Have received the letter and have reinforced the same with staff.

MPF

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** s.17  
**Sent:** Friday, October 23, 2015 11:09 AM  
**To:** Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX  
**Subject:** Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

s.17

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**From:** Yamamoto, Naomi TRAN:EX  
**Sent:** Friday, October 23, 2015 11:45 AM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Email received and will be following the new procedures.  
Naomi

Sent from my iPhone

On Oct 23, 2015, at 11:09 AM, s.17

wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

<2015 10 23 Letter.pdf>



s.17

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**From:** Polak, Mary ENV:EX  
**Sent:** Friday, October 23, 2015 11:28 AM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Received and will follow the new procedures as outlined.  
Thanks  
M

Sent from my iPad

On Oct 23, 2015, at 11:09 AM s.17

wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

<2015 10 23 Letter.pdf>

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**From:** Bernier, Mike EDUC:EX  
**Sent:** Friday, October 23, 2015 11:28 AM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Thanks very much. I have received and I am following all procedures.

Mike

On Oct 23, 2015, at 11:09 AM s.17 wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

<2015 10 23 Letter.pdf>

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**From:** Letnick, Norm AGRIEX  
**Sent:** Friday, October 23, 2015 11:24 AM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Yes and yes.

Norm Letnick, MLA  
Minister of Agriculture

On Oct 23, 2015, at 11:09 AM s.17

wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

<2015 10 23 Letter.pdf>

s.17

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**From:** Virk, Amrik MTIC:EX  
**Sent:** Friday, October 23, 2015 11:19 AM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Premiere

I am acknowledging receipt of the email and the attached memo. I am confirming compliance with new procedures set out in the memo.

Amrik S. Virk  
Minister of Technology, Innovation & Citizens' Services

On Oct 23, 2015, at 11:09 AM, s.17 wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

<2015 10 23 Letter.pdf>

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**From:** Rustad, John ABR:EX  
**Sent:** Friday, October 23, 2015 11:23 AM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Premier, thank you for your leadership on this issue. I will make sure that my sent emails and my staff's sent email are not deleted until we receive further direction.

Regards,  
John

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** s.17  
**Sent:** Friday, October 23, 2015 11:09 AM  
**To:** Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX  
**Subject:** Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

s.17

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**From:** Lake, Terry HLTH:EX  
**Sent:** Friday, October 23, 2015 11:18 AM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Received.

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** s.17  
**Sent:** Friday, October 23, 2015 11:09 AM  
**To:** Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fasshender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX  
**Subject:** Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

s.17

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**From:** Thomson, Steve FLNR:EX  
**Sent:** Friday, October 23, 2015 11:18 AM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Received

Sent from my iPhone

On Oct 23, 2015, at 11:09 AM, s.17

wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

<2015 10 23 Letter.pdf>

s.17

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**From:** Cadieux, Stephanie MCF:EX  
**Sent:** Friday, October 23, 2015 11:15 AM  
**To:** s.17  
**Subject:** Re: Memo from the Premier

Confirming receipt. Thank you and will keep all sent email.

Stephanie

Sent from my iPhone

On Oct 23, 2015, at 11:09 AM, s.17 > wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

<2015 10 23 Letter.pdf>



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**From:** Wat, Teresa MIT:EX  
**Sent:** Friday, October 23, 2015 11:13 AM  
**To:** s.17 Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX  
**Subject:** Re: Memo from the Premier

Hi Premier,  
I have read the memo and will follow the new procedures.  
Thank you.  
Sincerely,  
Teresa

Sent from my BlackBerry 10 smartphone on the TELUS network.

**From:** s.17  
**Sent:** Friday, October 23, 2015 11:09 AM  
**To:** Rustad, John ABR:EX; Wilkinson, Andrew AVED:EX; Letnick, Norm AGRI:EX; Cadieux, Stephanie MCF:EX; Fassbender, Peter CSCD:EX; Bernier, Mike EDUC:EX; Bennett, Bill MEM:EX; Polak, Mary ENV:EX; de Jong, Michael FIN:EX; Thomson, Steve FLNR:EX; Lake, Terry HLTH:EX; Wat, Teresa MIT:EX; Bond, Shirley B JTST:EX; Anton, Suzanne JAG:EX; Oakes, Coralee SBRT:EX; Coleman, Rich MEM:EX; Stilwell, Michelle SDSI:EX; Virk, Amrik MTIC:EX; Stone, Todd TRAN:EX; Yamamoto, Naomi TRAN:EX  
**Subject:** Memo from the Premier

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

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**From:** Stone, Todd TRAN:EX  
**Sent:** Friday, October 23, 2015 11:13 AM  
**To:** s.17 Doyle, Dan PREM:EX  
**Subject:** Re: Memo from the Premier

Received.  
Todd Stone

Sent from my iPhone

On Oct 23, 2015, at 11:09 AM, s.17

wrote:

Good Morning,

In light of the recent OIPC report I would like to draw to your attention to this memo. Please confirm that you have received this email and will be following the new procedures.

Regards,  
Premier Clark

<2015 10 23 Letter.pdf>

## Doyle, Dan PREM:EX

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**From:** Sweeney, Neil PREM:EX  
**Sent:** Thursday, October 22, 2015 12:08 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Fwd: OIPC Finals  
**Attachments:** KM-QA\_OIPC\_Report\_21\_Oct\_15\_FINAL.docx; ATT00001.htm; Statement\_OIPC\_Report\_22\_Oct\_FINAL.docx; ATT00002.htm; MA\_OIPC\_report\_Oct\_21.pdf; ATT00003.htm

Sent from my iPhone

Begin forwarded message:

**From:** "Schollen, Tasha GCPE:EX" <[Tasha.Schollen@gov.bc.ca](mailto:Tasha.Schollen@gov.bc.ca)>  
**Date:** October 22, 2015 at 8:54:37 AM PDT  
**To:** "Sweeney, Neil PREM:EX" <[Neil.Sweeney@gov.bc.ca](mailto:Neil.Sweeney@gov.bc.ca)>, "Chin, Ben PREM:EX" <[Ben.Chin@gov.bc.ca](mailto:Ben.Chin@gov.bc.ca)>, "Mills, Shane LASS:EX" <[Shane.Mills@leg.bc.ca](mailto:Shane.Mills@leg.bc.ca)>  
**Cc:** "Gordon, Matt GCPE:EX" <[Matt.Gordon@gov.bc.ca](mailto:Matt.Gordon@gov.bc.ca)>, "Schollen, Tasha GCPE:EX" <[Tasha.Schollen@gov.bc.ca](mailto:Tasha.Schollen@gov.bc.ca)>  
**Subject:** OIPC Finals

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**Tasha Schollen** | Communications Director  
Ministry of Technology, Innovation and Citizens' Services  
Government Communications and Public Engagement  
Phone: 250-387-3134 | Cell: 250-889-1121

### **Key Messages**

- Commissioner Denham's report is comprehensive, and her recommendations provide remedies appropriate to the findings, and we are acting on them.
- British Columbians need to be confident that their government is open and transparent. We are committed to ensuring that it is.
- Government has successfully responded to more than 43,000 FOI requests over the last five years and we continue to strengthen and improve our performance.
- It is our expectation that FOI policies and procedures of government are followed every time, without exception.

### **Addressing OIPC Report Recommendations**

- The Commissioner has made a number of important findings that we take seriously and government is committed to acting on her recommendations.
- At the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, has been asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.
- Further, the Ministry of Transportation and Infrastructure and the Ministry of Advanced Education have committed to providing the requested email records.
- The Office of the Premier has confirmed they will strengthen their process of documenting and tracking Freedom of Information requests and will also assign responsibility for Freedom of Information coordination to the Deputy Minister's Office.
- Two of the Commissioner's recommendations also involve changes to existing legislation.
- Government will refer these recommendations to the all-party Special Committee reviewing the *Freedom of Information and Protection of Privacy Act*. This referral will include a request to look at the practices of other provinces and jurisdictions.

### **Transportation Personnel Matter**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- I can tell you that the political staffer from the Ministry of Transportation and Infrastructure<sup>s.22</sup>  
s.22
- To be clear – I expect all staff to follow proper FOI procedures, to honour their oaths, and to abide by standards of conduct.

### **Government Management of Information and Records**

- Our government remains committed to being as open and transparent as possible.
- I want to assure British Columbians that our government takes freedom of information seriously.
- Over the last five years government has responded to over 43,000 Freedom of Information requests.
- Government has retained almost 1 million boxes of records securely stored in its possession, and every year, an additional 40,000 boxes of records are created.

- It is my expectation that all government staff follow all legislation, without exception.

## **Questions & Answers**

### **GENERAL**

#### **1. You state your intention to 'Act' on all recommendations.... Does that mean you will accept each?**

- The Commissioner has made a number of important findings and we take these seriously.
- We are always interested in finding ways we can improve and be even more transparent and open as a government.
- We need to ensure the public has confidence in our processes and we will carefully review each recommendation and have indicated our intent to act on them all to ensure we have that confidence of the public.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

#### **If pressed for more:**

- Some of the recommendations could involve policy and even legislative change.
- Government will refer these recommendations to the all-party Special Committee to review the Freedom of Information and Protection of Privacy Act.
- This review will include looking at practices of other provinces and jurisdictions.

#### **2. Is the government paying the legal fees for Mr. Gretes?**

- We don't discuss the provision of indemnities – indemnification is available to employees as determined by officials in the Ministry of Justice. It is a personnel matter and subject to solicitor client privilege.
- If it is determined that an individual has committed wrongdoing – for example found guilty in court of an offence, there are provisions for the repayment of the legal fees.

### **TRANSPORTATION**

#### **3. Will you release the 36 pages of transportation records as recommended by the Commissioner?**

- Yes we are retrieving these records and will run through the appropriate process for release, and documents will be released in accordance to the Freedom of Information and Protection of Privacy Act.

**4. What actions has the ministry taken since this issue came to light?**

- Ms. Denham's report demonstrates that there is already a rigorous process in place around how the Ministry of Transportation handles FOIs.
- Still, the ministry recognized in the spring that there was more the ministry could do to improve our processes, and we've taken a number of steps, including:
  - The MoTI Deputy held meetings with executive to reinforce processing, handling and decision making related to FOIs and to ensure that the ministry has the right number of staff in place to handle FOI volumes.
  - The ministry has hired additional staff and is in the process of changing organizational structures to strengthen FOI capacity.
  - The ministry has started a number of education and training activities for ministry employees. For example, ministry staff have been encouraged to participate in a corporate government training day that will be held on October 28, and we are planning and delivering more focused and targeted FOI education sessions within the ministry.
  - The ministry is also conducting a Lean project on FOI to ensure our processes are as reliable and efficient as possible.

**5. The Information and Privacy Commissioner has referred the actions of the Ministerial Assistant in the Transportation Ministers Office to the RCMP..... how seriously does government take this referral? Is the individual still employed by the government?**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- As this is a personnel matter, I can't go into further details. However, I can tell you that we take all workplace complaints seriously and act quickly to look into allegations.
- In personnel matters, we're limited in what we can say due to privacy considerations. Even in circumstances where an employee has engaged in serious misconduct, the employee's or former employee's right to privacy is respected.
- The Public Service Agency takes great care to make sure that an employee's personal details aren't disclosed without compelling reason.
- The information may enter the public domain if the employee later commences litigation or a grievance proceeds to arbitration.
- We need to both respect the concerns of the people bringing forward concerns, and due process for the person against whom the allegations are made.

**6. Will the ADM at Transportation receive any discipline for her failure to abide by the Act? Have you taken any steps to ensure this senior official of government is clear on her obligations under the Act?**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- Senior officials with the government are hardworking and dedicated people who make a number of challenging decisions each day.

- I understand that in this case, they made the decision to narrow the scope based on the information they had at the time.
- The government, however, agrees with the commissioner that the interpretation was ultimately too narrow and that we have a duty to clarify the request with the applicant.
- In fact, upon further review of the request in February, we agreed that we interpreted it too narrowly and the ministry provided additional relevant briefing information to the requestor on March 3.
- We have also agreed to retrieve the outstanding records and will run through the appropriate process for release and documents will be severed according to the Freedom of Information and Protection of Privacy Act.
- I also understand that the ministry has made a commitment to further improve their processes, which started with the deputy meeting with his executive to reinforce processing, handling and decision making related to FOIs.

**7. Minister Stone – what’s your reaction to the OIPC’s findings about your MA?**

- If you read the Commissioner’s report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- I’m disappointed by what I saw in the report.
- I can tell you that the political staffer from the Ministry of Transportation and Infrastructure s.22
- I expect all staff to follow proper FOI procedures, to honour their oaths, and to abide by standards of conduct.
- This is a personnel matter, so it would be inappropriate to comment further.

**PREMIER’S OFFICE**

**8. How is it that the Premier’s Office determined it was appropriate to have an individual with apparently 1 hour of FOI training not only run the FOI process in that office, but also create the process – which is nothing more than phone calls and sticky notes?**

- We have committed to strengthening the processes of documenting and tracking Freedom of Information requests in our office.
- The Office will also assign responsibility for Freedom of Information coordination to the Deputy Minister’s Office.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

**9. What if any discipline will the Director of Issues management and the Deputy Chief of Staff face? If none, why not?**

- If you read the Commissioner’s report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.

- In fact, we are already addressing a number of the recommendations to help ensure we don't have systemic issues, particularly by strengthening the documentation and tracking of requests, and assigning responsibility for coordination to the deputy minister's office.
- We intend to address the outstanding recommendations as swiftly as possible.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

**10. It is clear the government's approach to record management starts with the Premier's Office but is systemic across all Ministers Offices. What will you do to change the culture of secrecy?**

- We are already addressing a number of the recommendations to help ensure we don't have systemic issues, particularly by strengthening the documentation and tracking of requests, and assigning responsibility for coordination to the deputy minister's office.
- Our objective is to address the findings in the report and meet the public expectation of transparency and trust.

**11. The Commissioner says the Deputy Chief of Staff contravened the Act because she deleted her emails... it seems the Deputy Chief of Staff thinks they were transitory – do you agree with the finding?**

- We are already addressing a number of the recommendations to help ensure we don't have systemic issues, particularly by strengthening the documentation and tracking of requests, and assigning responsibility for coordination to the deputy minister's office.
- We intend to address the outstanding recommendations as swiftly as possible.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

#### **ADVANCED EDUCATION**

**12. Will you release Nick Facey's emails as recommended by the Commissioner?**

- Yes we are retrieving these records and will run through the appropriate process for release in accordance with the Freedom of Information and Protection of Privacy Act.

**13. Will Nick Facey face any discipline for contravening the Act?**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.



- We are already addressing a number of the recommendations to help ensure we don't have systemic issues, particularly by strengthening the documentation and tracking of requests, and assigning responsibility for coordination to the deputy minister's office.
- We intend to address the outstanding recommendations as swiftly as possible.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

## **TECHNOLOGY, INNOVATION & CITIZENS' SERVICES**

### **14. Will you quickly move to disable the 'triple delete' option before any more important emails/information is destroyed?**

- We will require more time to review this recommendation.
- The expectation is that government records, including e-mail, are maintained in accordance with legislation.
- A Transitory Records Schedule allows for the deletion of copies as soon as they are of no further business use.

### **15. Why can't government even ensure their data transfers work?**

- In fact, government has already taken steps to improve all data migrations.
- The Ministry of Technology, Innovation and Citizens' Services has directed the service provider to conduct daily backups during data migrations and to ensure there is a monitoring function in place.

### **16. What will government do to ensure that applicants get the records that they are asking for?**

- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.
- FOI requests are processed by trusted professional public servants, whose decisions and actions are guided by the Freedom of Information and Privacy Protection Act.
- It is more common that an applicant will be contacted to narrow a request in order to ensure they are receiving the information they need in a timely manner and/or reduce potential fees, as part of clarifying the request.
- Government will continue to implement its practice of contacting the applicant to better understand their request.
- Clearly outlined in FOI/PPA legislation, is a duty to assist all applicants, to ensure that they receive the records that they are requesting. (Sec. 6.1)

- If someone disagrees with a decision about the release of information, the procedure is to ask the Office of the Information and Privacy Commissioner to conduct a review of the decision to withhold information.
- It's important to note that over the past two years, the rate of no-record responses has been reduced from 25 to 17 per cent of responses.

#### **17. What is the current level of FOI training – what's included?**

##### Political Staff

- Political staff are provided training on the FOI process, and we expect that every record that needs to be kept is kept in accordance with the legislation.
- Training includes what to do when an FOI request is received; records management; the use of email and which records are transitory and which must be filed and saved according to the Act.
- A transitory records guide is provided to all political staff who receive the training and is available online for all government employees.
- Government provides training that includes reasonable search on all smart phones, laptops and desktop computers and hard copy records.
- We will ensure our training reflects the limitations on search from devices such as iPad and other mobile devices.

##### Public Servants

- FOI training is available to all public servants.
- A transitory records guide is available online for all government employees.

#### **18. Will you move to discipline employees who fail to turn over responsive records or who deliberately delete records?**

- The new Information Management Act does not change the actions available to government in responding to the rare circumstance where an employee wilfully disregards the requirements of the Act.
- These actions include disciplinary sanctions, contractual penalties and, in extreme cases, criminal proceedings.
- Although the new Act specifically excludes coverage by the Offence Act, it is important to recognize that this is common legislative practice. Most, if not all, legislation drafted in the last 20 years has excluded the application of the Offence Act.
- Almost 400 B.C. statutes contain a requirement or authority to create records, which is over 80 per cent of all B.C. legislation.

#### **19. Why wasn't 'duty to document' included in the Act?**

- The Act does not include a specific requirement to create records as these requirements are already set out in program specific legislation and supporting policy.
- In fact, almost 400 B.C. statutes contain a requirement or authority to create records, which is over 80 per cent of all B.C. legislation.

- Our government remains committed to being as open and transparent as possible.
- Over the last five years government has responded to over 43,000 Freedom of Information requests.
- Government also has almost 1 million boxes of securely stored records in its possession and an additional 40,000 boxes are added per year.

**20. How do you explain the discrepancy in responsive records between yourself (MAV) and your Chief of Staff?**

- My expectation is that all records that need to be kept are kept in accordance to the legislation. We have clear policy and training and I expect it to be followed.
- Most emails are considered transitory in nature and are not considered a final decision record.
- Transitory records include routine and duplicate e-mails, drafts and may be deleted when they have no further business value to the employee who has them.
- If emails are kept and are requested through FOI, they would be included as a responsive record regardless of whether or not they are transitory.
- This often explains why FOI requests for records from different individuals can result in different responses.

Oct. 21, 2015

**MEDIA ADVISORY – Ministry of Technology, Innovation and Citizens' Services**

**VICTORIA – Minister of Technology, Innovation and Citizens' Services Amrik Virk will be available to respond to a report by the Information and Privacy Commissioner.**

**Event Date: Thursday, Oct. 22, 2015**

**Time: 9:45 a.m.**

**Location:**

**Legislative Press Theatre  
Parliament Buildings  
Victoria**

**Special Instructions:**

**Media unable to attend the news conference in person may listen-only to the announcement.**

**Dial-in: 1 877 353-9184**

**Participant Pass Code: 5137291#**

**Contact:**

**Tasha Schollen  
Communications Director  
Ministry of Technology, Innovation and Citizens' Services  
250 889-1121**

### **Key Messages**

- Commissioner Denham's report is comprehensive, and her recommendations provide remedies appropriate to the findings, and we are acting on them.
- British Columbians need to be confident that their government is open and transparent. We are committed to ensuring that it is.
- Government has successfully responded to more than 43,000 FOI requests over the last five years and we continue to strengthen and improve our performance.
- It is our expectation that FOI policies and procedures of government are followed every time, without exception.

### **Addressing OIPC Report Recommendations**

- The Commissioner has made a number of important findings that we take seriously and government is committed to acting on her recommendations.
- At the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, has been asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.
- The Premier has sent a directive to all ministers and political staff instructing them to keep all emails they send, regardless of whether they are transitory or not, until Mr. Loukidelis' work is complete.
- Further, the Ministry of Transportation and Infrastructure and the Ministry of Advanced Education have committed to providing the requested email records.
- The Office of the Premier has confirmed they will strengthen their process of documenting and tracking Freedom of Information requests and will also assign responsibility for Freedom of Information coordination to the Deputy Minister's Office.
- Two of the Commissioner's recommendations also involve changes to existing legislation.
- Government will refer these recommendations to the all-party Special Committee reviewing the *Freedom of Information and Protection of Privacy Act*. This referral will include a request to look at the practices of other provinces and jurisdictions.

### **Transportation Personnel Matter**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- I can tell you that the political staffer from the Ministry of Transportation and Infrastructure s.22 s.22
- To be clear – I expect all staff to follow proper FOI procedures, to honour their oaths, and to abide by standards of conduct.

### **Government Management of Information and Records**

- Our government remains committed to being as open and transparent as possible.
- I want to assure British Columbians that our government takes freedom of information seriously.

- Over the last five years government has responded to over 43,000 Freedom of Information requests.
- Government has retained almost 1 million boxes of records securely stored in its possession, and every year, an additional 40,000 boxes of records are created.
- It is my expectation that all government staff follow all legislation, without exception.

## **Questions & Answers**

### **GENERAL**

#### **1. You state your intention to 'Act' on all recommendations.... Does that mean you will accept each?**

- The Commissioner has made a number of important findings and we take these seriously.
- We are always interested in finding ways we can improve and be even more transparent and open as a government.
- We need to ensure the public has confidence in our processes and we will carefully review each recommendation and have indicated our intent to act on them all to ensure we have that confidence of the public.
- At the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.
- The Premier has sent a directive to all ministers and political staff instructing them to keep all emails they send, regardless of whether they are transitory or not, until Mr. Loukidelis' work is complete.

#### **If pressed for more:**

- Some of the recommendations could involve policy and even legislative change.
- Government will refer these recommendations to the all-party Special Committee to review the Freedom of Information and Protection of Privacy Act.
- This review will include looking at practices of other provinces and jurisdictions.

#### **2. Is the government paying the legal fees for Mr. Gretes?**

- We don't discuss the provision of indemnities – indemnification is available to employees as determined by officials in the Ministry of Justice. It is a personnel matter and subject to solicitor client privilege.
- If it is determined that an individual has committed wrongdoing – for example found guilty in court of an offence, there are provisions for the repayment of the legal fees.

## **TRANSPORTATION**

### **4. Will you release the 36 pages of transportation records as recommended by the Commissioner?**

- Yes we are retrieving these records and will run through the appropriate process for release, and documents will be released in accordance to the Freedom of Information and Protection of Privacy Act.

### **5. What actions has the ministry taken since this issue came to light?**

- Ms. Denham's report demonstrates that there is already a rigorous process in place around how the Ministry of Transportation handles FOIs.
- Still, the ministry recognized in the spring that there was more the ministry could do to improve our processes, and we've taken a number of steps, including:
  - The MoTI Deputy held meetings with executive to reinforce processing, handling and decision making related to FOIs and to ensure that the ministry has the right number of staff in place to handle FOI volumes.
  - The ministry has hired additional staff and is in the process of changing organizational structures to strengthen FOI capacity.
  - The ministry has started a number of education and training activities for ministry employees. For example, ministry staff have been encouraged to participate in a corporate government training day that will be held on October 28, and we are planning and delivering more focused and targeted FOI education sessions within the ministry.
  - The ministry is also conducting a Lean project on FOI to ensure our processes are as reliable and efficient as possible.

### **6. The Information and Privacy Commissioner has referred the actions of the Ministerial Assistant in the Transportation Ministers Office to the RCMP..... how seriously does government take this referral? Is the individual still employed by the government?**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- I can tell you that the political staffer from the Ministry of Transportation and Infrastructure ~ has tendered his resignation.

- As this is a personnel matter, I can't go into further details. However, I can tell you that we take all workplace complaints seriously and act quickly to look into allegations.
- In personnel matters, we're limited in what we can say due to privacy considerations. Even in circumstances where an employee has engaged in serious misconduct, the employee's or former employee's right to privacy is respected.
- The Public Service Agency takes great care to make sure that an employee's personal details aren't disclosed without compelling reason.
- The information may enter the public domain if the employee later commences litigation or a grievance proceeds to arbitration.
- We need to both respect the concerns of the people bringing forward concerns, and due process for the person against whom the allegations are made.

**7. Will the ADM at Transportation receive any discipline for her failure to abide by the Act? Have you taken any steps to ensure this senior official of government is clear on her obligations under the Act?**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- Senior officials with the government are hardworking and dedicated people who make a number of challenging decisions each day.
- I understand that in this case, they made the decision to narrow the scope based on the information they had at the time.
- The government, however, agrees with the commissioner that the interpretation was ultimately too narrow and that we have a duty to clarify the request with the applicant.
- In fact, upon further review of the request in February, we agreed that we interpreted it too narrowly and the ministry provided additional relevant briefing information to the requestor on March 3.
- We have also agreed to retrieve the outstanding records and will run through the appropriate process for release and documents will be severed according to the Freedom of Information and Protection of Privacy Act.
- I also understand that the ministry has made a commitment to further improve their processes, which started with the deputy meeting with his executive to reinforce processing, handling and decision making related to FOIs.

**8. Minister Stone – what's your reaction to the OIPC's findings about your MA?**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- I'm disappointed by what I saw in the report.
- I can tell you that the political staffer from the Ministry of Transportation and Infrastructure—  
s.22
- I expect all staff to follow proper FOI procedures, to honour their oaths, and to abide by standards of conduct.
- This is a personnel matter, so it would be inappropriate to comment further.



## **PREMIER'S OFFICE**

**9. How is it that the Premier's Office determined it was appropriate to have an individual with apparently 1 hour of FOI training not only run the FOI process in that office, but also create the process – which is nothing more than phone calls and sticky notes?**

- We have committed to strengthening the processes of documenting and tracking Freedom of Information requests in our office.
- The Office will also assign responsibility for Freedom of Information coordination to the Deputy Minister's Office.
- The Premier has sent a directive to all ministers and political staff instructing them to keep all emails they send, regardless of whether they are transitory or not, until Mr. Loukidelis' work is complete.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

**10. What if any discipline will the Director of Issues Management and the Deputy Chief of Staff face? If none, why not?**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- In fact, we are already addressing a number of the recommendations to help ensure we don't have systemic issues, particularly by strengthening the documentation and tracking of requests, and assigning responsibility for coordination to the deputy minister's office.
- We intend to address the outstanding recommendations as swiftly as possible.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.
- The Premier has sent a directive to all ministers and political staff instructing them to keep all emails they send, regardless of whether they are transitory or not, until Mr. Loukidelis' work is complete.

**11. It is clear the government's approach to record management starts with the Premier's Office but is systemic across all Ministers Offices. What will you do to change the culture of secrecy?**

- We are already addressing a number of the recommendations to help ensure we don't have systemic issues, particularly by strengthening the documentation and tracking of requests, and assigning responsibility for coordination to the deputy minister's office.
- Our objective is to address the findings in the report and meet the public expectation of transparency and trust.

**12. The Commissioner says the Deputy Chief of Staff contravened the Act because she deleted her emails... it seems the Deputy Chief of Staff thinks they were transitory – do you agree with the finding?**

- We are already addressing a number of the recommendations to help ensure we don't have systemic issues, particularly by strengthening the documentation and tracking of requests, and assigning responsibility for coordination to the deputy minister's office.
- We intend to address the outstanding recommendations as swiftly as possible.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.
- The Premier has sent a directive to all ministers and political staff instructing them to keep all emails they send, regardless of whether they are transitory or not, until Mr. Loukidelis' work is complete.

#### **ADVANCED EDUCATION**

**13. Will you release Nick Facey's emails as recommended by the Commissioner?**

- Yes we are retrieving these records and will run through the appropriate process for release in accordance with the Freedom of Information and Protection of Privacy Act.

**14. Will Nick Facey face any discipline for contravening the Act?**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- We are already addressing a number of the recommendations to help ensure we don't have systemic issues, particularly by strengthening the documentation and tracking of requests, and assigning responsibility for coordination to the deputy minister's office.
- We intend to address the outstanding recommendations as swiftly as possible.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

#### **TECHNOLOGY, INNOVATION & CITIZENS' SERVICES**

**15. Will you quickly move to disable the 'triple delete' option before any more important emails/information is destroyed?**

- We will require more time to review this recommendation.

- The expectation is that government records, including e-mail, are maintained in accordance with legislation.
- A Transitory Records Schedule allows for the deletion of copies as soon as they are of no further business use.

**16. Why can't government even ensure their data transfers work?**

- In fact, government has already taken steps to improve all data migrations.
- The Ministry of Technology, Innovation and Citizens' Services has directed the service provider to conduct daily backups during data migrations and to ensure there is a monitoring function in place.

**17. What will government do to ensure that applicants get the records that they are asking for?**

- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.
- FOI requests are processed by trusted professional public servants, whose decisions and actions are guided by the Freedom of Information and Privacy Protection Act.
- It is more common that an applicant will be contacted to narrow a request in order to ensure they are receiving the information they need in a timely manner and/or reduce potential fees, as part of clarifying the request.
- Government will continue to implement its practice of contacting the applicant to better understand their request.
- Clearly outlined in FOIPPA legislation, is a duty to assist all applicants, to ensure that they receive the records that they are requesting. (Sec. 6.1)
- If someone disagrees with a decision about the release of information, the procedure is to ask the Office of the Information and Privacy Commissioner to conduct a review of the decision to withhold information.
- It's important to note that over the past two years, the rate of no-record responses has been reduced from 25 to 17 per cent of responses.

**18. What is the current level of FOI training – what's included?**

Political Staff

- Political staff are provided training on the FOI process, and we expect that every record that needs to be kept is kept in accordance with the legislation.
- Training includes what to do when an FOI request is received; records management; the use of email and which records are transitory and which must be filed and saved according to the Act.
- A transitory records guide is provided to all political staff who receive the training and is available online for all government employees.
- Government provides training that includes reasonable search on all smart phones, laptops and desktop computers and hard copy records.

- We will ensure our training reflects the limitations on search from devices such as iPad and other mobile devices.

#### Public Servants

- FOI training is available to all public servants.
- A transitory records guide is available online for all government employees.

#### **19. Will you move to discipline employees who fail to turn over responsive records or who deliberately delete records?**

- The new Information Management Act does not change the actions available to government in responding to the rare circumstance where an employee wilfully disregards the requirements of the Act.
- These actions include disciplinary sanctions, contractual penalties and, in extreme cases, criminal proceedings.
- Although the new Act specifically excludes coverage by the Offence Act, it is important to recognize that this is common legislative practice. Most, if not all, legislation drafted in the last 20 years has excluded the application of the Offence Act.
- Almost 400 B.C. statutes contain a requirement or authority to create records, which is over 80 per cent of all B.C. legislation.

#### **20. Why wasn't 'duty to document' included in the Act?**

- The Act does not include a specific requirement to create records as these requirements are already set out in program specific legislation and supporting policy.
- In fact, almost 400 B.C. statutes contain a requirement or authority to create records, which is over 80 per cent of all B.C. legislation.
- Our government remains committed to being as open and transparent as possible.
- Over the last five years government has responded to over 43,000 Freedom of Information requests.
- Government also has almost 1 million boxes of securely stored records in its possession and an additional 40,000 boxes are added per year.

#### **21. How do you explain the discrepancy in responsive records between yourself (MAV) and your Chief of Staff?**

- My expectation is that all records that need to be kept are kept in accordance to the legislation. We have clear policy and training and I expect it to be followed.
- Most emails are considered transitory in nature and are not considered a final decision record.
- Transitory records include routine and duplicate e-mails, drafts and may be deleted when they have no further business value to the employee who has them.
- If emails are kept and are requested through FOI, they would be included as a responsive record regardless of whether or not they are transitory.
- This often explains why FOI requests for records from different individuals can result in different responses.

**22. Why did you ask the Commissioner for an extension?**

- Commissioner Denham's report raises legal and human resourcing considerations and as such, we asked for extra time to respond to her report.

*If pressed:*

- The report contains personal information and findings of misconduct and we wanted to ensure that the legal rights of those individuals were being respected.

**23. Why do government employees and political staff have the ability to triple delete in the first place?**

- Triple deletion is a standard function provided by Microsoft and allows a person to recover an email that they may have inadvertently deleted, without needing to contact the help desk.

**24. Do you triple delete?**

- I have always managed my emails in accordance with the law
- We know technology is changing and so is the public's expectations.
- As the premier made clear, we will work towards meeting them.
- This is why the Premier has instructed ministers and political staff to keep all sent emails until Mr. Loukidelis has completed his work and offered his advice on how best to move forward.

*Do you delete/triple delete:*

- Yes/No, I delete transitory emails.
- No, I have not used the triple delete function.

## **McCann, Meghan PREM:EX**

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**From:** Chin, Ben PREM:EX  
**Sent:** Wednesday, October 21, 2015 10:26 PM  
**To:** Schollen, Tasha GCPE:EX  
**Subject:** Re: Draft OIPC Materials - 9:45pm

Keep trying and don't worry. I've come close to doing that myself. A good thing to do is to put reporters into your contact list by something other than a name that's similar to staff's. In his case, NW Woodford

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

Original Message  
From: Schollen, Tasha GCPE:EX  
Sent: Wednesday, October 21, 2015 10:02 PM  
To: Chin, Ben PREM:EX  
Subject: RE: Draft OIPC Materials - 9:45pm

I know. We caught it immediately. I recalled the email right away.

Shane Mills is going to call him. s.13

Very sorry.

-----Original Message-----

From: Chin, Ben PREM:EX  
Sent: Wednesday, October 21, 2015 10:01 PM  
To: Schollen, Tasha GCPE:EX  
Subject: Re: Draft OIPC Materials - 9:45pm

You sent the email to shane woodford at cknw

Ben Chin  
Executive Director  
Communications & Issues Mgmt  
Office of Premier Christy Clark  
Government of British Columbia  
250-588-3113

> On Oct 21, 2015, at 9:47 PM, "Schollen, Tasha GCPE:EX" <[Tasha.Schollen@gov.bc.ca](mailto:Tasha.Schollen@gov.bc.ca)> wrote:  
>

> Docs for review as of 9:45pm:

>

>

> · Media advisory that went out tonight to provincial media and press gallery for 9:45am media avail tomorrow.

>

> · MAV Statement

>

> · Key Messages/Questions and Answers document

>

> · MAV Speaking notes

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> Tasha Schollen | Communications Director Ministry of Technology,

> Innovation and Citizens' Services Government Communications and Public

> Engagement

> Phone: 250-387-3134 | Cell: 250-889-1121

>

> <MA\_OIPC report Oct 21.pdf>

> <Statement\_OIPC\_Report\_22 Oct\_940pm.docx> <KM-QA\_OIPC Report\_21 Oct

> 15\_940pm.docx> <SN\_OIPC Report\_22 Oct 15 V5.doc>

## McCann, Meghan PREM:EX

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**From:** Chin, Ben PREM:EX  
**Sent:** Wednesday, October 21, 2015 10:03 PM  
**To:** Schollen, Tasha GCPE:EX  
**Cc:** Gordon, Matt GCPE:EX; Fraser, John Paul GCPE:EX; Ingram, Geoff MTIC:EX  
**Subject:** Re: Draft OIPC Materials - 9:45pm

Please dont respond to tasha's previous email

Ben Chin  
Executive Director  
Communications & Issues Mgmt  
Office of Premier Christy Clark  
Government of British Columbia  
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> Tasha Schollen | Communications Director Ministry of Technology,  
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> 15\_940pm.docx> <SN\_OIPC Report\_22 Oct 15 V5.doc>



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**Subject:** Re: Draft OIPC Materials - 9:45pm

You sent the email to shane woodford at cknw

Ben Chin  
Executive Director  
Communications & Issues Mgmt  
Office of Premier Christy Clark  
Government of British Columbia  
250-588-3113

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> 15\_940pm.docx> <SN\_OIPC Report\_22 Oct 15 V5.doc>

## **McCann, Meghan PREM:EX**

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**From:** Chin, Ben PREM:EX  
**Sent:** Wednesday, October 21, 2015 10:23 PM  
**To:** Schollen, Tasha GCPE:EX  
**Cc:** Gordon, Matt GCPE:EX; Fraser, John Paul GCPE:EX; Ingram, Geoff MTIC:EX  
**Subject:** Re: Draft OIPC Materials - 9:45pm

Just some small suggestions...

On km's , start with three over arching messages...theyre three buckets that your key messages support

Commissioner Denham's report is comprehensive, and she has outlined remedies for her findings through her recommendations

British Columbians need to be confident that their govt is open and transparent.

Govt does successfully process a vast majority of foi requests and we will continue to strengthen and improve our performance

As well, that first message should be the beginning of the answer to any questions about penalties to individuals...as in what are you going to do to x.? That is one of the findings but i would ask you to read the full report as commish denham prescribes remedies for all of her findings. We will act on her recos with the help of dl ..and in fact we have already done x

On the q that deals w gretes, remember, beyond the i can't comment on personnel matters there also has to be a statement of mav's expectations of staff. I can't comment on personnel but let me be clear, i expect all staff to follow proper procedures on foi, honour their oaths, and abide by their standard of conduct

Ben Chin  
Executive Director  
Communications & Issues Mgmt  
Office of Premier Christy Clark  
Government of British Columbia  
250-588-3113

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> Please dont respond to tasha's previous email

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> Ben Chin

> Executive Director

> Communications & Issues Mgmt

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>> 15\_940pm.docx> <SN\_OIPC Report\_22 Oct 15 V5.doc>

**McCann, Meghan PREM:EX**

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**From:** Chin, Ben PREM:EX  
**Sent:** Wednesday, October 21, 2015 8:48 PM  
**To:** Gordon, Matt GCPE:EX  
**Cc:** Mills, Shane LASS:EX  
**Subject:** Re: Statement\_Virk\_Report Response\_Oct2215\_Latest1

For Tasha the three buckets are:

Citizens need to be confident of open gov

Report is thorough, and provides remedies through recommendations

We do deliver on FOI as stats prove.

Ben Chin  
Executive Director  
Communications and Issues Mgmt  
Office of Premier Christy Clark  
250-588-3113

Sent from my BlackBerry 10 smartphone on the Rogers network.

**From:** Gordon, Matt GCPE:EX  
**Sent:** Wednesday, October 21, 2015 8:37 PM  
**To:** Chin, Ben PREM:EX  
**Cc:** Mills, Shane LASS:EX  
**Subject:** Statement\_Virk\_Report Response\_Oct2215\_Latest1

Working with CD on KMs, QAs and speaking notes... wanted you to have the latest statement with MMDJ comments reflected soonest.

Full package will come from Tasha once finished, MAV reviews and gives his ok.

## McCann, Meghan PREM:EX

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**From:** Sweeney, Neil PREM:EX  
**Sent:** Friday, November 6, 2015 12:01 PM  
**To:** McCann, Meghan PREM:EX  
**Subject:** FW: OIPC Finals  
**Attachments:** KM-QA\_OIPC Report\_21 Oct 15\_FINAL.docx; ATT00001.htm; Statement\_OIPC\_Report\_22 Oct\_FINAL.docx; ATT00002.htm; MA\_OIPC report Oct 21.pdf; ATT00003.htm

53335

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**From:** Sweeney, Neil PREM:EX  
**Sent:** Thursday, October 22, 2015 12:08 PM  
**To:** Doyle, Dan PREM:EX  
**Subject:** Fwd: OIPC Finals

Sent from my iPhone

Begin forwarded message:

**From:** "Schollen, Tasha GCPE:EX" <[Tasha.Schollen@gov.bc.ca](mailto:Tasha.Schollen@gov.bc.ca)>  
**Date:** October 22, 2015 at 8:54:37 AM PDT  
**To:** "Sweeney, Neil PREM:EX" <[Neil.Sweeney@gov.bc.ca](mailto:Neil.Sweeney@gov.bc.ca)>, "Chin, Ben PREM:EX" <[Ben.Chin@gov.bc.ca](mailto:Ben.Chin@gov.bc.ca)>, "Mills, Shane LASS:EX" <[Shane.Mills@leg.bc.ca](mailto:Shane.Mills@leg.bc.ca)>  
**Cc:** "Gordon, Matt GCPE:EX" <[Matt.Gordon@gov.bc.ca](mailto:Matt.Gordon@gov.bc.ca)>, "Schollen, Tasha GCPE:EX" <[Tasha.Schollen@gov.bc.ca](mailto:Tasha.Schollen@gov.bc.ca)>  
**Subject:** OIPC Finals

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**Tasha Schollen** | Communications Director  
Ministry of Technology, Innovation and Citizens' Services  
Government Communications and Public Engagement  
Phone: 250-387-3134 | Cell: 250-889-1121

### **Key Messages**

- Commissioner Denham's report is comprehensive, and her recommendations provide remedies appropriate to the findings, and we are acting on them.
- British Columbians need to be confident that their government is open and transparent. We are committed to ensuring that it is.
- Government has successfully responded to more than 43,000 FOI requests over the last five years and we continue to strengthen and improve our performance.
- It is our expectation that FOI policies and procedures of government are followed every time, without exception.

### **Addressing OIPC Report Recommendations**

- The Commissioner has made a number of important findings that we take seriously and government is committed to acting on her recommendations.
- At the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, has been asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.
- Further, the Ministry of Transportation and Infrastructure and the Ministry of Advanced Education have committed to providing the requested email records.
- The Office of the Premier has confirmed they will strengthen their process of documenting and tracking Freedom of Information requests and will also assign responsibility for Freedom of Information coordination to the Deputy Minister's Office.
- Two of the Commissioner's recommendations also involve changes to existing legislation.
- Government will refer these recommendations to the all-party Special Committee reviewing the *Freedom of Information and Protection of Privacy Act*. This referral will include a request to look at the practices of other provinces and jurisdictions.

### **Transportation Personnel Matter**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- I can tell you that the political staffer from the Ministry of Transportation and Infrastructure<sup>s.22</sup>
- To be clear – I expect all staff to follow proper FOI procedures, to honour their oaths, and to abide by standards of conduct.

### **Government Management of Information and Records**

- Our government remains committed to being as open and transparent as possible.
- I want to assure British Columbians that our government takes freedom of information seriously.
- Over the last five years government has responded to over 43,000 Freedom of Information requests.
- Government has retained almost 1 million boxes of records securely stored in its possession, and every year, an additional 40,000 boxes of records are created.

- It is my expectation that all government staff follow all legislation, without exception.

## **Questions & Answers**

### **GENERAL**

#### **1. You state your intention to 'Act' on all recommendations.... Does that mean you will accept each?**

- The Commissioner has made a number of important findings and we take these seriously.
- We are always interested in finding ways we can improve and be even more transparent and open as a government.
- We need to ensure the public has confidence in our processes and we will carefully review each recommendation and have indicated our intent to act on them all to ensure we have that confidence of the public.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

#### **If pressed for more:**

- Some of the recommendations could involve policy and even legislative change.
- Government will refer these recommendations to the all-party Special Committee to review the Freedom of Information and Protection of Privacy Act.
- This review will include looking at practices of other provinces and jurisdictions.

#### **2. Is the government paying the legal fees for Mr. Gretes?**

- We don't discuss the provision of indemnities – indemnification is available to employees as determined by officials in the Ministry of Justice. It is a personnel matter and subject to solicitor client privilege.
- If it is determined that an individual has committed wrongdoing – for example found guilty in court of an offence, there are provisions for the repayment of the legal fees.

### **TRANSPORTATION**

#### **3. Will you release the 36 pages of transportation records as recommended by the Commissioner?**

- Yes we are retrieving these records and will run through the appropriate process for release, and documents will be released in accordance to the Freedom of Information and Protection of Privacy Act.

**4. What actions has the ministry taken since this issue came to light?**

- Ms. Denham's report demonstrates that there is already a rigorous process in place around how the Ministry of Transportation handles FOIs.
- Still, the ministry recognized in the spring that there was more the ministry could do to improve our processes, and we've taken a number of steps, including:
  - The MoTI Deputy held meetings with executive to reinforce processing, handling and decision making related to FOIs and to ensure that the ministry has the right number of staff in place to handle FOI volumes.
  - The ministry has hired additional staff and is in the process of changing organizational structures to strengthen FOI capacity.
  - The ministry has started a number of education and training activities for ministry employees. For example, ministry staff have been encouraged to participate in a corporate government training day that will be held on October 28, and we are planning and delivering more focused and targeted FOI education sessions within the ministry.
  - The ministry is also conducting a Lean project on FOI to ensure our processes are as reliable and efficient as possible.

**5. The Information and Privacy Commissioner has referred the actions of the Ministerial Assistant in the Transportation Ministers Office to the RCMP..... how seriously does government take this referral? Is the individual still employed by the government?**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- As this is a personnel matter, I can't go into further details. However, I can tell you that we take all workplace complaints seriously and act quickly to look into allegations.
- In personnel matters, we're limited in what we can say due to privacy considerations. Even in circumstances where an employee has engaged in serious misconduct, the employee's or former employee's right to privacy is respected.
- The Public Service Agency takes great care to make sure that an employee's personal details aren't disclosed without compelling reason.
- The information may enter the public domain if the employee later commences litigation or a grievance proceeds to arbitration.
- We need to both respect the concerns of the people bringing forward concerns, and due process for the person against whom the allegations are made.

**6. Will the ADM at Transportation receive any discipline for her failure to abide by the Act? Have you taken any steps to ensure this senior official of government is clear on her obligations under the Act?**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- Senior officials with the government are hardworking and dedicated people who make a number of challenging decisions each day.



- I understand that in this case, they made the decision to narrow the scope based on the information they had at the time.
- The government, however, agrees with the commissioner that the interpretation was ultimately too narrow and that we have a duty to clarify the request with the applicant.
- In fact, upon further review of the request in February, we agreed that we interpreted it too narrowly and the ministry provided additional relevant briefing information to the requestor on March 3.
- We have also agreed to retrieve the outstanding records and will run through the appropriate process for release and documents will be severed according to the Freedom of Information and Protection of Privacy Act.
- I also understand that the ministry has made a commitment to further improve their processes, which started with the deputy meeting with his executive to reinforce processing, handling and decision making related to FOIs.

**7. Minister Stone – what’s your reaction to the OIPC’s findings about your MA?**

- If you read the Commissioner’s report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.
- I’m disappointed by what I saw in the report.
- I can tell you that the political staffer from the Ministry of Transportation and Infrastructure s.22
- I expect all staff to follow proper FOI procedures, to honour their oaths, and to abide by standards of conduct.
- This is a personnel matter, so it would be inappropriate to comment further.

**PREMIER’S OFFICE**

**8. How is it that the Premier’s Office determined it was appropriate to have an individual with apparently 1 hour of FOI training not only run the FOI process in that office, but also create the process – which is nothing more than phone calls and sticky notes?**

- We have committed to strengthening the processes of documenting and tracking Freedom of Information requests in our office.
- The Office will also assign responsibility for Freedom of Information coordination to the Deputy Minister’s Office.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

**9. What if any discipline will the Director of Issues management and the Deputy Chief of Staff face? If none, why not?**

- If you read the Commissioner’s report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.

- In fact, we are already addressing a number of the recommendations to help ensure we don't have systemic issues, particularly by strengthening the documentation and tracking of requests, and assigning responsibility for coordination to the deputy minister's office.
- We intend to address the outstanding recommendations as swiftly as possible.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

**10. It is clear the government's approach to record management starts with the Premier's Office but is systemic across all Ministers Offices. What will you do to change the culture of secrecy?**

- We are already addressing a number of the recommendations to help ensure we don't have systemic issues, particularly by strengthening the documentation and tracking of requests, and assigning responsibility for coordination to the deputy minister's office.
- Our objective is to address the findings in the report and meet the public expectation of transparency and trust.

**11. The Commissioner says the Deputy Chief of Staff contravened the Act because she deleted her emails... it seems the Deputy Chief of Staff thinks they were transitory – do you agree with the finding?**

- We are already addressing a number of the recommendations to help ensure we don't have systemic issues, particularly by strengthening the documentation and tracking of requests, and assigning responsibility for coordination to the deputy minister's office.
- We intend to address the outstanding recommendations as swiftly as possible.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

**ADVANCED EDUCATION**

**12. Will you release Nick Facey's emails as recommended by the Commissioner?**

- Yes we are retrieving these records and will run through the appropriate process for release in accordance with the Freedom of Information and Protection of Privacy Act.

**13. Will Nick Facey face any discipline for contravening the Act?**

- If you read the Commissioner's report, you will see that her recommendations provide remedies appropriate to the findings, and we are acting on them.

- We are already addressing a number of the recommendations to help ensure we don't have systemic issues, particularly by strengthening the documentation and tracking of requests, and assigning responsibility for coordination to the deputy minister's office.
- We intend to address the outstanding recommendations as swiftly as possible.
- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.

## **TECHNOLOGY, INNOVATION & CITIZENS' SERVICES**

### **14. Will you quickly move to disable the 'triple delete' option before any more important emails/information is destroyed?**

- We will require more time to review this recommendation.
- The expectation is that government records, including e-mail, are maintained in accordance with legislation.
- A Transitory Records Schedule allows for the deletion of copies as soon as they are of no further business use.

### **15. Why can't government even ensure their data transfers work?**

- In fact, government has already taken steps to improve all data migrations.
- The Ministry of Technology, Innovation and Citizens' Services has directed the service provider to conduct daily backups during data migrations and to ensure there is a monitoring function in place.

### **16. What will government do to ensure that applicants get the records that they are asking for?**

- As per the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, was asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.
- FOI requests are processed by trusted professional public servants, whose decisions and actions are guided by the Freedom of Information and Privacy Protection Act.
- It is more common that an applicant will be contacted to narrow a request in order to ensure they are receiving the information they need in a timely manner and/or reduce potential fees, as part of clarifying the request.
- Government will continue to implement its practice of contacting the applicant to better understand their request.
- Clearly outlined in FOIPPA legislation, is a duty to assist all applicants, to ensure that they receive the records that they are requesting. (Sec. 6.1)

- If someone disagrees with a decision about the release of information, the procedure is to ask the Office of the Information and Privacy Commissioner to conduct a review of the decision to withhold information.
- It's important to note that over the past two years, the rate of no-record responses has been reduced from 25 to 17 per cent of responses.

#### **17.What is the current level of FOI training – what's included?**

##### Political Staff

- Political staff are provided training on the FOI process, and we expect that every record that needs to be kept is kept in accordance with the legislation.
- Training includes what to do when an FOI request is received; records management; the use of email and which records are transitory and which must be filed and saved according to the Act.
- A transitory records guide is provided to all political staff who receive the training and is available online for all government employees.
- Government provides training that includes reasonable search on all smart phones, laptops and desktop computers and hard copy records.
- We will ensure our training reflects the limitations on search from devices such as iPad and other mobile devices.

##### Public Servants

- FOI training is available to all public servants.
- A transitory records guide is available online for all government employees.

#### **18.Will you move to discipline employees who fail to turn over responsive records or who deliberately delete records?**

- The new Information Management Act does not change the actions available to government in responding to the rare circumstance where an employee wilfully disregards the requirements of the Act.
- These actions include disciplinary sanctions, contractual penalties and, in extreme cases, criminal proceedings.
- Although the new Act specifically excludes coverage by the Offence Act, it is important to recognize that this is common legislative practice. Most, if not all, legislation drafted in the last 20 years has excluded the application of the Offence Act.
- Almost 400 B.C. statutes contain a requirement or authority to create records, which is over 80 per cent of all B.C. legislation.

#### **19.Why wasn't 'duty to document' included in the Act?**

- The Act does not include a specific requirement to create records as these requirements are already set out in program specific legislation and supporting policy.
- In fact, almost 400 B.C. statutes contain a requirement or authority to create records, which is over 80 per cent of all B.C. legislation.

- Our government remains committed to being as open and transparent as possible.
- Over the last five years government has responded to over 43,000 Freedom of Information requests.
- Government also has almost 1 million boxes of securely stored records in its possession and an additional 40,000 boxes are added per year.

**20. How do you explain the discrepancy in responsive records between yourself (MAV) and your Chief of Staff?**

- My expectation is that all records that need to be kept are kept in accordance to the legislation. We have clear policy and training and I expect it to be followed.
- Most emails are considered transitory in nature and are not considered a final decision record.
- Transitory records include routine and duplicate e-mails, drafts and may be deleted when they have no further business value to the employee who has them.
- If emails are kept and are requested through FOI, they would be included as a responsive record regardless of whether or not they are transitory.
- This often explains why FOI requests for records from different individuals can result in different responses.

Oct. 21, 2015

MEDIA ADVISORY – Ministry of Technology, Innovation and Citizens' Services

VICTORIA – Minister of Technology, Innovation and Citizens' Services Amrik Virk will be available to respond to a report by the Information and Privacy Commissioner.

Event Date: Thursday, Oct. 22, 2015

Time: 9:45 a.m.

Location:

Legislative Press Theatre

Parliament Buildings

Victoria

Special Instructions:

Media unable to attend the news conference in person may listen-only to the announcement.

Dial-In: 1 877 353-9184

Participant Pass Code: 5137291#

Contact:

Tasha Schollen

Communications Director

Ministry of Technology, Innovation and Citizens' Services

250 889-1121

## McCann, Meghan PREM:EX

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**From:** Facey, Nick MTIC:EX  
**Sent:** Monday, October 26, 2015 4:25 PM  
**To:** Chin, Ben PREM:EX; Mills, Shane LASS:EX; Southern, Evan PREM:EX  
**Cc:** Ingram, Geoff MTIC:EX  
**Subject:** media request OIPC

Evan I will call to discuss

Background: Reporter seeking responses to the questions below as a follow-up to the questions he had last Friday.

**Deadline @ asap**

**Media:** Vancouver Sun

**Reporter:** Rob Shaw, 250-953-5932, [rshaw@vancouver.sun.com](mailto:rshaw@vancouver.sun.com)

**Topic:** OIPC Report

### **Suggested Responses:**

The commissioner's report says government migrated its email in June 2014 but did not conduct monthly backups until Feb 2015. Is that correct? What happened to cause this mistake? Does that mean that for 8 months, the government has no record of the 48,000 mailboxes?

- During a period of approximately 8 months (June 2014 to Jan. 2015), government email systems were being upgraded. During this time period, the backup on the new email system was not configured correctly to retain backups that would typically be used for investigation. The old system continued to run regular backups.
- This was rectified in January, however, as a result of this oversight, email accounts from across government that had been migrated to the new system were not backed up for varying time periods.
- The upgrade of email accounts was undertaken in phases and, as a result, email accounts that were not backed up occurred incrementally with the number increasing each month from June 2014 until January 2015.
- Since then, government has taken steps to improve all data migrations.
- The Ministry of Technology, Innovation and Citizens' Services has directed the service provider to conduct monthly backups during data migrations and to ensure there is a monitoring function in place.

Given that the backups are for legal and employee and other reasons, what does government believe the impact of this loss to be?

- It is expected that key government documents and records are filed and retained in ministry offices according to the appropriate retention schedule outlined in legislation.
- It is also important to note that backups of the email system are done primarily for operational purposes; to ensure emails are recoverable should they be needed.
- These backups do not replace the requirement for documents to be retained and filed as and when required.

Are there any training materials that can be provided to me in which triple deleting (or deleting files from the recovered email folder) are referenced? Or please provide whatever FOI training documents are provided to political staff.

Articles exist on the BC Government's Self Serve site on how to recover deleted items using "Recover Deleted Items":

[https://77000.gov.bc.ca/index?page=content&id=KA4055&actp=SEARCH&viewlocale=en\\_US&searchid=1445645151565](https://77000.gov.bc.ca/index?page=content&id=KA4055&actp=SEARCH&viewlocale=en_US&searchid=1445645151565)

[https://77000.gov.bc.ca/index?page=content&id=FAQ119&actp=SEARCH&viewlocale=en\\_US&searchid=1445645151565](https://77000.gov.bc.ca/index?page=content&id=FAQ119&actp=SEARCH&viewlocale=en_US&searchid=1445645151565)

Here is a bulletin that also makes reference to it: <https://www.gov.bc.ca/news/2011/0110/taking-out-ettrash>

The Commissioner indicated that the size of employee email boxes is reduced when an email is double-deleted (from inbox and then trash bin) and that this satisfies the size restrictions on email boxes — is that correct? Because I've also heard from some gov people who say they need to delete the recovered folder in order to free up space during restrictions. So want to clarify that.

- “Recover Deleted Items” is a standard function provided by Microsoft which provides a short-term safety net and allows a person to recover an email that they may have inadvertently deleted, without needing to contact the help desk. A deleted email is available in the recover deleted items folder for 14 days.
- Yes, double deleting frees up employee email space.
- Triple deletion can also remove unnecessary email and free up space on the overall system.

From Friday: To clarify part of the commissioner's report, is it government's understanding that the emails that were triple-deleted by Mr. Gretes have not been recovered and can't be recovered? They are permanently erased? They didn't show up in any other FOIs, or on any other computers, or anywhere else – they are gone? And does the ministry know what those records were, contained, or involved?

- Government does not have conclusive evidence that emails were triple-deleted by Mr. Gretes. The emails were not retained as per the backup schedules due to a misconfiguration during an infrastructure upgrade. It should be noted that government has already taken steps to improve all data migrations. The Ministry of Technology, Innovation and Citizens' Services has directed the service provider to conduct daily backups during data migrations and to ensure there is a monitoring function in place. Government has taken all reasonable steps to recover the emails in question but has been unable to do so.

Provided to reporter on Fri. Oct. 23:

- Commissioner Denham's report is comprehensive, and her recommendations provide remedies appropriate to the findings, and we are acting on them.
- The Commissioner has made a number of important findings that we take seriously and government is committed to acting on her recommendations.
- At the direction of the Premier, David Loukidelis, the former Information and Privacy Commissioner of British Columbia, has been asked and has agreed to advise government on how to address the recommendations.
- Mr. Loukidelis will also provide advice and direction on how we can enhance Freedom of Information training for staff.
- Today the Premier sent a directive to all ministers and political staff instructing them to keep all emails they send, regardless of whether they are transitory or not, until Mr. Loukidelis' work is complete.
- Further, the Ministry of Transportation and Infrastructure and the Ministry of Advanced Education have committed to providing the requested email records.
- The Office of the Premier has confirmed they will strengthen their process of documenting and tracking Freedom of Information requests and will also assign responsibility for Freedom of Information coordination to the Deputy Minister's Office.
- Two of the Commissioner's recommendations also involve changes to existing legislation.
- Government will refer these recommendations to the all-party Special Committee reviewing the *Freedom of Information and Protection of Privacy Act*. This referral will include a request to look at the practices of other provinces and jurisdictions.



## McCann, Meghan PREM:EX

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**From:** Glover, Hannah GCPE:EX  
**Sent:** Monday, October 26, 2015 2:51 PM  
**To:** van Marum, Karen GCPE:EX; Glover, Hannah GCPE:EX; Gordon, Matt GCPE:EX; Sweeney, Neil PREM:EX; Lo, Mary GCPE:EX; Klingmann, Erin A GCPE:EX; Bhullar, Barinder PREM:EX; Bains, Parm GCPE:EX; Oliphant, Sam PREM:EX; Southern, Evan PREM:EX; Chin, Ben PREM:EX; Fraser, John Paul GCPE:EX; Gleeson, Kelly T GCPE:EX; Woods, Emily GCPE:EX; Facey, Nick MTIC:EX; Ingram, Geoff MTIC:EX; Schollen, Tasha GCPE:EX; Whittier, Joanne GCPE:EX; Anderson, Maryann GCPE:EX; Kerr, Grant GCPE:EX; Fillion, Corinna GCPE:EX; Richmond, Valerie D SDSI:EX; Blake, Kristen SDSI:EX; GCPE Communications - Children and Family Development; Steilo, Sandra GCPE:EX; Ash, Christine GCPE:EX; Gill, Manjit MNGD:EX; Myers, Tobie A MNGD:EX; Woolley, Paul GCPE:EX  
**Subject:** Fw: Scrum summary - Horgan and

Sent from my BlackBerry 10 smartphone on the TELUS network.

Original Message

From: van Marum, Karen GCPE:EX <[Karen.vanMarum@gov.bc.ca](mailto:Karen.vanMarum@gov.bc.ca)>

Sent: Monday, October 26, 2015 2:49 PM

To: Glover, Hannah GCPE:EX

Subject: Scrum summary - Horgan and

Reference to Christy Clark in House?

Asked for all emails over defined period of time. No records back. Then asked for meta logs (from Premier Clark). It was inconstant and reinforces oral culture.

Today we brought up Natural Gas - many emails to proponents.

Clark or staff deleting?

Oral culture. We asked for all emails. We got back no records. There were over 100 tracking on message logs.

Reason we raised Myers - commissioner looked at three offices. You can go to any office and there won't be any records because they delete. Denham can address that but David L is coming back -- if you want to fix it work with independent office.

What was culture like when you were staff?

I didn't delete emails. Our provincial office just gave them to UBC. We deposited them.

My home email is quite packed.

How do you change culture? Dyble also oversaw quick wins. Culture needs to change and best way to change it is to change government.

Recipient is blocked out?

s17 - impact on crown agency

Identity of recipient impact - yes if Myers was working with leaders like Sproule - suspect discussing tax framework.

Raises interesting questions. Would have liked to ask Coleman, premier or de Jong but left with hapless Virk.

Triple deleted records still exist? Yes -- access could come via subpoena.

Woodford LNG? Had some issues with FN - will look at and get back to.

Inclusion BC -- Jen Rice with Lindsay Kines Disappointed that we are not seeing the leadership from ministers office. They (inclusion BC) are org with 60 plus years experience.

Proposal?

Stemming from a rec in coroners request. Few services avail are not properly communicated. MCFD staff don't even know services to inform families.

Two recs around travel and distance. There are 10/11 service providers in Prince Rupert. There are no autism services. One in Kitimat - doesn't like to travel in winter - families drive to her.

Sent from my iPhone

## **McCann, Meghan PREM:EX**

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**From:** Glover, Hannah GCPE:EX  
**Sent:** Monday, October 26, 2015 1:45 PM  
**To:** Facey, Nick MTIC:EX; Ingram, Geoff MTIC:EX; Schollen, Tasha GCPE:EX; Whittier, Joanne GCPE:EX; Today's News Online GCPE:EX  
**Cc:** van Marum, Karen GCPE:EX; Glover, Hannah GCPE:EX; Gordon, Matt GCPE:EX; Sweeney, Neil PREM:EX; Lo, Mary GCPE:EX; Klingmann, Erin A GCPE:EX; Bhullar, Barinder PREM:EX; Bains, Parm GCPE:EX; Oliphant, Sam PREM:EX; Southern, Evan PREM:EX; Chin, Ben PREM:EX; Fraser, John Paul GCPE:EX; Gleeson, Kelly T GCPE:EX; Woods, Emily GCPE:EX  
**Subject:** Scrum audio - MAV  
**Attachments:** Virk - Oct 26, 132936.m4a

With Rob Shaw, Vancouver Sun and Lindsay Kines, Times Colonist

Lack of back up emails denham identified, potential implication? When we do back ups, emails to a new server, portion that were varied. as a learning mechanism, next time that there is scrutiny.

Problems that backups need to be there for legal reasons?

Key documents when legal, record government policy are kept my ministry offices. The suggestions that emails are where documents of client privileges is incorrect. Key decisions are kept. Expect them to be kept in ministry offices.

During 8 months, documents lost - were they transitory documents lost? Key documents lost?

Key documents are kept in separate system. Emails do not mean they are government documents, could be transitory - not necessarily government documents.

Change or put more money into government email systems? Evergreen of IT system. Leukidelis coming will, provide guidance to government, will take recommendations into place.

Sent from my BlackBerry 10 smartphone on the TELUS network.